



Concept Review Application

Village of Grafton Planning and Development Department
860 Badger Circle, Grafton, WI 53024
p (262) 375-5303 f (262) 375-5312
jwolff@village.grafton.wi.us

Application fee: \$150 (plus Planning Review Deposit: \$500)

PROPERTY INFORMATION

1. Tax Key identification number: _____
2. Property address: _____

APPLICANT CONTACT INFORMATION

3. Applicant is: Property Owner Owner's Agent Developer Other _____
4. Telephone number: _____
5. Fax number: _____ Address: _____
6. E-mail Address: _____

PROPERTY OWNER CONTACT INFORMATION

6. Property owner's name(s): _____ Address: _____
7. Telephone number(s): _____ Fax number: _____
8. E-mail address(es): _____

PROPERTY INFORMATION

9. Existing Zoning District (*Village or Town Zoning District Designation*): _____
10. Proposed Zoning District (*If rezoning is required*): _____
11. Present use(s) of property: _____
(also indicate SIC--Standard Industrial Classification--Code Number)
12. Proposed use(s) of Property: _____
(also indicate SIC--Standard Industrial Classification--Code Number)
13. Area of the property (acres and/or square feet): _____
14. Gross floor area of proposed building or use: _____

REQUIRED SIGNATURE(S) FOR ALL APPLICATIONS

I hereby certify that all statements, forms, and attachments submitted hereto are true and correct to the best of my knowledge and belief:

Property Owner's Signature

Date

Property Owner's Signature

Date

Property Owner's Signature

Date

OTHER REQUIRED SIGNATURES

I hereby certify that all statements, forms, and attachments submitted hereto are true and correct to the best of my knowledge and belief:

Applicant/ Owners Agent Signature

Date

No item will be placed on an agenda unless all required plans are submitted and the fees paid by the submittal deadline for that month (see meeting schedule and submittal deadlines on last page of this application). Submittals are due to the Department of Planning and Development no later than 3:00 p.m. on the day of the submittal deadline.

No submittal is complete until application is signed below by Planning and Development Staff.

Application fee paid on: _____	By Check No.: _____	Received by: _____
Application fee: \$ _____	Planning review deposit: \$ _____	Total fee received: \$ _____
Notes: _____		
Department of Planning and Development Staff's Signature: _____		

CONCEPT PLAN SUBMITTAL REQUIREMENTS

- Completed application and fee(s)
- Property survey (recent)
- Site plan including name of project and owner/applicant, site address, date, scale, north arrow, yard setbacks, parking and loading areas, sidewalks and other pedestrian facilities, and location of buildings and signs
- Building elevations
- Utility system plans
- Landscaping plan
- Site intensity worksheets (see attached)
- Plan of operation (see attached)
- Other materials as determined by the Director of Planning and Development and the Plan Commission

SUBMITTAL FORMAT

- Staff Review Submittal (provide for Staff review at time of application)
 - Three (3) full size sets of all materials and plans
 - Digital PDF of all materials and plans
- Plan Commission Submittal (provide one week in advance of meeting)
 - Number of copies to be determined by Director of Planning and Development
 - Digital PDF of all materials and plans

SITE INTENSITY CALCULATIONS WORKSHEETS

Worksheet 1

Calculation of Base Site Area (Residential and Non-residential Development)

STEP 1:	Indicate the total gross site area (in acres) as determined by an actual on-site boundary survey of the property	- _____ acres
STEP 2:	Subtract (-) land which constitutes any existing dedicated public street rights-of-way, land located within the ultimate road rights-of-way of existing roads, and the rights-of-way of major utilities.	- _____ acres
STEP 3:	Subtract (-) land required to be dedicated for public parks under the requirements of the Village of Grafton Subdivision Ordinance as amended.	- _____ acres
STEP 4:	Subtract (-) land which, as a part of a previously approved development or land division, was reserved for open space.	- _____ acres
STEP 5:	In the case of <i>“Site Intensity and Capacity Calculations”</i> for a proposed residential use, subtract (-) the land proposed for <u>nonresidential</u> uses: Or In the case of <i>“Site Intensity and Capacity Calculations”</i> for a proposed nonresidential use, subtract (-) the land proposed for <u>residential</u> uses.	- _____ acres
STEP 6:	Equals “Base Site Area”	= _____ acres

