

City of Wausau Procedural Checklist for Group and Large Developments Requirements per Section 23.06.02

This form is designed to be used by the Applicant as a guide to submitting a complete application for a Group Development and by the City to process the application.

Name, company, and client (if applicable): _____

Phone number: _____ Email: _____

Property location: _____

I Application Packet Requirements

1. All group and large developments require a **conditional use permit**. Refer to the Conditional Use Permit Checklist for review and approval procedures.
2. Additional requirements for group and large developments are as follows:
 - Compatibility Report (if requested by the City). The report should cite adequate evidence that the proposed building and overall development project shall be compatible with the City's Comprehensive Plan and any detailed neighborhood or special area plan for the area. The Compatibility Report shall specifically address the following items:
 - Traffic Impact Analysis conducted by a third party in accordance with the latest Traffic Impact Analysis Guidelines published by WisDOT. Such Traffic Impact Analysis shall require the following components:
 - A demonstration that vehicle access shall be designed to accommodate peak on-site traffic volumes without disrupting traffic on public streets or impairing pedestrian safety. This shall be accomplished through adequate parking lot design and capacity; access drive entry throat length; design, location, and number of traffic control devices; and sidewalks.
 - Where the traffic impact analysis indicates that a project may cause off-site public roads, intersections, or interchanges to function below a level of service (LOS) C, the City may deny the application, require a size reduction in the proposed development, and/or require the developer to construct and/or pay for required off-site improvements to achieve a LOS C for a planning horizon of a minimum of 10 years assuming full build-out of the development.
 - The City has the option to require a trip generation study in lieu of a full Traffic Impact Analysis.
 - Transportation Demand Management. The City may require that a transportation demand management plan (TDM) be completed in accordance with Wisconsin Department of Transportation requirements for content and format.
 - Economic Impact Analysis. The City may require an analysis of the economic impact of the proposed Large Development funded by the applicant and prepared by a qualified professional. At a minimum, the economic impact analysis shall contain:
 - Estimate to what extent the proposed project would reduce the proposed market area's economic base by eliminating existing businesses.
 - Compare and evaluate the projected costs and benefits to the community resulting from the project, including:

- A comprehensive list of assumptions used in completing the study. A draft of such assumptions shall be presented to the planning commission for review and the planning commission may direct that modifications be made to the assumptions and redirect the focus of the study.
- A description of the market area for the proposed Large Development.
- An evaluation of the potential economic impacts of the proposed Large Development on the City's business districts.
- The anticipated change in sales tax and property tax revenues within the city resulting from development of the Large Development. If as a result of the Large Development, it is anticipated that a reduction in sales tax or property tax revenues generated from any other properties or businesses in the City will occur, the anticipated reductions shall be identified and separately analyzed.
- The projected net costs and long term benefits to the City related to necessary improvements to public services and infrastructure.
- Small area plan. The City may require that a detailed small area plan be submitted and approved by the Plan Commission and Common Council. The detailed small area plan shall be prepared for all areas within 1,320 feet of the subject property (as measured from the outer perimeter of the subject property or group of properties proposed for development), and any other nearby lands as determined by the Plan Commission to be part of the defined neighborhood or area. The detailed small area plan shall contain the following specific elements, drawn to scale:
 - Demonstration that the proposed small area plan is in harmony with the land use, multi-modal transportation, utility, stormwater management, community character provisions of the City's Comprehensive Plan.
 - Proposed land use with specific zoning districts and existing land uses, if present.
 - Transitional treatments such as berms and/or landscaping between areas with differing land uses or character.
 - Complete transportation network, including pedestrian and bicycle facilities and transit routes and stops, where applicable.
 - Conceptual stormwater management facilities.
 - Proposed public facility sites, including parks, schools, conservation areas, public safety facilities and public utility facilities.
 - Proposed community character themes, including building materials, landscaping, streetscaping, and signage.
 - Transitional treatments such as berms and/or landscaping between areas with differing land uses or character.
- Demonstration that the proposed small area plan is in harmony with the land use, multi-modal transportation, utility, stormwater management, community character provisions of the City's Comprehensive Plan.
- Development Agreement with the City, which shall include the payment of all utilities including but not limited to stormwater, sanitary sewer, and street infrastructure. Off-site improvements may also be required as part of the development agreement.

