



Site, Building, Operational Plan Submittal Checklist

Village of Mount Pleasant, Wisconsin

Project Name _____

*The applicant shall provide/complete the following information in a legible size font.
The Village shall not accept an incomplete application.*

Note: A compact disk or flash drive shall also be submitted including electronic files of all submittal materials listed below (PDF format).

GENERAL	MET	*NOT MET	N/A
Completed Site, Building, Operation Application			
Application Filing Fee <ul style="list-style-type: none"> • Site Plan Fee (\$ 650 for initial 30,000 sf. of building + \$0.02 per sf. thereafter). 			
Typed narrative (Minimum Font Size 14) describing proposed Site Plan.			
Sample building materials/colors mounted on presentation board.			
SURVEY	MET	*NOT MET	N/A
Surveyor's Stamp & Signature.			
North Arrow & Scale.			
Delineation of land areas within FEMA and SEWRPC Floodplains, Base Flood Elevation, and navigable stream setback.			
Existing & proposed building location(s) & dimensions of all existing & proposed easement(s).			
Sufficient dimensions to indicate relationships between buildings, property lines, parking area & other elements of the plan.			
All drawings shall include a title block denoting the preparer's name, address & telephone number. The title block shall denote the date of the plan & any revision date(s).			
DIMENSIONED SITE PLAN	MET	*NOT MET	N/A
1 Full size drawing sets of all submittal requirements.			

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20 reduced (11" X 17") drawing sets of all submittal requirements.			
Color elevations in PDF file and DWG/DXF AutoCAD Format.			
North Arrow & Scale.			
Delineation of land areas within FEMA, and SEWRPC FLOODPLAINS, Base Flood Elevation, and navigable stream setback.			
Existing and proposed location & dimensions of all of building(s) & easement(s).			
Sufficient dimensions to indicate relationships between buildings, property lines, parking area & other elements of the plan.			
All drawings shall include a title block denoting the preparer's name, address & telephone number. The title block shall denote the date of the plan & any revision date(s).			
Building floor ratio relative to subject lot area (square feet and percentage).			
Landscape ratio relative to subject lot area.			
Parking ratio relative to principal floor area as defined in Section 90-1010 of Zoning Ordinance.			
20 Color Copies of all building elevations (denoting building materials and accurate color representation of materials) of proposed structure(s).			
Loading/Service Areas (with Turning Radius Denoted).			
LANDSCAPE	MET	*NOT MET	N/A
Detailed landscape plan illustrating all bedding/plant materials (Min. Shrub size 24", min. deciduous tree caliper 2 1/2," min. coniferous tree height 6').			
Landscape schedule illustrating landscape sf. ratio to lot area (Min. commercial landscape ratio is 20% of lot area or greater).			
5-Foot wide concrete sidewalk parallel to all county & state highways is required.			
Dimensioned snow reservoir or snow removal plan.			
All landscaping shall be completed prior to issuance of a Certificate of Occupancy. An Irrevocable Letter of Credit for (200%) of the cost to establish all landscaping with Village approval may be accepted. Village Planning staff must approve landscaping costs.			
Total area of all parking islands shall be at least 5% of parking lot area for commercial or 3% for industrial Uses; plus 1% of other vehicle use area on the property (such as loading areas) min. size of islands is 50 sf. & min. width is 5 feet. At least one shade tree shall be planted in every landscape island.			

