

CITY OF PORT WASHINGTON

SUBMITTAL REQUIREMENTS FOR BUSINESS, SITE, AND OPERATIONAL PLAN APPLICATIONS

Business, Site, and Operational Plans (BSOP) are required of all new commercial, industrial, and multi-family developments. In addition, Section 20.31.000, Zoning Ordinance, requires BSOP's for certain uses, where the character of those uses may have substantial adverse effects upon the surrounding environment or the general character of the City.

All applications **MUST** contain the following information in the format described. Applications will **NOT** be accepted if any of these items are missing or incomplete.

- Completed application form and required fee.
- Signature on the application.
- Written Description of the intended use describing in reasonable detail the:
 - ✓ Existing zoning and use of the subject property;
 - ✓ Current uses and/or proposed use of the subject property;
 - ✓ Projected number of residents, employees, and / or daily customers;
 - ✓ Proposed number of dwelling units, floor area, and open space area;
 - ✓ Operational considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings,
 - ✓ Proposed traffic generation;
 - ✓ Operational considerations relating to potential nuisance creation pertaining to the appropriate design of street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, or toxic or noxious materials;
 - ✓ Possible future expansion and related implications, and:
 - ✓ Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.
- Property Site Plan drawing which includes:
 - ✓ Full name and contact information of petitioner's engineers / surveyors / architects, and other design professionals used in BSOP preparation;
 - ✓ A north arrow and a graphic scale not be smaller than one inch equals 100 feet unless otherwise approved by the Director of Planning and Development;
 - ✓ All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled;
 - ✓ Existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose;
 - ✓ Required building setback and offset lines;
 - ✓ Existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, walls,
 - ✓ Existing and proposed utility systems, connections and fixtures;
 - ✓ Location and dimension of all access points onto public streets;
 - ✓ 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;
 - ✓ Location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas;
 - ✓ Location of all outdoor storage and refuse disposal areas and the design of all screening devices;
 - ✓ Location, type, height, size and lighting of all signage on the subject property;
 - ✓ Location, height, design/type, illumination power and orientation of all exterior lighting on the subject property;
 - ✓ Location and type of any permanently protected green space areas;
 - ✓ Location of existing and proposed drainage facilities; and
 - ✓ Lot Area measured in square feet; and
- Detailed Landscaping Plan of the subject property, at the same scale as the Site Plan showing:
 - ✓ Name and address of the property owner, the landscape architect or designer who prepared the plan;
 - ✓ Location, caliper (size), and common name of all existing deciduous trees six (6) inches or larger in diameter at breast height (d.b.h.), all existing coniferous trees 10 feet or greater in height, and the boundaries of any existing woodlots;
 - ✓ Identification of all trees inventoried which are proposed to be moved or destroyed;
 - ✓ Location of all proposed plantings;
 - ✓ Planting schedule showing all symbols intended to represent plantings, quantities of plant materials, and common and botanical names of plant materials, and size and caliper of plant materials;
 - ✓ Landscape point calculations;
 - ✓ Typical sections and details of fences, tie walls, planting boxes, retaining walls, berms, islands, and other landscape improvements;
 - ✓ Delineation of sodded areas, seeded areas, and wilderness areas.
 - Grading and Erosion Control Plan (if necessary).
 - Elevation Drawings of proposed buildings or proposed remodeling of existing buildings showing finished exterior treatment, with adequate labels provided to clearly depict exterior materials and overall intended appearance. In addition, **perspective renderings or photo simulations and 3-D virtual visualizations** of the proposed project and/or photos of similar structures may be submitted.
 - **Twenty (20) copies for the Design Review Board. Drawings must be 11" x 17" of the proposed site plan:**
 - **Following a favorable recommendation of the Design Review Board, twenty (20) copies of the same for the Plan Commission.**

A Certification of Compliance by a landscape design professional will be required indicating that the plan is complete, accurate and in compliance with the requirements of Section 20.31, Zoning Ordinance.

In addition, a financial surety in the amount of \$10 per landscape point may be deposited at the time of issuance of a building permit for the proposed project.

