Site Plan Review
City of Jefferson, Wisconsin

Site plan review is required for every commercial, industrial, institutional and multi-family (three or more units) project in the City prior to issuance of a building permit or development activity. The site plan review requirement applies to first-time development of property as well as additions and expansions. Site plan approval does not constitute approval of a building permit or any other required approval by City departments. ***For example, building plan review, HVAC and plumbing plan reviews are separate submittals that your project will need to address with the Building Inspector.***

Preliminary and Final Site Plan review is an administrative process that is typically held within 15 working days after the completed plans, application and fees are received. ***It is highly recommended to schedule a pre-submittal meeting with the Building Inspector and City Engineer prior to submitting your site plan for acceptance. Please call the City Engineer's office at (920) 674-7727 to schedule an appointment.***

The Site Plan illustrates the proposed structure and its use, the surrounding property including property lines, street rights-of-way, parking lot, driveway, drainage, utilities, setbacks, parking area and other physical features of the of the property pertinent to its footprint and use.

Plan Commission Meetings & Deadlines

- The Plan Commission meets twice a month on the second and fourth Wednesdays
- Submittals made by noon three weeks prior to the scheduled meeting will be reviewed within 15 working days after the completed plans, application and fees are received.
- Additional committee meetings may be held in exceptional circumstances dependent on project complexity, workload and staff availability.

Checklists

- Checklists have been prepared to assist the applicant in providing information to the City in order to complete a Site Plan review. It is the City's goal that by providing the following detailed information that review time, and conditions, will be kept to a minimum and will prevent delays caused by submission of incomplete plans. Please follow the checklist carefully and provide the required information.
    - Checklist 1 Site Plan
    - Checklist 2 Erosion Control (>1 Acre)
    - Checklist 3 Stormwater Management
    - Checklist 4 Erosion Control (1 Acre or Less)

A Complete Application Includes:

- Review Fees (Checks made out to "City of Jefferson")
- Completed Stormwater Management & Erosion Control Permit
- Completed checklists by applicant
- Supporting calculations for stormwater, sanitary sewer and water (as applicable) (1 hardcopy)
- Site Plan Set (13-11x17 hard copies of plans):
    - Title sheet, site plan layout and streets
    - Utilities, grading, stormwater management and erosion control plan
    - Landscape and lighting plan
    - Building elevations with exterior colors and construction methods
    - Any other plans or information as required by the City Engineer

******In addition to paper copies identified above, all plans and calculations to be provided in electronic pdf format to City Engineer**

Site Plan Departmental Review
City of Jefferson

Department	Contact Person	Areas of Review
Zoning & Building Inspections	Greg Noll/Troy Evenson *Building Inspector/Zoning Administrator* 317 South Main Street, Jefferson (920) 674-7727 inspector@jeffersonwis.com	General information, zoning, building requirements, parking lot design, landscaping
Public Works/Engineering	Bill Pinnow, P.E. *City Engineer/Director of Public Works* 317 South Main Street, Jefferson (920) 674-7727 bpinnow@jeffersonwis.com	Access control, driveways, parking lot design, erosion control, lighting, any work within the right-of-way
Stormwater	Bill Pinnow, P.E. *City Engineer/Director of Public Works* 317 South Main Street, Jefferson (920) 674-7727 bpinnow@jeffersonwis.com	Storm sewer, grading and drainage plans, stormwater review
Wastewater	Todd Clark *Wastewater Superintendent* 221 East Henry Street, Jefferson (920) 674-7705 toddclark@jeffersonwis.com	Sanitary sewer
Fire Department	Ron Wegner *Fire Chief* 317 South Main Street, Jefferson (920) 674-7723 RWegner@jeffersonwis.com	Fire safety and protection
Police Department	Ken Pileggi *Chief of Police* 425 Collins Road, Jefferson (920) 674-7707 KPileggi@jeffersonwis.com	Public safety
City Attorney	Ben Brantmeier *City Attorney* 234 South Main Street, Jefferson *(920) 674-6220* Ben@bjblaw.net	Developer agreements
Parks, Recreation and Forestry Department	Cyndi Keller *Director* 317 South Main Street, Jefferson (920) 674-7720 cyndi@jeffersonwis.com	Parks, trails, street trees, landscaping
Jefferson Utilities	Jill Weiss *Manager* 425 Collins Road, Jefferson (920) 674-7711 jweiss@wppienergy.org	Potable water and electric

