



## TOWN OF LAWRENCE SITE REVIEW APPLICATION FOR PLANNING AND ZONING

### GENERAL INFORMATION

<b>Purpose:</b>	This article is designed to provide for the future growth and development for those multifamily residences, businesses, and industries that seek an aesthetically attractive working environment. The intent and purpose of this article are to promote and maintain desirable economic development within the Business/Commercial (B-1) District, Limited Industrial (LI) District, General Industrial (GI) District, Multifamily (R-3) District and Planned Development (PD) District that is practical, feasible, and an asset to owners, neighbors, and the Town of Lawrence while maintaining a safe and attractive environment. The Town of Lawrence Town Board has final approval on all site plan/development and design.
<b>Fee:</b>	\$200
<b>Meeting Dates/Times:</b>	Meetings of the Planning and Zoning Board occur the second Wednesday of each month at the Lawrence Town Hall, 2400 Shady Ct., De Pere, WI 54115 at 6:00pm. Application and supporting document(s) must be submitted seven (7) days prior to meeting.
<b>Application/Information Submittal:</b>	One electronic set of plans, plus one copy of all site plans requiring approval by the Planning and Zoning Board, shall be submitted to the Building Inspector seven (7) days prior to the second Wednesday of the month. Landscaping plans may be submitted separately or included in the site plan. See ordinance for required information.
<b>Ordinance:</b>	§ <u>230-9 Site Plan Procedure</u>

READ ALL INSTRUCTIONS PROVIDED BEFORE COMPLETING. IF ADDITIONAL SPACE IS NEEDED, ATTACH ADDITIONAL PAGES.

### SECTION 1: APPLICANT INFORMATION

Applicant Name:		
Mailing Address:		
City:	State:	ZIP Code:
Email:		
Phone Number:		

### SECTION 2: LANDOWNER/DEVELOPER INFORMATION *(IF DIFFERENT FROM APPLICANT)*

Owner/Developer Name:		
Mailing Address:		Email:
City:	State:	ZIP Code:
Email:		
Phone number:		

### SECTION 3: PROJECT OR SITE LOCATION

Project Address:	Parcel #(s):
Parcel Size:	



# TOWN OF LAWRENCE SITE REVIEW APPLICATION FOR PLANNING AND ZONING

Current Zoning District: \_\_\_\_\_

Frontage: \_\_\_\_\_

Legal Description: \_\_\_\_\_

## SECTION 4: ADDITIONAL INFORMATION

Describe Purposed Plan:  
  
Documentation of any required State, County, or DNR approvals must be attached.

Date of Preliminary P/Z Meeting: \_\_\_\_\_

Date of Preliminary Town Board Meeting: \_\_\_\_\_

Date of Final P/Z Meeting: \_\_\_\_\_

Date of Final Town Board Meeting: \_\_\_\_\_

*Prepare and submit an electronic copy of the site plan detailing your request completely and any additional information which will support your application.*

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_



### \*\*\*FOR OFFICE USE ONLY\*\*\* APPLICATION/PAYMENT RECEIVED BY

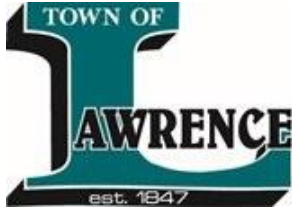
Name: \_\_\_\_\_

Check # \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Date: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