SITE INTENSITY CALCULATIONS WORKSHEETS

Worksheet 2

Calculation of Resource Protection Land (Residential and Non-residential Development)

Natural Resource Feature	Protection Standard Based Upon Zoning District Type (circle applicable standard below*)			Acres of Land in Resource Feature	Acres of Land in Resource Feature <i>To Be Protected</i>
	Agricultural Districts	Residential Districts	Non-Residential Districts		
Steep Slope: <ul style="list-style-type: none"> • 20 to ≤ 30% • > 30% 	0.65 0.90	0.75 0.85	0.70 0.80	X _____ = X _____ =	_____ _____
Woodlands and Forests: <ul style="list-style-type: none"> • Mature • Young 	0.70 0.50	0.70 0.50	0.60 0.50	X _____ = X _____ =	_____ _____
Lakes and Ponds	1	1	1	X _____ =	_____
Streams	1	1	1	X _____ =	_____
Shore Buffer		1	1	X _____ =	_____
Floodplain	1	1	1	X _____ =	_____
Wetlands & Shoreland Wetlands	1	1	1	X _____ =	_____
TOTAL RESOURCE PROTECTION LAND					_____
(Total acres of land in resource features to be protected)					_____

Ordinance No. 010, Series 2002, Part 3

* Village of Grafton Zoning Ordinance Table 19.04.0100

Note: In conducting the calculations in this table, if two or more natural resource features are present on the same area of land, only the most restrictive resource protection standard shall be used. For example, if floodplain and young woodlands occupy the same space on a parcel of land, the resource protection standard would be 1.0 which is the more restrictive standard.

SITE INTENSITY CALCULATIONS WORKSHEETS

Worksheet 3A

Site Intensity and Capacity Calculations (Residential Development only)

STEP 1:	<p>CALCULATE MINIMUM REQUIRED ON-SITE OPEN SPACE</p> <p>Take Base Site Area (from Step 6 in Worksheet 1): _____</p> <p>Multiply by Minimum Open Space Ratio (OSR) (See specific residential zoning district OSR standard in the Village of Grafton Municipal Ordinances, Title 19: Zoning Code; Part 3 Section 19.03.0101, Establishment of Districts): X _____</p> <p>Equals: MINIMUM REQUIRED ON-SITE OPEN SPACE = _____ acres</p>	
STEP 2:	<p>CALCULATE NET BUILDABLE SITE AREA:</p> <p>Take Base Site Area (from Step 6 in Worksheet 1): _____</p> <p>Subtract Total Resource Protection Land from Worksheet 2 Or Minimum Required On-Site Open Space (from Step 1, above), whichever is greater: _____</p> <p>Equals: NET BUILDABLE SITE AREA = _____ acres</p>	
STEP 3:	<p>CALCULATE MAXIMUM NET DENSITY YIELD OF SITE:</p> <p>Take Net Buildable Site Area (from Step 2, Above): _____</p> <p>Multiply by Maximum Net Density (ND) (See specific residential zoning district ND Standards in the Village of Grafton Municipal Ordinances, Title 19: Zoning Code; Part 3 Section 19.03.0101, Establishment of Districts): X _____</p> <p>Equals: MAXIMUM NET DENSITY YIELD OF SITE = _____ D.U.s</p>	
STEP 4:	<p>CALCULATE MAXIMUM GROSS DENSITY OF SITE:</p> <p>Take Base Site Area (from Step 6 of Worksheet 1)</p> <p>Multiply by Maximum Gross Floor Area Ratio (GFAR) (See specific residential zoning district GD standard in the Village of Grafton Municipal Ordinances, Title 19: Zoning Code; Part 3 Section 19.03.0101, Establishment of Districts): X _____</p> <p>Equals: MAXIMUM GROSS DENSITY YIELD OF SITE = _____ D.U.s</p>	
STEP 5:	<p>DETERMINE MAXIMUM PERMITTED D.U.s OF SITE:</p> <p>Take the lowest of Maximum Net Density Yield of Site (from Step 3 above) or Maximum Gross Density Yield of Site (from Step 4 above):</p> <p>Equals: MAXIMUM PERMITTED D.U.s OF SITE = _____ D.U.s</p>	

SITE INTENSITY CALCULATIONS WORKSHEETS

Worksheet 3B

Site Intensity and Capacity Calculations (Non-residential Development only)

