

**SITE PLAN REVIEW APPLICATION**  
**VILLAGE OF BELLEVUE**  
**2828 Allouez Ave.**  
**Bellevue, WI 54311**  
**(Please print or type) (Submit 6 copies of Drawings)**

SITE ADDRESS \_\_\_\_\_ PARCEL #(s) \_\_\_\_\_

(Attach additional sheets or show on plan if lengthy)

LEGAL DESCRIPTION \_\_\_\_\_

PROPERTY OWNER (S) \_\_\_\_\_

ADDRESS/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

APPLICANT \_\_\_\_\_

CHECK:  Architect  Engineer  Surveyor  Builder  Agent  other

ADDRESS/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

DESCRIBE IN DETAIL THE TYPE OF BUSINESS BEING PROPOSED AND/OR USE OF PROPERTY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GROUND FLOOR ELEVATION \_\_\_\_\_ LOT SIZE \_\_\_\_\_ AREA ADDED BY EXPANSION \_\_\_\_\_

NUMBER OF STORIES IN BLDG \_\_\_\_\_ BASEMENT  YES  NO BLDG HEIGHT \_\_\_\_\_

TOTAL CURRENT EMPLOYEES \_\_\_\_\_ EMPLOYEES ADDED BY EXPANSION \_\_\_\_\_

*I CERTIFY THAT THE ATTACHED DRAWINGS ARE TO THE BEST OF MY KNOWLEDGE COMPLETE AND DRAWN IN ACCORDANCE WITH ALL VILLAGE OF BELLEVUE CODES.*

APPLICANT SIGNATURE \_\_\_\_\_ DATE SUBMITTED \_\_\_\_/\_\_\_\_/\_\_\_\_

Fees      New Submittal (full project)    \$250.00  
            Revisions                                \$125.00  
            Minor review (as determined by staff)    \$75.00

**OFFICE USE ONLY**

FEE \_\_\_\_\_ RECEIPT # \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ APPLICATION # \_\_\_\_\_

DATE RECEIVED COMPLETE \_\_\_\_/\_\_\_\_/\_\_\_\_ BY \_\_\_\_\_

ZONING DISTRICT \_\_\_\_\_

REFERRED TO  PUBLIC WORKS  INSPECTION  FIRE  ENGINEERING  FORESTRY

SITE PLAN IS  APPROVED  APPROVED WITH CONDITIONS  DENIED      DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

NOTES    1.    SITE PLAN APPROVAL DOES NOT CONSTITUTE APPROVAL OF A BUILDING OR CURB CUT PERMIT.

**VILLAGE OF BELLEVUE**  
**2828 ALLOUEZ AVE.**  
**BELLEVUE, WI 54311**

Ph: (920)468-5225, Fax: (920)468-4196

Email: [andrewv@villageofbellevue.org](mailto:andrewv@villageofbellevue.org) or [barbk@villageofbellevue.org](mailto:barbk@villageofbellevue.org)

## **SITE PLAN REVIEW PROCEDURE**

Site plan review is an administrative process that is carried out by the Village staff. The site plan review process is required for all new development or expansion of existing buildings or parking lots in the following zoning districts; I-1 Institutional District, B-1, Neighborhood Business District, B-2 General Business District, B-3 Intensive Business District, LI Light Industrial District, and HI Heavy Industrial District, R-3 Multi-Family Residential, and for government facilities, religious institutions, and schools in all districts. Site plan approval must be obtained before a building permit can be granted.

Applicant should review the Site Plan Application Checklist (included) for a complete list of plan requirements and consult the Community Development Department for their assistance and opinions. A pre-submittal meeting is encouraged and will expedite the approval process.

Six sets of plans and one application must be submitted to the Community Development Department. The Site Plan Set will include Site, Utilities, Grading, Drainage, Landscape, Architectural, Streets, Lighting, and Signage Plans. If applicable, four sets of stormwater management plans, calculations and supporting information must also be submitted to the Community Development Department.

The Community Development Department, along with the Fire Department, the Public Works Department, the Village Engineer and Village Forester will review the Site Plan submittal and forward any necessary changes to the applicant. If the number of changes is extensive, revised plans will need to be submitted for final review. The site plan will be approved, conditionally approved, or denied. A formal approval letter will be written which shall list any conditions of approval.

Four copies of a revised site plan, signed by the owner, including revision dates and showing all items of compliance with the conditional approval must be submitted before building and curb cut permits can be issued. Once the Site Plan and application are approved, the Site Plan Review Coordinator will meet with the owner to sign the plans. Two copies of the signed plans will be given to the Applicant, one copy for the Fire Department and one copy placed on file in the Community Development Department. The approval of a Site Plan shall remain valid for 1 year, after which re-submittal is required.