Site Plan Review Checklists
City of Jefferson, Wisconsin

Date:_____ Project Name:_____

Applicant:_____ Phone #:_____

Contact email:_____

Note: This document is used to assure a complete submittal has been prepared. This is not inclusive of all requirements needed to obtain site plan approval. Substantial changes to the Site Plan could affect other requirements. Site Plan approval does not negate the requirement for a building permit and if a building permit is required, it can be obtained from the Building Inspection Department.

Please review the following checklists and mark each box with one of the following as identified below. Failure to provide the required information will result in delay of the project review.

☑ Shown on plans	☒ Not shown on plans
NA Not applicable	? Cannot determine if needed

Thirteen (13) Hard copies of plans in 11" x 17" size shall be submitted along with electronic versions in pdf form. The signature of the surveyor, engineer or architect responsible for plan preparation is required on title sheet. Revision date(s) shall be included.

Checklist #1
Site Plan Requirements

The following existing and proposed site features must be provided for all site plan reviews. Items listed below must be shown on the site and within 50 feet in each direction of the site boundaries.

NOTE: All submissions should include 13 copies of 11x17 plans and a PDF version emailed to the City Engineer. Once approved, a digital format georeferenced to the State Plane Coordinate System, NAD 1983 HARN WISCRS Jefferson County Feet, NAVD 1988 is required.

	SP1	Development title, graphic scale and north arrow
	SP2	Provide a legend identifying all line types, symbols and abbreviations used on the plans
	SP3	Legal description of property and tax key number of each lot, description of proposed use and both existing and proposed zoning designations
	SP4	Location map (smaller scale) showing the site location within the public land survey section or subdivision
	SP5	Name and complete contact information for the applicant, landowner, developer and project engineer or planner
	SP6	Signature of the surveyor, engineer, or architect responsible for site plan preparation along with the revision date(s)
	SP7	Name(s) of adjacent or surrounding streets
	SP8	Recorded property lines, right-of-ways and their dimensions
	SP9	Total land area in the development including the percentage of lot coverage for all impervious surface areas
	SP10	Location of all existing and proposed structures within 50 feet of the property boundaries and their existing or proposed use, including, but not limited to buildings and foundations, roads, parking areas, fence lines, access lanes, culverts (include size and type), above ground utilities and retaining walls
	SP11	Proposed and required parking requirements identified
	SP12	Existing and proposed driveways and parking lots including: ____Pavement markings to show traffic flow ____Parking stall sizes and layout ____Handicap stalls and ramps ____Loading zones ____Driveway widths with flares on driveway aprons to public streets ____Proposed and existing stop signs at all private driveway exits to public roadways
	SP13	Location of existing and proposed sidewalks with grade elevations and handicap access at driveways
	SP14	Dimensions of all required setbacks for buildings and off-street parking
	SP15	Location and extent of all existing and proposed outdoor storage
	SP16	Indicate distance and information pertaining to nearest private and public well
	SP17	Floodplains and floodways
	SP18	Distances
	SP19	Soil classifications
	SP20	Location of existing and proposed signage
	SP21	Streams, wetlands, channels, ditches and other watercourses on the site and adjacent properties
	SP22	Distance to nearest perennial watercourse if none on or adjacent to the property
	SP23	Open space that will remain undisturbed and undeveloped