STEP 1:	<p>CALCULATE MINIMUM REQUIRED LANDSCAPE SURFACE:</p> <p>Take Base Site Area (from Step 6 in Worksheet 1): _____</p> <p>Multiply by Minimum Landscape Surface Ratio (LSR) (See specific residential zoning district LSR standard in the Village of Grafton Municipal Ordinances, Title 19: Zoning Code; Part 5 Division 19.05.0400, Required Landscaping): X _____</p> <p>Equals MINIMUM REQUIRED ON-SITE LANDSCAPE SURFACE = _____ acres</p>	
STEP 2:	<p>CALCULATE NET BUILDABLE SITE AREA:</p> <p>Take Base Site Area (from Step 6 in Worksheet 1): _____</p> <p>Subtract Total Resource Protection Land from Worksheet 2 Or Minimum Required Landscape Surface Ratio (from Step 1, above), whichever is greater: - _____</p> <p>Equals: NET BUILDABLE SITE AREA = _____ acres</p>	
STEP 3:	<p>CALCULATE MAXIMUM NET FLOOR AREA YIELD OF SITE:</p> <p>Take Net Buildable Site Area (from Step 2, Above): _____</p> <p>Multiply by Maximum Net Floor Area Ratio (NFAR) (See specific nonresidential zoning district NFAR standards in the Village of Grafton Municipal Ordinances, Title 19: Zoning Code; Part 3 Section 19.03.0300, Nonresidential Zoning Districts): X _____</p> <p>Equals: MAXIMUM NET DENSITY YIELD OF SITE = _____ acres</p>	
STEP 4:	<p>CALCULATE MAXIMUM GROSS FLOOR AREA YIELD OF SITE:</p> <p>Take Net Buildable Site Area (from Step 6 of Worksheet 1)</p> <p>Multiply by Maximum Gross Floor Area Ratio (GFAR) (See specific residential zoning district GFAR standard in the Village of Grafton Municipal Ordinances, Title 19: Zoning Code; Part 3 Section 19.03.0300, Nonresidential Zoning Districts): X _____</p> <p>Equals: MAXIMUM GROSS FLOOR AREA YIELD OF SITE = _____ acres</p>	
STEP 5:	<p>DETERMINE MAXIMUM PERMITTED FLOOR AREA OF SITE:</p> <p>Take the lowest of Maximum Net Floor Area Yield of Site (from Step 3 above) or Maximum Gross Floor Area Yield of Site (from Step 4 above): (Multiply results by 43,560 for the maximum floor area in square feet)</p> <p>Equals: MAXIMUM PERMITTED FLOOR AREA OF SITE = _____ acres (_____) s.f.</p>	

CONCEPT PLAN APPLICATION - PLAN OF OPERATION

A Plan of Operation is required for submittal of all development proposals. The Plan of Operation outline below lists the required information. Please provide all of the information that applies to your proposal. If you do not believe a particular item applies to your proposal, please state the reason why you believe it does not.

1. Date _____
2. Name of business, address _____
3. Name of owner, address _____
4. Tax key identification number _____
5. Zoning of property _____
6. Lot Depth (ft) _____ Width (ft) _____ Area (sq ft) _____
7. Building dimensions _____ and number of floors _____
8. Total floor area _____
9. Describe the property, existing and proposed buildings, type of business proposed including products and/or services

10. Number of shifts _____ and maximum number of employees per shift _____
11. Days and hours of operation

12. Frequency of deliveries to site and type of vehicles that will deliver

13. Anticipated maximum number of facility users and visitors at one time (including special events)

14. Projected traffic generation (trip generation)

15. Describe proposed signage (type, number, size, lighting, location, existing or new, etc.)
16. Describe proposed on-site security measures, including security fencing (commercial buildings over 20,000 square feet and open more than 20 hours/day submit separate security plan)
17. Describe the noise, odors, glare, dust, potential fire hazards, or smoke resulting from the proposed use
18. Describe proposed food service, if applicable
19. Status of interior plans requiring State approval
20. Status of State License(s)/Certificate(s) required for operation
21. List the timetable for completion of building construction or interior construction and the anticipated opening date
22. Describe proposed dumpster enclosure and trash removal
23. Attach material safety data sheets for all materials that will be used or stored on site