**REFERENCE: ZONING ORDINANCE**

Chapter 500-600 Business Districts  
 Chapter 500-700 Industrial Districts  
 Chapter 500-1100 Institutional Districts  
 Chapter 500-1500 Site Plan Review  
 Chapter 500-1600 Multi-Family Design Standards (if applicable)  
 Chapter 500-1700 Physical Development Standards  
 Chapter 500-1800 Signs  
 Chapter 500-1900 Off-Street Parking

**MUNICIPAL CODE**

Chapter 237 Fires and Fire Prevention  
 Chapter 400 Stormwater Management

**SITE PLAN ORDINANCE AND SITE DESIGN GUIDELINES**  
**CHECKLIST & APPLICATION FORM**

## SITE PLAN APPLICATION CHECKLIST

This checklist has been prepared to provide the Applicant with a clear understanding of what is needed to complete a Site Plan Review. It is our hope that by providing a very detailed list of information to be shown on the SITE PLAN SET and a specific format for its presentation, review time will be kept to a minimum and you will avoid costly time delays caused by incomplete plans. Your courtesy in following the checklist carefully will insure prompt review and approval at the earliest possible date.

### APPLICATION FORM AND SITE PLAN SET

Application forms are available at the Village office. Those who may file are the property owners, a person having the lawful power of attorney, or a representative of the owner such as an architect, engineer, or other agent designated by the property owner. In any case, no application will be accepted without an original signature of the property owner(s) or his/her agent. All blanks on the application form must be filled in. The tax key number(s) of all parcels involved with the plan proposal must be noted on the application form.

When the application form, site plans, documentation, and other required information have been prepared, please schedule an appointment with the Site Plan Review Coordinator for plan acceptance. An incomplete application or a Site Plan Set lacking complete information will not be accepted.

### THE APPLICATION MUST INCLUDE:

- A completed Application Form and Checklist
- 6 Site Plan Sets (24 X 36 size) to include:
  - Sheet 1 - Title Sheet, Site Plan, Utilities and Streets
  - Sheet 2 – Grading & Drainage Plan
  - Sheet 3 - Landscape
  - Sheet 4 - Lighting Plan
  - Sheet 5 - Architectural Elevations & Construction Details
  - Sheet 6 - Floor Plans
  - Sheet 7 – Colored Rendering
- 1 site plan set on 11x17 paper
- **Electronic submittal of all sheets (.pdf format)**
- Exterior building material samples
- Any other plans or information deemed necessary by the Site Plan Review Coordinator
- 4 sets of **separately packaged** stormwater management information/drawings including engineering and all supporting documentation. (do not incorporate drawings into site plan review submittal information). Include completed stormwater management application and fee.

Submit the completed site plan review application, fee, 6 Site Plan Sets and one 11x17 plan set to:

Community Development Department, Village of Bellevue, 2828 Allouez Ave., Green Bay, WI 54311  
 Please call (920) 468-5225 to schedule an appointment for a Plan Acceptance Review.  
 Fax (920) 468-4196 Email: [andrewv@villageofbellevue.org](mailto:andrewv@villageofbellevue.org) or [barbk@villageofbellevue.org](mailto:barbk@villageofbellevue.org)

**DEVELOPER CHECKLIST TO BE COMPLETED FOR  
SITE PLAN REVIEW SUBMITTAL**

Address of project: \_\_\_\_\_ Owner: \_\_\_\_\_

Description of project: \_\_\_\_\_

*This checklist must be completed and returned with your site plan review application. Your application will be approved, conditionally approved, tabled or denied. Only complete applications can be reviewed in a timely manner.*

**Site Plan Set**

- 1. All sheets shall be of uniform size (we recommended at 24" x 36"). SIX sets are required. Also submit one 11x17 size set of plans and an electronic copy of the plans in a .PDF format.
- 2. All plans must be drawn to scale.
- 3. All sheets shall be numbered.
- 4. The signature of the surveyor, engineer, or architect who is responsible for plan preparation (unless waived by the Site Plan Review Coordinator).