	SP24	Show all existing and proposed public and private easements for utility, drainage or other purposes
	SP25	Show all existing and proposed improvements/features for the site and adjacent to the property (i.e. street, curb & gutter, right-of-way widths, sidewalks, existing and proposed utilities, etc.)
	SP6	Show all proposed storm sewer, sanitary sewer and water service system information on the plans (i.e. rim elevations, invert elevations, pipe sizes, materials and slopes, etc.)
	SP27	Provide site data table including total area, disturbed area and impervious area before and after development
	SP28	Show the lowest floor elevations of all existing and proposed buildings
	SP29	Show all applicable details. Examples include but are not limited to: ____Proposed storm sewer manholes, catch basins, culvert/outlet pipes, flared end sections ____Drainage swales, detention basins ____Rip rap ____Proposed pavement sections (asphalt and concrete) ____Retaining walls
	SP30	Note on the plans that states all work performed within the right-of-way or any easements conforms to City of Jefferson specifications
	SP31	Note on the plans that includes Diggers Hotline phone number with instructions prior to digging
Landscape and Lighting Plan		
	SP32	Table with developed area calculations and parking lot perimeter to determine the amount of trees and shrubs required
	SP33	Location, size at planting, quantity, species and variety of proposed trees, shrubs, ground cover and other landscape features. All plants should be drawn at the spread they will achieve at maturity
	SP34	Location, size and type of existing trees to be removed as part of the development
	SP35	Schedule for installation of landscaping
	SP36	Location of exterior lighting fixtures, either mounted on the building or freestanding light along with dispersion pattern, intensity of light and cut-off shielding that reflects light downward and in which the light source is not visible from adjacent properties

Checklist #2
Erosion Control Plan Requirements (Sites >1 Acre)

Under City ordinance, unless expressly exempted by §232-9, an erosion control and stormwater management permit containing an approved erosion control plan under §232-12 shall be required and all construction site erosion control provisions of this article shall apply to any of the following activities within the jurisdiction of the City:

A. Land disturbing activity in excess of one acre;
B. Land disturbing activity on a slope of greater than 10%;
C. Land disturbing activity that involves excavation or filling, or a combination of excavation and filling, in excess of 1,000 cubic yards of material;
D. Land disturbing activity that disturbs more than 200 lineal foot of road ditch, grass waterway or other land area where surface drainage flows in a defined open channel, including the placement, repair or removal of any underground pipe, utility or other facility within the cross section of the channel;
E. Construction of any new public or private roads or access drives longer than 200 feet;
F. Development that requires a subdivision or condominium plat, as defined in Ch. 294, Subdivision of Land;
G. Land disturbing activity that disturbs less than one acre of land, including the installation of access drives, that the local approval authority determines to have a high risk of soil erosion or water pollution or that may significantly impact a lake, stream or wetland area. All such determinations made by the local approval authority shall be in writing, unless waived by the applicant.

An erosion control plan is designed to protect downstream water resources and property owners from water pollution and other damage caused by sediment runoff from construction sites. Erosion control plans designed to meet the requirements of the City ordinance shall, to the maximum extent practicable, adhere to the following guiding principles:

1. Propose grading that best fits the terrain of the site, avoiding steep slopes, wetlands, floodplains and environmental corridors;
2. Minimize, through project phasing and construction sequencing, the time the disturbed soil surface is exposed to erosive forces;
3. Minimize soil compaction, the loss of trees and other natural vegetation and the size of the disturbed area an any one time;
4. Locate erosion control BMPs upstream from where runoff leaves the site or enters waters of the state and outside of wetlands, floodplains, primary or secondary environmental corridors or isolated natural areas;
5. Emphasize the use of BMPs that prevent soil detachment and transport over those aimed to reduce soil deposition (sedimentation) or repair erosion damage.

