



SITE PLAN APPLICATION

Village of Harrison
 W5298 Hwy 114
 Menasha, WI 54952
 Phone: 920-989-1062
 Fax: 920-989-1077
www.harrison-wi.org

CONTACT INFORMATION

Owner/Applicant

Name: _____
 Company: _____
 Address: _____
 City/St/ZIP: _____
 Telephone: _____
 Fax: _____
 Email: _____

Engineer/Architect

Name: _____
 Company: _____
 Address: _____
 City/St/ZIP: _____
 Telephone: _____
 Fax: _____
 Email: _____

PROPERTY INFORMATION

Project Name: _____
 Site Address: _____
 Lot Size: _____
 Structure Size: _____
 Site Zoning: _____
 Proposed Zoning: _____

Surrounding Land Uses:

North: _____
 East: _____
 South: _____
 West: _____

SUBMITTAL REQUIREMENTS AND FEES

Submittal Requirements

- Application
 Plan Set (9 copies + 1 copy at 11x17)
- Letter of Application
 - Building Plan
 - Site Plan
 - Landscape Plan
 - Utility Plan
 - Erosion Control & Storm Water Management Plan (2 copies only) & Application

Fees

- Base Fee (to be paid at time of application)
- Commercial Site - \$300.00
 - Industrial Site - \$500.00
- Erosion Control & Stormwater Management
- Included in the Erosion Control & Stormwater Management Application & Permit

SIGNATURES

By the execution of this application, the applicant or their agent hereby authorizes the Village of Harrison or its agents to enter upon the property during the hours of 7:00AM to 6:00 PM daily for the purpose of inspection. The applicant grants the Village of Harrison or its agents this authority even if this land is posted against trespass pursuant to Sec. 943.13 Wis. Stats.

Signature: _____ Date: _____

For Office Use Only:	Fee: _____	Receipt #: _____	Date Received: _____
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GENERAL INFORMATION

Site Plan Review is authorized by Chapter 117, Chapter 105, and Chapter 113 of the Harrison Code of Ordinances. Developments are required to receive Site Plan approval prior to the issuance of a building permit. A Site Plan is required for all new buildings or additions to existing buildings for all multi-family, commercial, institutional and recreational, and industrial development within the Village of Harrison.

Site Plan approval shall be valid for one year, if site work and building construction has not commenced within this time period then the Site Plan approval shall be null and void and the development shall be required to restart the process.

PROCEDURE

1. Preliminary Consultation (recommended): The purpose of this meeting is to ensure that the developer is aware of the concepts and standards outlined by Article XIII of the Village of Harrison Zoning Ordinance. This meeting is intended to foster cooperation between the developer and the Site Plan Review Committee.
2. Submittal: The developer shall submit the Site Plan Application, applicable fees and the required copies of the plan set to the Planner. The Planner shall distribute copies of the plan set to the Site Plan Review Committee (SPRC) for review.
3. Review: The Site Plan Review Committee (SPRC) shall complete the initial review of the development plans using the standards and criteria contained within Chapter 117 (Zoning Ordinance) within fifteen (15) business days following the receipt of a complete application.
4. Decision: The Site Plan Review Committee (SPRC) shall approve, approve conditionally, or reject such application. The Planner shall submit to the developer, in writing, of the SPRC decision within twenty (20) business days of the receipt of a complete application. Any conditions for approval or reasons for rejection will be specified in such letter.
5. Approval: The site plan shall become effective upon issuance of a "Certificate of Site Plan Approval" by the Site Plan Review Committee (SPRC).
6. Permits: No building or construction permits shall be issued until the Site Plan Review Committee (SPRC) has issued a "Certificate of Site Plan Approval."

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APPLICATION CHECKLIST

This checklist is intended to be a guide, all requirements in Chapters 117, 105 & 113 of the Harrison Code of Ordinances and the Zoning Ordinance shall be met.

Chapters 117, 105, & 113 of the Code of Ordinances can be found on the website at www.harrison-wi.org, under “Government” then “Municipal Code of Ordinances”.

Letter of Application

- Proposed use of land and building(s).
- Total number of employees.
- Hours of operation.
- Total number of units (if residential).
- Total occupancy of building (if assembly type use).
- Number, type, and size of vehicles stored outside (excludes customer parking).

Building Plan

- Building elevations for all proposed and existing structures.
- Wall, roof, and trim materials and colors.
- Floor plans, for each story, and section showing wall openings and building projections.
- Locations of all exterior HVAC, utility and other mechanical equipment.
- Detail on fire prevention devices, including fire suppression, sprinkler, and standpipe.
- All requirements of Sec. 117-382 & 117-383(2) have been met.

Landscape Plan (may be included on Site Plan)

- The location and dimensions of all proposed open space areas to comply with the 30% Green Space requirement.
- The location of all proposed building, storage areas, parking areas, sidewalks, fire lanes, and trail corridors.
- Identification of all proposed vegetation, including symbols, quantities, botanical and common names.
- The location, common names, and approximate size of all existing vegetation to be saved.
- Show all species to scale of mature crown diameter or spread.
- Typical sections, in detail, of berms, fences, retaining walls, planter boxes, etc.
- All requirements of Sec. 117-382 & 117-383(3) have been met.

Site Plan

- Property dimensions and setbacks.
- Location, identification and dimensions of existing and proposed:
 - Topography (2 foot contour interval).
 - Significant vegetation, natural features, wetlands, etc.
 - Public rights-of-way and easements.
 - On-site drives including widths and turning radii, walkways and parking facilities, including traffic flow.
 - Buildings and incidental structures.
 - Freestanding signage, light fixtures, fences, etc.
 - Loading docks and dumpster areas.
 - Utilities including hydrants.
 - Surface water holding ponds, drainageways, drainage patterns with arrows.
- Listing of site statistics, including gross square footage of both site and building.
- On-site soil erosion control plan.
- All requirements of Sec. 117-382 & 117-383(4) have been met.

Storm Water & Erosion Control Plan

- All storm water & erosion control plans shall comply with the Harrison Construction Site Erosion Control Ordinance (Chapter 105) and the Post-Construction Storm Water Management Ordinance (Chapter 113, Article V).

Utility Plan (may be included on Site Plan)

- Location of all existing and proposed utilities, including sewer and water; storm sewers/drainageways; electrical and gas.
- Consult with the appropriate sanitary district.