

CITY OF ELKHORN
DEPARTMENT OF BUILDING AND ZONING
311 SEYMOUR COURT
P.O. BOX 920
ELKHORN, WI 53121

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SITE PLAN APPLICATION CHECKLIST

Applicant

1. Fill out planning request application. Ten (10) copies 11x17, one (1) full size folded plan, a digital copy of all submittal materials, application, cover letter or any other information must be submitted to the City Zoning Department. Plans must state name of building owner, architect and contractor or owner's agent who is responsible for plans. The cover letter must indicate the owner's or agent's name, address, phone #, fax #, and address of proposed location, summary of proposal, i.e. total acreage, density, number of units, parking stalls and employees and complete description of proposed use(s) if applicable. Note: All copies to be submitted must be collated to form ten (10) complete sets.
2. Applications shall include the following Plan requirements:
 - All plans shall be drawn to scale and show all sides of the proposed building.
 - All plans will exhibit proposed exterior building materials and colors to be used.
 - All plans will exhibit proposed / existing off-street parking stalls and driveway/loading docks.
 - Landscaping plans shall be submitted indicating the location, type and size of material.
 - A drawing shall be furnished indicating the location of the building in relation to the lot, and also the proximity of any adjacent buildings. Any existing buildings on the proposed lot site must be shown.
 - Elevations must be shown as to the buildings' comparisons to the City datum plans. Elevations must include the lot on which the structure is to be built and the street adjacent to the lot.
 - Grading/storm water plans with storm sewer calculations indicating existing and proposed grades using USGS datum.
3. A lighting (photometric) plan may be required indicating the type of fixtures and intensity at the lot line.
4. Submit fee to the City of Elkhorn.

City Building Inspector/ Zoning Administrator

1. Review application for accuracy and all required information.
2. Staff Review Committee will meet to review information for conformance Ordinances.
3. When application information is complete and approved by Staff Review Committee it will then be forwarded to Plan Commission.

Process

1. Plan Commission considers applicant's request and staff review is presented by Zoning Administrator, at the first initial appearance. If Plan Commission recommends changes and/or revisions, then applicant must revise site plan, otherwise the matter is forwarded as is for the second appearance for approval/denial of the final site plan.

Note: Plan Commission normally meets the first Thursday of each month at 6:00 PM. If a public hearing is required, it will be scheduled at the beginning of the Plan Commission meeting.