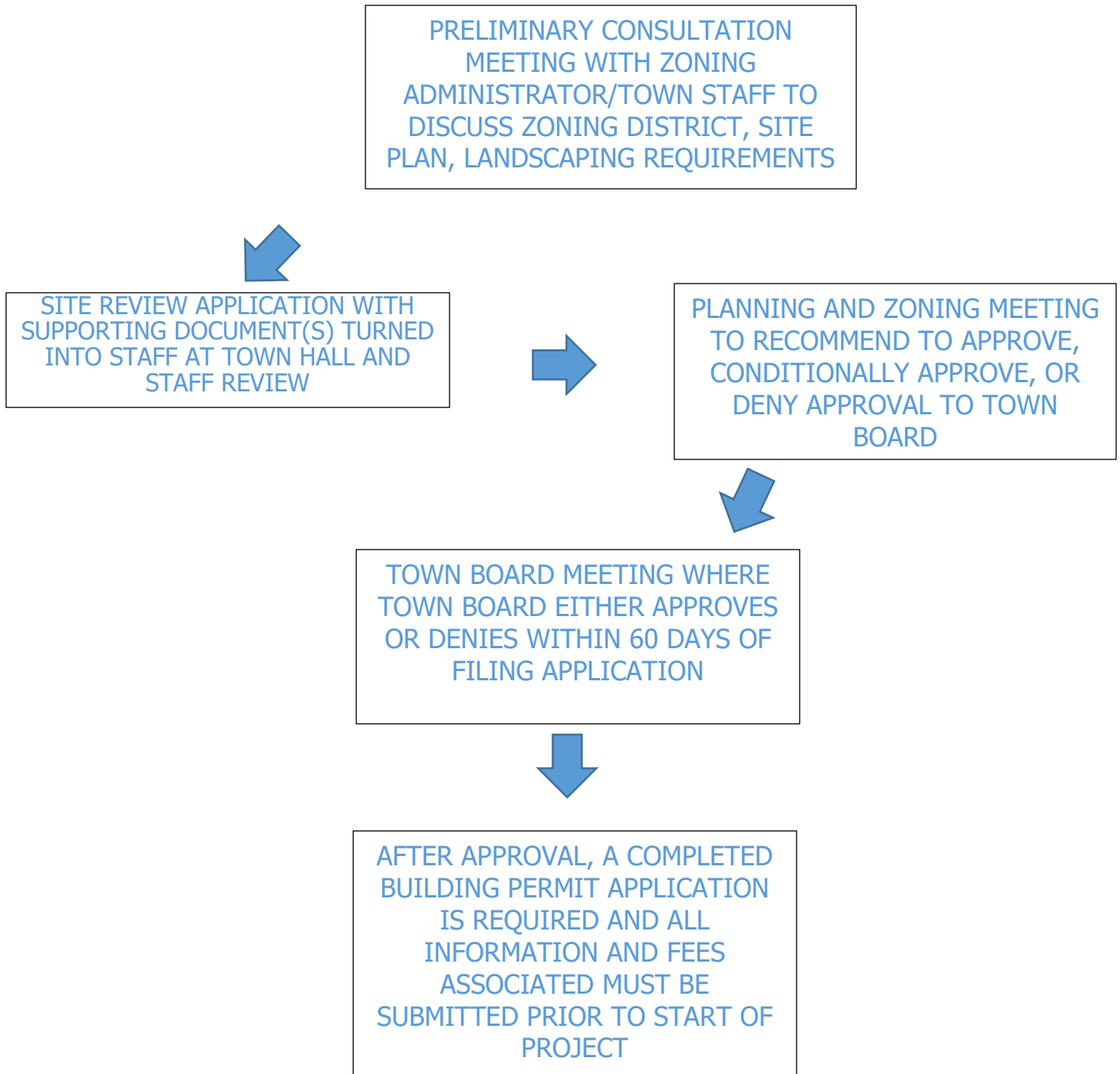
District: \_\_\_\_\_ Zoning: \_\_\_\_\_

<b>Permit #:</b>
<b>Parcel #:</b>



2400 Shady Court \* De Pere, WI 54115 \* Phone: (920) 336-9131 \* Fax: (920) 336-9193

### Site Review Flowchart



---

**Recommendation by Planning and Zoning**

Planning and Zoning meeting Date: \_\_\_\_\_

Recommended Action:  
\_\_\_\_\_

Recommended Conditions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vote: \_\_\_\_\_

\_\_\_\_\_  
*Authorized Signature*

---

**Decision by Town Board**

Town Board Meeting Date: \_\_\_\_\_

Discussion:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommended Conditions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vote: \_\_\_\_\_

\_\_\_\_\_  
*Authorized Signature*

**Please see full municipal code section § 230-9 Site plan procedure.**

The following procedure shall be followed for the submittal of site plans. Where procedures and requirements imposed by this section are either more restrictive or less restrictive than comparable procedures and requirements imposed by any other provision of this chapter or any other law, ordinance, resolution, rule or regulation of any kind, the regulations which are more restrictive or impose higher standards or requirements shall govern.