NOTE: All submissions should include 13 copies of 11x17 plans and a PDF version emailed to the City Engineer

Erosion Control Plan		
	EC1	Scale of at least one inch equals 100 feet
	EC2	Property lines, lot dimensions and limits of disturbed area
	EC3	Location and dimensions of impervious area, including utilities, structures, roads, highways and paving, with the type of paving and surfacing material being indicated
	EC4	All natural and artificial water features, including, but not limited to lakes, ponds, streams (including intermittent streams), wetlands, channels, ditches and other watercourses immediately adjacent to the site
	EC5	Soil classifications
	EC6	Limits and extent of vegetative cover existing before and after commencement of land disturbing activities
	EC7	Cross sections of and profiles within road ditches
	EC8	Existing and proposed culvert sizes and type
	EC9	Direction of flow runoff continuing at least to the nearest perennial stream (small-scale map may be used, if necessary)
	EC10	Watershed size for each drainage area including: ____Ordinary high water mark for all navigable waters

		____100 year floodplain, flood fringes and floodways ____Delineated wetland boundaries Design discharge for ditches and structural measures
	EC11	Existing and proposed runoff velocities
	EC12	Fertilizer and seeding rates and recommendations
	EC13	Time schedule for stabilization of ditches and slopes
	EC14	Description of methods by which sites are to be developed, including schedule of anticipated starting and completion dates of land disturbing and land developing activity including stabilization of ditches and slopes
	EC15	Intended sequence of major land disturbing activities with anticipated dates (i.e. clearing, grubbing, excavating, grading, utility street installation, stabilization, etc.)
	EC16	Provisions for maintenance of the control measures during land disturbing activities and a narrative describing the long-term maintenance required to ensure that control measures continue to perform the functions intended by the plan
	EC17	Provisions to prevent mud tracking off site onto public thoroughfares during the construction period _____Stone tracking pads at all egress driveways
	EC18	Provisions to disconnect impervious surfaces, where feasible
	EC19	Provisions to prevent sediment delivery to and accumulation in any proposed or existing stormwater conveyance systems
	EC20	Identify all permits required and applied for: ____WI-DOT ____WI-DNR WRAPP (Water Resources Application for Project Permits) ____WI-DNR Chapter 30 ____Jefferson County ____City of Jefferson Right-of-Way Permit ____ WI-DNR Wetland Fill/Disturbance Permit ____ WI-DNR/FEMA Letter of Map Revision (LOMR) ____Other (please specify)_____
	EC21	Existing or proposed elevations referenced to the North American Vertical Datum (NAVD) of 1988 and existing and proposed contours at an interval of no less than one foot (1')
	EC22	Depth to groundwater (USDA-NRCS Soil Survey or boring data)
	EC23	Descriptions of temporary and permanent soil stabilization practices. Include anticipated schedule for implementation (e.g. phasing of construction, temporary stabilization (seed, mulch, etc.) erosion matting, stockpile stabilization, final stabilization
	EC24	Site dewatering provisions (correct dewatering BMPs)
	EC25	Provisions to minimize airborne dust leaving site
	EC26	Storm drain inlet protection
	EC27	Perimeter control measures (silt fencing, earthen berms, etc.)
	EC28	Ditch checks
	EC29	Stockpile locations and control measures
	EC30	Clean water diversions
	EC31	Sediment traps or sediment basins
	EC32	Stabilization of steep slopes (erosion mat if needed)
	EC33	Stabilization of drainage ways (erosion mat if needed)
	EC34	Detail sheet of all BMPs as applicable (inlet protection, tracking pad, perimeter control, sediment basins or traps, etc.)
	EC35	Note on the plans that states all erosion control measures should be implemented and constructed in accordance with Wisconsin DNR Technical Standards

Checklist #3
Stormwater Management Plan Requirements

Under City ordinance, unless otherwise exempted by §232-9, an erosion control and stormwater management permit containing an approved stormwater control plan under §232-13 shall be required and all stormwater management provisions of this article shall apply to any of the following activities within the jurisdiction of the City:

A. Any development that results in land disturbing activity in excess of one acre;
B. Any development that requires a subdivision or condominium plat, as defined in Ch. 294, Subdivision of Land;
C. Any development that requires a certified survey map, as defined in Ch. 294, Subdivision of Land or Ch. 300, Zoning for property intended for commercial or industrial use;
D. Redevelopment, as defined in §232-6; or
E. Other land disturbing activities, including but not limited to redevelopment or alteration of existing buildings or other structures, that the local approval authority determines may significantly increase downstream runoff volumes, flooding, soil erosion, water pollution or property damage or significantly impact a lake, stream or wetland area. All such determinations shall be made, in writing, unless waived by the applicant.

