



**GRAFTON**  
QUALITY LIFE. NATURALLY.

# Site Plan Review Application

Village of Grafton Planning and Development Department  
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**Application fee: \$100 (plus Planning Review Deposit: \$500)**

## PROPERTY INFORMATION

1. Tax Key identification number: \_\_\_\_\_
2. Property address: \_\_\_\_\_

## CONTACT INFORMATION

3. Applicant is:    Property Owner    Owner's Agent    Developer    Other \_\_\_\_\_
4. Applicant's name: \_\_\_\_\_
5. Street address: \_\_\_\_\_
6. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
7. Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Fax: \_\_\_\_\_
8. E-mail address: \_\_\_\_\_

## PROPERTY OWNER INFORMATION

9. Property owner(s) name(s): \_\_\_\_\_
10. Street address: \_\_\_\_\_
11. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
12. Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Fax: \_\_\_\_\_
13. E-mail address: \_\_\_\_\_

## PROPERTY INFORMATION

14. Adopted Land Use designation (Comprehensive Plan 2035): \_\_\_\_\_
15. Existing Zoning District (*Village Zoning District designation*): \_\_\_\_\_
16. Present use(s) of property: \_\_\_\_\_  
(also indicate SIC--Standard Industrial Classification--Code Number)
17. Proposed Zoning District (*Village Zoning District designation*): \_\_\_\_\_
18. Proposed use(s) of property: \_\_\_\_\_  
(also indicate SIC--Standard Industrial Classification--Code Number)
19. Gross floor area of proposed 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 APPLICABLE SIGNATURES**

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

\_\_\_\_\_  
Business Owner's 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: _____								

## **SITE PLAN REVIEW 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
- Photometric plan and fixture cut sheets
- Plan of operation (see attached)
- Site intensity worksheets (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 PLAN REVIEW - 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 or 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

## 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 uses</u> : Or In the case of " <i>Site Intensity and Capacity Calculations</i> " for a proposed nonresidential use, subtract (-) the land proposed for <u>residential uses</u> .	- _____ acres
STEP 6:	<b>Equals "BASE SITE AREA"</b>	= _____ acres

**WORKSHEET 2**  
**Calculation of Resource Protection Land**

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 To Be Protected
	Agricultural Districts	Residential Districts	Non-Residential Districts		
Steep Slope: 20 to ≤ 30% > 30%	0.65 0.90	0.75 0.85	0.70 0.80	X _____ = X _____ =	_____ _____
Woodlands and Forests: <b>Mature</b> <b>Young</b>	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 _____ =	_____
<b>TOTAL RESOURCE PROTECTION LAND</b> (Total Acres of Land in Resource Features to be Protected)					_____

Ord. 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.*

WORKSHEET 3A

Site Intensity and Capacity Calculations for *Residential* Development

STEP 1:	<p>CALCULATE MINIMUM REQUIRED ON-SITE OPEN SPACE</p> <p>Take <b>Base Site Area</b> (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 <b>MINIMUM REQUIRED ON-SITE OPEN SPACE</b> =</p>	<p>_____</p> <p>acres</p>
STEP 2:	<p>CALCULATE NET BUILDABLE SITE AREA:</p> <p>Take <b>Base Site Area</b> (from Step 6 in Worksheet 1): _____</p> <p>Subtract <b>Total Resource Protection Land</b> from Worksheet 2 Or <b>Minimum Required On-Site Open Space</b> (from Step 1, above), whichever is greater: _____ - _____</p> <p>Equals: <b>NET BUILDABLE SITE AREA</b> =</p>	<p>_____</p> <p>acres</p>
STEP 3:	<p>CALCULATE MAXIMUM NET DENSITY YIELD OF SITE:</p> <p>Take <b>Net Buildable Site Area</b> (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 =</p>	<p>_____</p> <p>D.U.s</p>
STEP 4:	<p>CALCULATE MAXIMUM GROSS DENSITY OF SITE:</p> <p>Take <b>Base Site Area</b> (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 =</p>	<p>_____</p> <p>D.U.s</p>
STEP 5:	<p>DETERMINE MAXIMUM PERMITTED D.U.s OF SITE:</p> <p>Take the <b>lowest</b> of Maximum Net Density Yield of Site (from Step 3 above) or Maximum Gross Density Yield of Site (from Step 4 above):</p>	<p>_____</p> <p>D.U.s</p>

Ord. 010, Series 2002, Part 4

WORKSHEET 3B  
Site Intensity and Capacity Calculations for Nonresidential Development

STEP 1:	<p><b>CALCULATE MINIMUM REQUIRED LANDSCAPE SURFACE:</b></p> <p>Take <b>Base Site Area</b> (from Step 6 in Worksheet 1): _____</p> <p>Multiply by Minimum <b>Landscape Surface Ratio (LSR)</b> (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 <b>MINIMUM REQUIRED ON-SITE LANDSCAPE SURFACE</b> = _____</p>	<p>_____</p> <p>acres</p>
STEP 2:	<p><b>CALCULATE NET BUILDABLE SITE AREA:</b></p> <p>Take <b>Base Site Area</b> (from Step 6 in Worksheet 1): _____</p> <p>Subtract <b>Total Resource Protection Land</b> from Worksheet 2 Or <b>Minimum Required Landscape Surface Ratio</b> (from Step 1, above), whichever is greater: - _____</p> <p>Equals: <b>NET BUILDABLE SITE AREA</b> = _____</p>	<p>_____</p> <p>acres</p>
STEP 3:	<p><b>CALCULATE MAXIMUM NET FLOOR AREA YIELD OF SITE:</b></p> <p>Take <b>Net Buildable Site Area</b> (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 <b>MAXIMUM NET DENSITY YIELD OF SITE</b> = _____</p>	<p>_____</p> <p>acres</p>
STEP 4:	<p><b>CALCULATE MAXIMUM GROSS FLOOR AREA YIELD OF SITE:</b></p> <p>Take <b>Net Buildable Site Area</b> (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 <b>MAXIMUM GROSS FLOOR AREA YIELD OF SITE</b> = _____</p>	<p>_____</p> <p>acres</p>
STEP 5:	<p><b>DETERMINE MAXIMUM PERMITTED FLOOR AREA OF SITE:</b></p> <p>Take the <b>lowest</b> 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>_____</p> <p>acres ( _____ ) sf.</p>