

**DEVELOPER CHECKLIST FOR COMPLETION OF  
SITE PLAN REVIEW SUBMITTAL**  
(\$125 required application fee)

Name of project: \_\_\_\_\_

Address of project: \_\_\_\_\_

Name of developer: \_\_\_\_\_ Name of owner: \_\_\_\_\_

*\*\*To be considered for the site plan review process, this checklist must be completed and submitted with the requested items listed below, required fees, and the erosion control and storm water management permit application as stated in Village ordinance 11.29.*

All site plans and subsequent revisions must be dated and drawn to an engineering scale no greater than one (1) inch equals one hundred (100) feet. Complete site plans shall include the following:

- 1. One (1) full size plan set.
- 2. Fifteen (15) eleven (11) inches by seventeen (17) inches plan sets.
- 3. One (1) digital copy (either a CD or DVD) containing AutoCAD.dwg files referenced to the Brown County Coordinate System NAD83, NAV88.

All plan sets shall include the following information:

- 1. Name and street address of project/development.
- 2. Name and mailing address of developer/owner.
- 3. Name and mailing address of engineer/architect.
- 4. North point indicator.
- 5. Scale.
- 6. Boundary lines of property, with dimensions.
- 7. Location, identification, and dimensions of existing and proposed:
  - \_\_\_ Topographic contours at a minimum interval of two (2) feet
  - \_\_\_ Adjacent streets and street rights-of-way
  - \_\_\_ On site streets and street rights-of-way
  - \_\_\_ Utilities and utility easements for electric; natural gas; telephone; water; sewer (sanitary and storm); fiber optic lines; and antenna, satellite dishes, and other
  - \_\_\_ communication poles and transmission lines
  - \_\_\_ All buildings and structures
  - \_\_\_ Parking facilities (with provisions for bicycles, scooters, and motorcycles)
  - \_\_\_ Water bodies and wetlands (including flood plain and floodway delineations)
  - \_\_\_ Surface water holding ponds, drainage ditches, and drainage patterns
  - \_\_\_ Sidewalks, walkways, trails, and driveways
  - \_\_\_ Off street loading areas and docks
  - \_\_\_ Fences and retaining walls
  - \_\_\_ All exterior signs
  - \_\_\_ Exterior refuse storage/collection areas
  - \_\_\_ Exterior lighting
  - \_\_\_ Traffic flow on and off site
- 8. Location of open space.
- 9. Site statistics, including site square footage, percent site coverage, percent open space, and floor area ratio.

- 10. Location and dimensions of proposed outdoor display areas.
- 11. Architectural rendering of the proposed structures and buildings, including all exterior dimensions, gross square footage of existing and proposed buildings and structures, and the description of all exterior finish materials.
- 12. Erosion control plans.
- 13. A staging plan for any projects involving more than one phase or construction season, including the timeline of construction, the proposed uses and structures of various service facilities, and the estimated completion dates.
- 14. Impact analysis to effects of a proposed development on activities, utilities, circulation, surrounding land uses, community facilities, noise, environment, and other factors.
- 15. Other information, not mentioned in Village Ordinance 11.29, considered pertinent by Village of Allouez staff and/or the developers shall include, but is not limited to:
  - Identification of adjacent properties within 200 feet of all boundaries and depiction of structures on those properties.
  - Location, identification, and dimensions of existing and proposed grading plans.
  - Location, identification, and dimensions of existing and proposed landscaping.
  - Location, identification, and dimensions of existing and proposed photometric lighting plans.
  - Storm water management plans.

Contact Information:

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Forms for Site Plan Review and the Village ordinances may be found at the Village website:  
<http://www.villageofallouez.com/>