**Preliminary consultation.**

Prior to the submittal of a site plan, it is recommended that the developer meet with appropriate Town staff to discuss zoning district, site plan, and landscaping plan requirements..

**Plan submittal.**

One electronic set of plans, plus one copy of all site plans requiring approval by the Planning and Zoning Board, shall be submitted to the Town Clerk/Treasurer seven (7) days prior to the second Wednesday of the month. Landscaping plans may be submitted separately or included in the site plan. All plans shall be drawn to an engineering scale no greater than one inch equals 100 feet, plus one complete set of such plans reduced in size to 11 inches by 17 inches, and contain the following information:

- (1)** Name of project/development.
- (2)** Location of project/development by street address or certified site map (CSM).
- (3)** Name and mailing address of developer/owner.
- (4)** Name and mailing address of engineer/architect.
- (5)** North point indicator.
- (6)** Scale.
- (7)** Boundary lines of property, with dimensions.
- (8)** Color rendering of building.
- (9)** Location identification, and dimensions of existing and proposed:
  - (a)** Topographic contours at a minimum interval of two feet and key spot elevations.
  - (b)** Adjacent street elevations, street rights-of-way and proposed elevation of ground floor.
  - (c)** Locations and dimensions of fire lanes.
  - (d)** Utilities and any other easements, including but not limited to the following types:
    - [1]** Electric.
    - [2]** Natural gas.
    - [3]** Telephone.
    - [4]** Water.
    - [5]** Sewer (sanitary and storm).
    - [6]** Fiber optic lines.
    - [7]** Other transmission lines.
    - [8]** Ingress-egress easements.
  - (e)** All buildings and structures, existing and proposed, to consider maximum development of the parcel if more than one structure could be located on the parcel.
  - (f)** Parking facilities.

- (g) Water bodies and wetlands.
- (h) Surface water holding ponds, drainage ditches, and drainage patterns; location and size of culverts.
- (i) Sidewalks, walkways, and driveways.
- (j) Off-street loading areas and docks.
- (k) Fences and retaining walls.
- (l) All exterior signs.
- (m) Exterior refuse collection areas must be enclosed by an approved material on a minimum of three sides, the open side cannot face the road or must be gated, and must be located in rear of structure. Multifamily (R-3) District exterior refuse collection areas must be approved by the Planning and Zoning Board with final approval from the Town Board.
- (n) Exterior lighting.
- (o) Traffic flow on and off site.
- (10) Location of open space/green space.
- (11) Site statistics, including:
  - (a) Site square footage.
  - (b) Percent site coverage.
  - (c) Percent open space and green space.
  - (d) Floor area ratio.
- (12) Location and dimensions of proposed outdoor display areas.
- (13) Architectural rendering of the proposed structures and buildings, including:
  - (a) All dimensions;
  - (b) Gross square footage of existing and proposed buildings and structures; and
  - (c) Description of all exterior finish materials.
- (14) Erosion control plans.
- (15) Stormwater drainage plan.
- (16) A staging plan of any project involving more than one phase or construction season which sets forth the chronological order of construction and relates to the proposed uses and structures of various service facilities and estimated completion dates.
- (17) Other information considered pertinent by Planning and Zoning Board, Town Board and/or the developers/owners.

**Fees.**

All appropriate fees shall be submitted with the plans.

**Review.**

Site plans shall be turned in to Town staff seven (7) days prior to the second Wednesday of the month. The Planning and Zoning Board shall review and either approve, conditionally approve, or deny approval of the site plan based upon the appropriate zoning district requirements.

*Also see §230-6 for General Building & Performance standards.*