II Process Checklist

Refer to the Conditional Use Permit Checklist.

III SITE PLAN REQUIREMENTS

The Applicant shall submit four (4) initial draft application packets for staff review followed by four (4) revised final application packets based upon staff review and comments.

Digital files should be submitted rather than paper copies whenever possible, if applicable.

Applications for site plans shall contain all of the following, unless specific application requirements are waived in writing by the Zoning Administrator. Maps depicting the following information shall be prepared.

1. Written description of the intended use describing in reasonable detail the following:
 - a. Existing zoning district(s) and proposed zoning district(s), if different.
 - b. Existing and proposed land uses.
 - c. Projected number of residents, employees, and/or daily customers.
 - d. Proposed number of dwelling units and density.
 - e. Demonstration of compliance with the applicable standards and requirements of this Chapter.
 - f. Demonstration of compliance with the City's land dedication requirements per Chapter 19 Subdivision and Platting of the Municipal Code.
 - g. Demonstration of consistency with the Comprehensive Plan.
 - h. Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.
 - i. Fencing materials (Section 10-108).
 - j. 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 showing the subject property and illustrating its relationship to the nearest street intersection.
3. Pre-Development Site Information.
 - a. Legal description of the subject property.
 - b. Existing property lines and setback lines.
 - c. Existing structures and paved areas.
 - d. Existing right of way lines with bearings and dimensions clearly labeled.
 - e. Existing easements and utilities.
 - f. Existing and proposed topography with a maximum contour interval of 2 feet, except where existing ground is on a slope of less than 2 percent where one foot contours shall be shown.
 - g. The outer edges of all natural resource areas (i.e. floodplains, shorelands, wetlands, drainageways, woodlands, steep slopes).
4. Proposed Post-Development Site Information.
 - a. Property lines and setback lines.
 - b. Location of all proposed structures and use areas, including paved areas, building entrances, walks, drives, decks, patios, fences, utility poles, and drainage facilities.
 - c. Proposed right of way lines with bearings and dimensions clearly labeled.

- d. Proposed access points onto public streets and access drives on the subject property.
 - e. Location and dimension of all on-site parking (and off-site provisions if they are to be employed), including a summary of the number of parking stalls provided.
 - f. Location of all proposed parking and traffic circulation areas.
 - g. Location and configuration of all visibility triangles proposed on the subject property.
 - h. Location and dimension of all loading and service areas on the subject property.
 - i. Location of all outdoor storage areas and the design of all screening devices.
 - j. Location and type of all stormwater facilities and management approach to be employed.
 - k. Location of snow storage areas, except for single family and two family residential.
 - l. Proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose.
 - m. Location, type, height, size, and lighting of all signage on the subject property.
 - n. In the legend, include the following data for the subject property: lot area, flood area, floor area ratio, impervious surface area, impervious surface ratio, and building heights.
5. Detailed Landscaping Plan. If required, a landscape plan depicting the location, type, and size at time of planting and maturity of all landscaping features as required in Article VIII.
 6. Grading and Erosion Control Plan. Depicting existing and proposed grades, including retention walls and related devices, and erosion control measures per the approval of the City Engineer.
 7. Elevation Drawings.
 - a. Elevations of proposed buildings or proposed remodeling of existing buildings showing finished exterior treatment.
 - b. Depict exterior materials, texture, color, and overall appearance.
 - c. Perspective renderings of the proposed project and/or photos of similar structures may also be submitted, but not in lieu of drawings showing the actual intended appearance of the building(s).
 8. Photometric Plan.
 - a. Location, type, height, design, illumination power, and orientation of all exterior lighting on the subject property.
 - b. Impact of lighting across the entire property to the property lines rounding to the nearest 0.10 foot candles, and depicting an illumination limit of 0.50 foot candles. The 0.50 foot candle line cannot extend beyond the property line.
 9. Operational Plan.
 - a. Describe the proposed hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings, and traffic generation.
 - b. Procedures for snow removal, except for single and two family residential.

Date Submitted: _____