**Sheet No. 1 Title, Site Plan Layout, and Streets Sheet**

- 1. Name of project, address, legal description of property, description of proposed use and zoning description.
- 2. Location map.
- 3. North arrow, date of preparation, revision dates, and scale.
- 4. Show and name adjacent and surrounding streets.
- 5. Recorded property lines and their dimensions.
- 6. Show all existing and proposed public and private easements for utility, drainage, sewer, parking, access, and other purposes, and all easements on surrounding properties benefiting the subject property.
- 7. Fundamental aspects of all existing and proposed buildings, including use of each structure, dimensions, number of stories, and their locations on the parcel.
- 8. If buildings are to be removed, the site plan shall so indicate.
- 9. Dimension all yard setbacks for buildings and off-street parking.
- 10. Gross area and useable floor area for existing buildings and proposed additions listed separately. For parking calculations, useable floor area will be determined as the area to be used for a particular use. (e.g.: sale of merchandise, servicing of customers, manufacture, warehouse) Number of existing and future employees is required for parking calculations.
- 11. When abutting a site plan project, any public right-of-way needs to be identified with accurate locations for existing and proposed facilities such as: streets, curbs, sidewalks, project driveways, and driveways on opposite street frontages.
- 12. Traffic aspects of existing and proposed driveways and parking lot including: arrows to show traffic flow; parking stall sizes (180 square feet minimum) and layout; handicap stalls and ramps; loading zones (12' x 60' for manufacturing and warehouse & 12' x 30' for retail and service); driveway widths and radii or flares on driveway aprons to public streets.
- 13. Show barriers, curbing, or wheel stops located to prevent any portion of a vehicle from projecting beyond property lines. Also, indicate barriers constructed and anchored to prevent dislocation.
- 14. A note shall appear on the face of the site plan that indicates the calculations for parking and loading requirements. Plans for any joint use of parking must be in writing, attached and approved by the Zoning Administrator.
- 15. The location of sidewalks, other pedestrian-type walkways, traffic control dividers, and tree islands.
- 16. Location of existing and proposed signage. Sign elevation showing the height from bottom of sign to grade, overall height, and face dimensions.
- 17. Location, height, elevations, and materials of all fences or retaining walls.
- 18. Location, type, height, and size of all outside storage including required screening.
- 19. Identify whether existing or proposed buildings will contain a fire protection system. Show on-site fire hydrants and fire hose connection points.
- 20. Show location of required Lock Box for Fire Dept. access.
- 21. State what type of product(s) will be manufactured, sold and/or stored on site.
- 22. State all types of hazardous materials to be stored on-site. If none, state "no hazardous materials will be stored on-site."
- 23. Show location of all ground mounted and roof top mechanical equipment and vents over 8" in diameter or square dimension. Indicate type of screening (walls, parapets, etc). **(For parapets exceeding 4' in height, see Fire Code Chapter 237)**
- 24. Show proposed sidewalks and handicap access with grade elevations at driveways.

**Sheet No. 2. Utilities, Erosion Control, Grading, and Drainage Plan**

- 1. Identify existing topography (by dashed lines) at one foot intervals and proposed grade elevations for the building, parking lot, drives, surrounding open areas, and including all property within 50 feet (using contour lines and spot elevations and drainage flow arrows as needed to define drainage patterns).
- 2. Indicate 100 year flood delineation (if applicable).
- 3. List all existing and proposed grades for first floor.
- 4. Show existing and proposed water, sanitary sewer and storm sewer laterals. All unused laterals must be abandoned per Village requirements. Show location of water meter/mechanical room.
- 5. Show existing water and sewer mains and other utilities (electric, gas)
- 6. Show details of all existing and proposed retaining walls and the location of swales and inlets.
- 7. Show proposed sidewalk(s) abutting all street frontages at all driveways. Show elevations of sidewalk at property line in accordance with Village standards.
- 8. Storm water management plan to include; the lot size, building location, location of impervious areas, size and location of drainage basin(s), proposed flow direction arrows, detention pond footprint, depth of detention pond, detention pond discharge location, size, and overflow, and peak flows offsite.
- 9. Show proposed erosion control measures as required in Village Ordinance Chapter 209.

**Sheet No. 3. Landscape & Lighting Plan**

- 1. Locate all existing trees and indicate whether they will remain, be relocated, or be removed. Identify any other significant vegetation, which is to remain.
- 2. Identify the location, size, species, and variety of proposed trees, shrubs, ground cover, and other landscape features that will be used to control erosion or screen parking, truck loading, refuse disposal, mechanical equipment, and outdoor storage from adjacent residential districts or public rights-of-way.
- 3. Show all property lines and street names.
- 4. Show the location of existing and proposed buildings, parking lots, walks, driveways, fences, water features, retaining walls, signs, mechanical equipment, bike racks and benches.
- 5. Identify type of finishing materials, including seeded grass, sod, type of mulch in planting beds, pavers, concrete, and asphalt. Show a table that describes the percentage relative to the overall development area that the buildings, hard surface, and green spaces contain. Do not include street right-of-way areas.
- 6. Locate the refuse and recycle containers and enclosure and provide a construction detail.
- 7. Identify all exterior lighting fixtures, either mounted on the building or free-standing light along with photometric plan, intensity of light and cut off shielding that reflects light downward and which prevents the light source from being visible from adjacent properties. Provide lighting ratio information.
- 8. Provide manufacturer light fixture specification sheets.

**Sheet No. 4. Architectural & Construction Plans**

- 1. Dimensioned elevations of all exterior walls (photographs may be substituted for existing elevations to remain unchanged).
- 2. Type of roof, wall and trim materials, colors, and textures. Submittal of material/color samples required.
- 3. Changes or additions to existing buildings or materials clearly identified.
- 4. Location and presence of all fire rated wall assemblies.

Completed by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contacts: Ph. 920-468-5225 Fax: 920-468-4196  
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