

**VILLAGE OF COTTAGE GROVE  
REQUEST TO AMEND AN APPROVED SITE PLAN**

*In accordance with Ordinance 325-112(F) "any and all variations between development and/or land use activity on the subject property and the approved site plan is a violation of this chapter. An approved site plan shall be revised and approved via the procedure of Section 325-112(B) and (C), so as to clearly and completely depict any and all proposed modifications to the previously approved site plan, prior to the initiation of said modifications."*

**APPLICANT:** Richard J Fisher Fisher and Associates LLC Architect

**APPLICANT ADDRESS:** W13654 Balsam Lake Road  
Crivitz, WI 54114

**TELEPHONE:** 920-376-0007

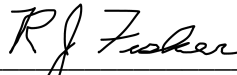
**EMAIL ADDRESS:** rfisher@fisherandassociatesllc.com

**PROJECT LOCATION:**  
380 Progress Drive

**PROPOSED SITE PLAN MODIFICATION IS:**  
The project is for a 1258 s.f. building addition with a paving expansion

- APPLICATION SUBMITTAL REQUIREMENTS:**
1. Submittal requirements per 325-112(C), see following pages.
  2. Fee of \$200.
  3. Escrow deposit of \$500 for consultant review. If actual review fees are less, excess will be returned. If actual review fees exceed escrow amount, applicant will be billed for the excess.

5/21/21  
**Date**

  
**Applicant Signature**

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**For office use only:**

**Date Received:**  
**Planning Commission Meeting Date:**  
**Village Board Meeting Date:**

## **SUBMITTAL REQUIREMENTS PER 325-112(C):**

*Required items that are deemed to be not applicable to the proposed project may be waived by the Zoning Administrator. Detailed site analysis per 325-112(C)(8) may be required; verify with Village staff. Submittal materials may be submitted as pdf files via email in lieu of printed copies by arrangement with the Village Planning Director.*

- (1) Written description of the intended use describing in reasonable detail the:
  - (a) Existing zoning district(s) [and proposed zoning district(s) if different].
  - (b) Land use plan map designation(s).
  - (c) Description of existing environmental features.
  - (d) Current land uses present on the subject property.
  - (e) Proposed land uses for the subject property.
  - (f) Projected number of residents, employees and daily customers.
  - (g) Proposed amount of dwelling units, floor area, impervious surface area and landscape surface area and resulting site density, floor area ratio, impervious surface area ratio and landscape surface area ratio.
  - (h) Operational considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings and traffic generation.
  - (i) Operational considerations relating to potential nuisance creation pertaining to noncompliance with the performance standards addressed in Article VI, including street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage and hazardous materials. If no such nuisances will be created (as indicated by complete and continuous compliance with the provisions of Article VI), then the statement "The proposed development shall comply with all requirements of Article VI" shall be provided.
  - (j) Exterior building and fencing materials.
  - (k) Possible future expansion and related implications for § 325-112C(1)(a) through (j) above.
  - (l) Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.
  
- (2) A small location map scalable at 11 inches by 17 inches showing the subject property, all properties within 300 feet and illustrating its relationship to the nearest street

intersection. (A photocopy of the pertinent section of the Village's Official Zoning Map with the subject property clearly indicated shall suffice to meet this requirement.)

(3) A property site plan drawing (and reduction scalable at 11 inches by 17 inches) which includes:

(a) A title block which indicates the name, address and phone number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for the project.

(b) The date of the original plan and the latest date of revision to the plan.

(c) A North arrow and a graphic scale. Said scale shall not be smaller than one inch equals 100 feet.

(d) A legal description of the subject property.

(e) All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.

(f) All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose.

(g) All required building setback lines.

(h) All existing and proposed buildings, structures and paved areas, including building entrances, walks, drives, decks, patios, fences, walls and utility and drainage systems, connections and fixtures.

(i) The location and dimension (cross section and entry throat) of all access points onto public streets.

(j) The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by this chapter.

(k) The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas.

(l) The location of all outdoor storage areas and the design of all screening devices.

(m) The location, type, height, size and lighting of all signage on the subject property.

(n) The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property, including the clear demonstration of

compliance with a limit of 1.0 footcandles at nonresidential property lines and 0.5 footcandles at residential property lines.

(o) The location and type of any permanently protected green space areas.

(p) The location of existing and proposed drainage facilities.

(q) In the legend, data for the subject property:

[1] Lot area;

[2] Floor area;

[3] Floor area ratio (b/a);

[4] Impervious surface area;

[5] Impervious surface ratio (d/a); and

[6] Building height.

(4) A detailed landscaping plan of the subject property, at the same scale as the main plan (and reduction scalable at 11 inches by 17 inches), showing the location of all required bufferyard and landscaping areas and existing and proposed landscape point fencing and berm options for meeting said requirements. The landscaping plan shall demonstrate complete compliance with the requirements of Village landscaping requirements. (NOTE: the individual plant locations and species, fencing types and heights and berm heights need to be provided.)

(5) A grading and erosion control plan at the same scale as the main plan (and reduction scalable at 11 inches by 17 inches) showing existing and proposed grades, including retention walls and related devices, and erosion control measures per Wisconsin Administrative Code, COMM Chapter 21, Uniform Dwelling Code, and Chapter 65, Commercial Construction.

(6) Elevation drawings of proposed buildings or proposed remodeling of existing buildings showing finished exterior treatment shall also be submitted, with adequate labels provided to clearly depict exterior materials, texture, color and overall appearance. Perspective renderings of the proposed project and/or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.

(7) A certified survey may be required by the Zoning Administrator in instances where he determines compliance with setback requirements may be difficult. The survey shall be prepared by a registered land surveyor and shall depict property lines and proposed buildings, structures and paved areas.