Refer to City of Jefferson Ordinance Chapter 232: Stormwater Management for specific design criteria.

NOTE: All submissions of Stormwater Management Plan should include 13 copies of 11x17 plans and a PDF version emailed to the City Engineer. One hardcopy and PDF version emailed to City Engineer is required for Stormwater runoff calculations and Hydrologic plans.

Stormwater Management Plan		
	SM1	Scale of at least one inch equals 100 feet
	SM2	Property lines and lot dimensions
	SM3	All buildings and outdoor uses, existing and proposed, including all dimensions and setbacks
	SM4	All public and private roads, interior roads, driveways and parking lots; show traffic patterns and type of paving and surfacing material
	SM5	All natural and artificial water features, including but not limited to lakes, ponds, streams (including intermittent streams) and ditches ____Ordinary high water mark of all navigable waters ____100-year flood elevations ____Delineated wetland boundaries
	SM6	Depth to bedrock
	SM7	Depth to seasonal high-water table
	SM8	____Extent and location of all soil types as described by the Jefferson County Soil Survey ____Slopes exceeding 12% ____Areas of natural woodland or prairie
	SM9	Existing and proposed contours at one-foot (1') intervals
	SM10	Existing and proposed elevations (referenced to the North American Vertical Datum of 1988)
	SM11	Elevations, sections, profiles and details, as needed, to describe all natural and artificial features of the project
	SM12	Soil erosion control and overland runoff control measures including runoff calculations, as appropriate
	SM13	Detailed construction schedule
	SM14	Identify all permits required and applied for: ____WI-DOT ____WI-DNR WRAPP (Water Resources Application for Project Permits) ____WI-DNR Chapter 30

		____Jefferson County ____City of Jefferson Right-of-Way Permit ____ WI-DNR Wetland Fill/Disturbance Permit ____ WI-DNR/FEMA Letter of Map Revision (LOMR) ____Other (please specify)_____
	SM15	Location of all stormwater management features
	SM16	Existing and proposed drainage features
	SM17	Location and area of all existing and proposed impervious surfaces
	SM18	Limits and area of disturbed area
	SM19	Show flow direction areas clearly using arrows indicating direction of drainage
	SM20	Indicate the % slope for all drainage swales
Storm Water Runoff Calculations and Hydrologic Plans		
	SM21	Narrative description including: ____Detailed narrative describing the project, including implementation schedule for planned practices ____Site location ____Detailed description of existing and proposed conditions ____Detailed description of water quality analysis and design for the site ____Detailed description of NR 151 infiltration standards for the proposed development ____Methods used for analysis ____Summary of calculations and results ____Identification of the entity responsible for long term maintenance of the project
	SM22	Hydrologic maps of the site showing pre-developed and post-developed conditions: ____Topography of the site and adjacent properties ____Watershed and sub-watershed delineations, including delineation of offsite tributary to the proposed site ____Existing and proposed contours shown at one foot (1') intervals ____Path chosen for Time of Concentration (Tc) (indicate separate segments for sheet, shallow concentrated and channel flow)
	SM23	Hydrologic and Hydraulic calculations: ____Rainfall depth data for the City of Jefferson 2-yr 24-hr storm event (NOAA Atlas 14) 10-yr 24-hr storm event (NOAA Atlas 14) 100-yr 24-hr storm event (NOAA Atlas 14) ____Drainage basin areas ____Soil types and hydrologic soils group ____Cover description ____Runoff curve number (RCNs) calculations (include weighted curve number calculations for areas with multiple cover types) ____Time of concentration calculations ____Peak flow calculations for the existing and proposed 2, 10 and 100 year storm events of 24 hour duration ____Hydraulic calculations for proposed storm sewer design
	SM24	Detention basin design: ____The detention facility shall safely contain the runoff to attenuate the peak discharge as follows: The peak runoff rate from a 10 year, 24 hour storm event and 100 year storm after development shall not exceed the pre-developed peak runoff from the 10 year, 24 hour storm event. The peak runoff rate of 2 year, 24 hour event after development shall not exceed 2 year, 24 hour peak runoff prior to development. ____Include the elevation-storage relationship and the elevation-outflow relationship for each detention basin

