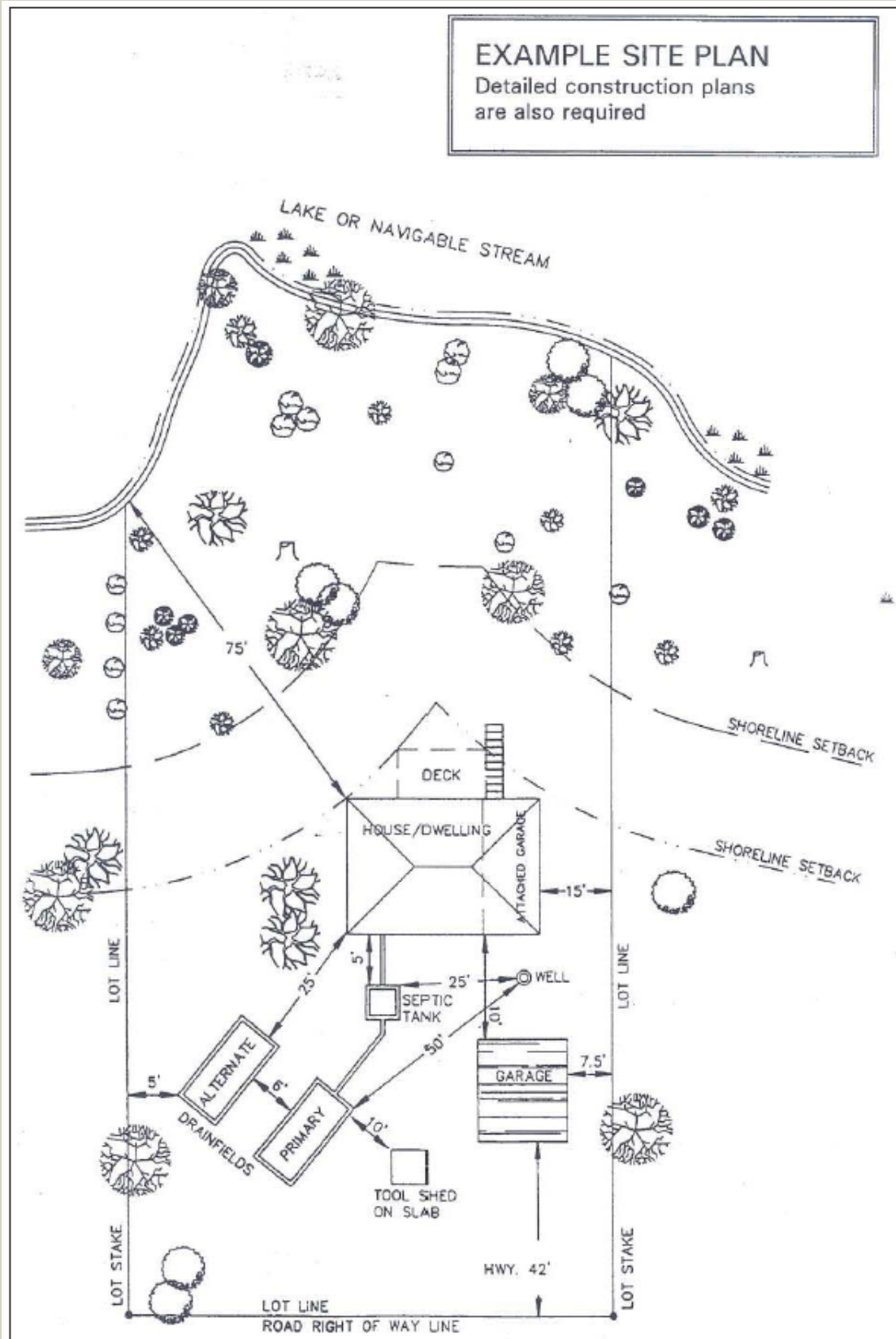


Sample Submittal Requirements

Following is a sample list of materials that must be submitted with an application. Compare it to your current application standards and add, modify, or delete as appropriate based on local development standards and the type of permit being issued.

- A. Name and contact information for owner and agent and legal description of the property.
- B. A written description of and justification for the proposed permit, including the petitioner's evaluation of the request against the standards contained in the comprehensive plan and local ordinances.
- C. A specified number of copies of site plans, accurately drawn to a scale of not less than one inch to ___ feet, showing and labeling:
 - a. Landowner's name, property address and legal description.
 - b. Preparer, date of preparation and revisions.
 - c. Scale and directional arrow.
 - d. Vicinity map showing wetlands, floodplains, surface waters, roads, buildings, utilities and other natural or man-made features within ___ feet of property.
 - e. Site plan showing property lines, dimensions and distances between site features.
 - f. Location and dimensions of existing and proposed structures.
 - g. Colors, materials and architectural details of buildings.
 - h. Location, size and screening of outdoor storage, dumpsters and mechanical equipment.
 - i. Location of existing and proposed public streets, rights-of-way, easements and other reservations of land.
 - j. Auto ingress and egress, and visual clearance triangles.
 - k. Locations, dimensions and surfacing for existing and proposed parking, loading and walkway areas.
 - l. Existing and proposed topographic contours shown at ___ foot intervals.
 - m. Soil map and key.
 - n. Location, species and mature size of existing and proposed landscaping.
 - o. Location, height, dimensions, material and color of exterior signage.
 - p. Location, height, type, orientation and power of exterior lighting.
 - q. Location of existing and proposed private well and onsite waste treatment systems, or connections to public sanitary sewer, water and/or storm drainage.
 - r. Location of existing and proposed utilities including electricity, natural gas and telecommunication lines.
 - s. Proposed grading and drainage control plan.
 - t. Proposed erosion control and stormwater management plan.
- D. Names and addresses of the owners of all lands within ___ feet of the property as they appear on the current records of the Register of Deeds, to be used to provide notice of the hearing.
- E. Other pertinent information as requested by the zoning administrator to determine if the proposal complies with the ordinance.
- F. The required review fee.



Example site plan provided by Langlade County, WI.