

# Village of Belleville Site Plan Application



## BOX 1 - CONTACT INFORMATION

Property Owner	Company Name (if Applicable)
Address	City / State / Zip
Work Phone	Home or Cell Phone
Email	Fax
Best way to reach me is: <input type="checkbox"/> Phone <input type="checkbox"/> Email	I am the: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Representative
Signature:	Date:

## BOX 2 - PROCEDURE

Pick up application. Read through expectations.	<input type="checkbox"/>
Meet with Village officials (zoning inspector) to discuss planned use and necessary submittals.	<input type="checkbox"/>
Complete application, submittals and pay fees 6 weeks before Plan Commission meeting.	<input type="checkbox"/>
Attend Plan Commission meeting at which application will be considered.	<input type="checkbox"/>
Plan Commission public hearing held. Date: ____	<input type="checkbox"/>

## BOX 3 - REFERENCE MATERIALS - [www.bellevillewi.org](http://www.bellevillewi.org)

<a href="#">Ordinance 615 - 83: Site Plan Approvals</a>	<a href="#">Ordinance 615 - Site Plan Regulations</a>
<a href="#">Landscape Guidelines</a>	<a href="#">Lighting Guidelines</a>

## BOX 4 - SUBMITTALS

**Letter of Intent: Required**

Letter of Intent should describe, in detail, what the property will be used for. Include the purpose for the request, construction schedules, names of people involved (applicant, owner, contractor, architect, landscaper, business manager). Give a detailed description of the type of business proposed, the hours of operation, number of employees, access and parking on property. If residential, describe how many dwelling units and expected number of residents, as well as access and parking on property.

Include physical information on the size and layout of the site, as well as any features of the property such as wetlands, floodplain, woodlands or other environmental features.

Include expected construction schedule, including municipal sanitary sewer and water.

The Plan Commission is required to base its decision on whether the applicant demonstrates that the proposed conditional use will meet the standards of the zoning code. Include any additional information that you wish to submit in support of the requested action.

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**Environmental Assessment Checklist: Required (checklist attached)**

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**Site Plan: Required. Include the following: (6 copies, no larger than 10" x 14" paper)**

- Location plan, interior and exterior
- Existing zoning and land use
- Surrounding zoning and land use
- Commercial** - Max. number of employee, customer & office vehicles at the facility at one time
- Residential** dwelling information:
  - Total number of buildings and units in each building.
  - Distribution of bedrooms.

*(continued on next page)*

## Box 4 - Submittals (con't)

### Site Plan (continued)

- Lot area information showing the following:
  - Total lot area
  - Number of units per acre (density)
  - Acreage or square footage by use
- Usable open space information showing the following:
  - Total usable open space
  - Usable open space per unit
- Land use information showing the following:
  - Number of buildings other than residential
  - Use of buildings other than residential
  - List any accessory uses permitted
  - Describe the intent of areas to be dedicated to the public, if any
- Existing site topography, one foot contour intervals
- Adjacent lots or subdivisions
- Wetland delineation
- Floodplain delineation
- Roads, traffic and access - future road improvement plans
- Gravity sanitary sewer service available
- All utility and street improvements installed as part of the subdivision development
- Water pressure in the street
- All off-site and adjacent infrastructure shall be shown including size, depth and elevations
- Utility easement locations
- Building floor plans
- First floor elevation of proposed building
- Layout and number of parking spaces and type of surface
- Outdoor Lighting Plan (see link in Reference section)**
- Refuse storage and handling
- Elevations on pavement and top of curb
- Landscaping and type of lawn restoration (see link in Reference section)**
- Sediment and erosion control measures
- Stormwater management:
  - Drainage easement, contours, existing and proposed structures, current cross flows
  - Certification that the original stormwater calculations include the proposed development
  - Calculations for drainage structures
  - Show that the point of discharge downstream is adequate for stormwater
  - Show that the proposed development does not exceed the capacity reserved for that development

**BOX 5 - OWNER'S SIGNATURE**

I, the applicant, understand that if any of the above required information is not submitted and an acceptable explanation is not given in the Letter of Intent as to why the required information is not submitted, the application and plans will be returned to me for resubmittal. The applicant or applicant's agent is required to be present at the review meeting. Applicant agrees to pay all reasonable costs and fees incurred by the Village for any and all reviews, approval requests and document preparation by the Village Engineer, Village Attorney or other Village Consultants relating to this application. If such fees are not paid, the Village may stop work at the site.

Applicant's Signature: \_\_\_\_\_

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

**BOX 6 - RETURN THIS FORM TO:**

Mail: PO Box 79, Belleville, WI 53508

Drop Box: Village Hall at 24 West Main Street

Fax: 608-424-3423

Questions: 608-424-3341

Email: info@villageofbelleville.com

**BOX 7 - OFFICE USE ONLY**

Fee: \$ \_\_\_\_\_ Check # \_\_\_\_\_  Paid  
 If **no** changes to infrastructure, building footprint or impervious surface = **\$150 + \$500 deposit**  
 If changes to infrastructure, building footprint or impervious surface = **\$250 + \$500 deposit**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