		____Include calculations/computer model analysis of hydrograph routing through the detention facility ____Hydraulic design (including calculations) of outlet structure/pipe ____Identify and label on the plans the proposed 100 year ponding elevation for each detention basin ____Include provisions for safely passing runoff in excess of the 100-year post-developed condition. Identify and label the overflow elevation(s) and include a detail for pond overflow ____Include a cross-section of proposed detention basin with maximum slopes not to exceed 4:1
	SM25	WINSLAMM modeling information
	SM26	Engineered designs for all structural management practices
	SM27	Description of methods to control oil and grease or written justification for not providing such control
	SM28	Maintenance plan and schedule for all permanent stormwater management practices as recorded on the affidavit required in §232-10C(5)

CITY OF Jefferson SPECIAL PLACE WISCONSIN

Checklist #4
Erosion Control - Checklist Control Plan
(Sites 1 Acre or Less, typ.)

Under City ordinance, when allowed, applicants may submit erosion control permit applications using a standard simplified checklist of standard erosion control measures if all of the following conditions exist:

A. The site does not exceed one acre in area;
B. The slope of the land does not exceed 6% throughout the site;
C. The City Engineer determines that no special circumstances exist due to topography, proximity to watercourses or relation to environmentally sensitive lands; and
D. There has been no subdivision of land (as defined by Ch. 236 W. Stats)

NOTE: All submissions should include 13 copies of 11x17 plans and a PDF version emailed to the City Engineer

Checklist Control Plan		
	CC1	Drain inlet protection. Affected storm drain inlets shall be protected in accordance with WI-DNR best practices.
	CC2	Waste and material disposal. All waste and unused building materials (including garbage, debris, cleaning wastes, wastewater, toxic materials or hazardous materials) shall be properly disposed of and not allowed to be carried by runoff into a receiving channel or storm sewer system.
	CC3	Tracking access driveways and parking areas shall be of sufficient length, width and wearing surface (such as stone) to accommodate any vehicular traffic using site access drives and site parking. Sediment reaching a public or private road or thoroughfare shall be removed by sweeping (not hydraulic flushing) before the end of each workday.
	CC4	Channelized runoff. Channelized runoff from adjacent areas through the site shall be diverted around disturbed areas, where practical, as determined by the City Engineer. Diverted runoff shall be conveyed in a manner that will not erode the receiving channels.
	CC5	Sequenced activities. All activities on the site shall be conducted in a logical sequence to minimize the area of bare soil exposed at any one time and the amount of soil leaving the site.
	CC6	Disturbed ground stabilization. All disturbed ground and soil or dirt storage piles shall be contained on the site by filter barriers and other suitable means. The containment measures shall be installed at a time established by the City Engineer. The containment measures shall remain in place until the site is adequately stabilized, as determined by the City Engineer.
	CC7	Filter fences or straw bales on slopes. Filter fences, straw bales or equivalent control measures shall be placed continuously along all side slope and downside slope sides of the site where deemed appropriate by the City Engineer. If a channel or area of concentrated runoff passes through the site, filter barriers shall be placed continuously along the channel edges to reduce sediment reaching the channel.