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LIGHTING	MET	*NOT MET	N/A
20 copies of a detailed lighting plan denoting location, type & overall height of all lighting (no lighting shall impact surrounding roadways/properties).			
Total height of all bases, standards & luminaries are 20 Feet (all luminaries shall contain cut-off provisions).			
REFUSE STORAGE	MET	*NOT MET	N/A
Location, building materials of all refuse storage enclosures (shall match primary building).			
Outside unenclosed storage of refuse is prohibited.			
PARKING	MET	*NOT MET	N/A
Parking space schedule identifying number of spaces relative to residential units.			
See Section 90-1010 of the Zoning Ordinance for commercial, industrial & institutional parking requirements.			
Non-residential parking prohibited within 25 feet of any property line abutting a residential district.			
All parking and loading areas shall be asphalt or concrete.			
Minimum parking stall size of 9-foot with 20-foot length or 10-foot with 18-foot length.			
Minimum parking lot aisle width is 24 feet.			
PHOTOGRAPHS OR COLOR PHOTOCOPIES	MET	*NOT MET	N/A
20 color photocopies illustrating the existing site & surrounding land uses.			
PROPOSED SIGNAGE	MET	*NOT MET	N/A
A complete sign permit is required prior to construction/installation of any sign.			
All flat wall signage on a multi-tenant commercial/office structure shall be a uniform color scheme.			
All flat wall sign permits shall contain a corresponding dimensioned building elevation and dimensioned color photocopy of proposed sign.			
All multi-tenant free-standing and ground signage shall utilize a uniform signboard color/letter color.			
Electric reader board text may not scroll or flash.			
GRADING/STORMWATER DRAINAGE	MET	*NOT MET	N/A
Two sets of a complete stormwater drainage/grading plan (see Mount Pleasant Stormwater Utility District submittal requirements). The plan shall be prepared by a Wisconsin registered engineer or surveyor. Additionally, the plan shall denote existing and proposed topographic contours and elevations including any wetlands, streams, rivers or ponds. Drawings shall be based on USGS elevations and the state plan			

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coordinate system. Erosion control measures shall be outlined.			
Draft recordable stormwater drainage easement(s) including specific metes and bounds descriptions.			
A typed (min. 14 point font size) narrative report containing a drainage basin map and calculations for any proposed or modified retention/detention basins.			
Copies of Wisconsin Department of Natural Resources (W. D.N.R.) Notice of Intent or Wis. D.N.R. Chapter 30 permits.			
Copies of Wisconsin Department of Transportation or Racine County Public Works approved permits.			
TRAFFIC IMPACT ANALYSIS	MET	*NOT MET	N/A
A Traffic Impact Analysis meeting Wisconsin Department of Transportation requirements.			
ENVIRONMENTAL ASSESSMENT	MET	*NOT MET	N/A
Phase I Evaluation.			
Phase II Evaluation.			
Remediation Plan.			
CONSTRUCTION SCHEDULE	MET	*NOT MET	N/A
Site, Building Operation Plan approvals expire within nine months from Plan Commission approval if substantial construction has not been completed.			
FIRE DEPARTMENT REQUIREMENTS	MET	*NOT MET	N/A
All building construction involving not less than 4,000 s.f. of floor space (except single family residence) shall comply with the following:			
Where water mains are accessible, plans showing location of hydrants on public and private property shall be submitted and approved by the fire chief.			
Sufficient hydrants to supply fire flow and with no hose line exceeding 500 feet in length.			
Structures that total 4,000 s.f. or more shall have fire access lanes provided. Access lanes shall conform to the Village specifications for public roads. Access lanes shall be completed before the first use of combustible building materials.			
A complete approved automatic fire sprinkler system shall be provided in all buildings per N.F.P.A. 13 except multifamily as follows:			
Fire resistive buildings: throughout every building, which is either 10,000 s.f. in total area or is over two stories.			
Non fire resistive buildings: throughout every building, which is either 5,000 s.f. or more in total area or is two stories in height.			

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Accessory buildings: Day care centers including adult day care centers, community based residential facilities, theaters and assembly halls, hospitals, nursing homes, convalescent homes, old age homes and other similar institutional buildings, schools colleges and universities, dormitories, fraternities and sorority houses, hotels, motels and rooming houses, commercial, institutional and industrial garages, and buildings of high hazard occupancy.			
Multifamily buildings: All multi-family buildings shall comply with the fire sprinkler section in Wis. Statue 101.14 (4m) (d) and (e).			
An automatic fire suppression system or 2-hour fire resistance rating in every multifamily dwelling that contains any of the following:			
Total floor area, for all individual dwelling units, exceeding 8,000 s.f.			
More than 8 dwelling units.			
Total floor area of its non-dwelling unit portions exceeding the limits established in the following:			
Type 5B exterior masonry unprotected 5,600 s.f.			
Type 6 metal frame unprotected 5,600 s.f.			
Type 7 wood frame protected 5,600 s.f.			
Type 8 wood frame unprotected 4,800 s.f.			
Plan Approval for fire sprinkler systems:			
Prior to the issuance of a building permit the Fire Department shall have received and approved fire protection plans.			
Prior to installation of any portion of a fire suppression system, or alteration of an existing fire suppression system, plans shall be submitted to the fire chief for review and approval.			
All fire suppression systems shall comply with all applicable N.F.P.A. standards.			

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