**BOX 8 - OFFICE USE ONLY - MATERIALS SENT TO:**

	Date Sent:	Return By:	Response:
Zoning/Building Inspector	_____	_____	_____
Public Works	_____	_____	_____
Police Department	_____	_____	_____
Fire Inspector	_____	_____	_____
EMS	_____	_____	_____
PC Consultant	_____	_____	_____
Village Administrator	_____	_____	_____
Lawyer (as needed)	_____	_____	_____
Engineer (as needed)	_____	_____	_____

**BOX 9 - APPROVALS**

Plan Commission meeting date: \_\_\_\_\_

Your request has been:  Approved  Not Approved  Approved with these Conditions:

# Village of Belleville Environmental Assessment Checklist

For Subdivisions and Land Divisions by Certified Survey

## BOX 1 - PROJECT / OWNER NAME

## BOX 2 - CHECKLIST

All **yes** answers must be explained in detail by attaching maps and supporting documentation describing the impacts of the proposed development.

### Land Resources

Yes	No	Does the project site involve:
_____	_____	Changes in relief and drainage patterns
_____	_____	A landform or topographical feature of local or regional interest
_____	_____	An area having importance for wild plants and animals of community interest
_____	_____	An area of soil instability greater than 12% slope or organic soils, peats or mucks at or near the surface
_____	_____	An area of bedrock within 6 feet of the soil
_____	_____	An area with the groundwater table within 10 feet of the soil surface
_____	_____	An area with fractured bedrock within 10 feet of the soil surface
_____	_____	A drainage way for 5 or more acres of land
_____	_____	More than 50% impermeable surface
_____	_____	Prime agricultural land
_____	_____	Wetlands, floodplains and/or marshes
_____	_____	An area of hydrological interest
_____	_____	An area of historical interest
_____	_____	Historic buildings or monuments
_____	_____	Buildings or monuments of unique architecture
_____	_____	An area of identified community recreational use

### Energy, Transportation and Communications:

_____	_____	Does the development increase the traffic flow in any collector system by more than 10%?
_____	_____	Is the development traversed by an existing or planned utility corridor (gas, electricity, water, sewer interceptor, communications, storm sewer)?
_____	_____	Is safe exit and access provided for?
_____	_____	Does the development encompass any future street appearing on the Village map?

### Population

_____	_____	Does the development increase the school population of any school by more than 10%?
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**Comments:** Comments on any of the above which may have a significant environmental impact.

## BOX 3 - APPROVALS

Zoning Administrator Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Village of Belleville Site Plan Application Checklist

### BOX 1 - CONTACT INFORMATION

Project Name \_\_\_\_\_

Name \_\_\_\_\_ Company Name (if Applicable) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

### BOX 2 - CHECKLIST

Yes	No	N/A	
_____	_____	_____	<input type="checkbox"/> All submittals completed and fee paid to clerk.
_____	_____	_____	<input type="checkbox"/> <i>Filed application for Zoning change (if necessary)</i>
_____	_____	_____	<input type="checkbox"/> <i>Filed Certified Survey Map (if necessary)</i>
_____	_____	_____	<input type="checkbox"/> <i>Filed application for Conditional Use Permit (if necessary)</i>
_____	_____	_____	<input type="checkbox"/> <i>Filed application for Preliminary/Final Plat Review (if necessary)</i>
_____	_____	_____	<input type="checkbox"/> Proposed use conforms with Village of Belleville Ordinances
_____	_____	_____	<input type="checkbox"/> Is the use consistent with the Village Master Plan?
_____	_____	_____	<input type="checkbox"/> Expected construction schedule
_____	_____	_____	<input type="checkbox"/> Where a dedication of lands or easements is anticipated, a Certified Survey which meets the requirements of the municipal code shall accompany the application.
_____	_____	_____	<input type="checkbox"/> Utilities located (sewer, water, electric, telephone)
_____	_____	_____	<input type="checkbox"/> Underground utilities plans approved by Public Works
_____	_____	_____	<input type="checkbox"/> Are public services (police, fire, public works, schools, etc) adequate to serve the proposed request?
_____	_____	_____	<input type="checkbox"/> Are nearby streets adequate to handle add'l traffic flow?
_____	_____	_____	<input type="checkbox"/> Is DOT approval needed to service this parcel(s)?
_____	_____	_____	<input type="checkbox"/> Is the parcel(s) large enough to accommodate any required off-street parking?
_____	_____	_____	<input type="checkbox"/> Are the soil, topography, vegetation, etc., suitable to permit the development without causing drainage or erosion?
_____	_____	_____	<input type="checkbox"/> Does the Historical Preservation Committee need to approve?
_____	_____	_____	<input type="checkbox"/> Is the parcel(s) adjacent to more intensive land use, i.e., apartments, business or industry?
_____	_____	_____	<input type="checkbox"/> If the parcel(s) is already developed, can the rezoning be made without changing the character of the building?
_____	_____	_____	<input type="checkbox"/> Is the proposed parcel near collector or arterial roads?
_____	_____	_____	<input type="checkbox"/> Is the proposed parcel accessible to local parks or open space?
_____	_____	_____	<input type="checkbox"/> Does the proposed zoning require screening from nearby residences or zoning districts?

### BOX 3 - APPROVALS

Request:     Approved     Not Approved     Approved with these Conditions:

Zoning Administrator Signature: \_\_\_\_\_

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