



**Petition for Site Plan and Design Review**  
**Application to the**  
**Village Of Wrightstown**  
**352 High Street**  
**Wrightstown, WI 54180**

*A presubmittal meeting with village staff must be completed prior to formal submittal of the petition for review, per Section 207-3(A) Village Code.*

Completed Presubmittal Meeting Date \_\_\_\_\_

Date of Petition Request: \_\_\_\_\_

Application # (Assigned by Staff) \_\_\_\_\_

Property Owner – Please print

Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
 City State Zip

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Architect/Agent for Owner (if different) – Please print

Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
 City State Zip

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Parent Parcel Number(s) of Property: \_\_\_\_\_

Existing Zoning District and/or CUP for Property: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Proposed Use of Property:  
 \_\_\_\_\_

\_\_\_\_\_12 Copies of the Site Plans are submitted with the appropriate fee.

As stated in Section 207-4(B), the following information (as applicable) is required to be either shown on the site plan or submitted separately:

1. North Arrow
2. Scale
3. Boundary lines of property with dimensions
4. 2-foot contours on the subject property and extending from the subject property a minimum distance of 25 feet
5. Location, identification, and dimensions of existing and proposed:
  - a. Topographic contours at a minimum interval of two feet
  - b. Adjacent streets and rights-of-way
  - c. Private streets and public streets rights-of-way
  - d. Utility and any other easements, including but not limited to:
    - i. Electric
    - ii. Natural Gas
    - iii. Propane
    - iv. Telephone

- v. Water
- vi. Sewer (sanitary and storm)
- vii. Fiber optic lines
- viii. Ingress/egress
- e. All existing and proposed buildings and structures (including numbers of units within each proposed building and/or structure.
- f. Parking facilities with dimensions
- g. Water bodies, wetlands, and floodplains
- h. Storm water ponds, drainage ditches, and drainage patterns
- i. Sidewalks and walkways
- j. Bicycle facilities
- k. Driveway access locations
- l. Off street loading areas and docks
- m. Fences and retaining walls
- n. All exterior signs
- o. Exterior refuse collection areas
- p. Exterior lighting
- q. Traffic flow on and off site
- r. Site statistics, including
  - i. Site square footage
  - ii. Percent site coverage
  - iii. Percent open space
  - iv. Floor area ratio
- s. Location and dimensions of proposed outdoor display areas
- t. Color architectural renderings of the proposed structures, buildings, and signage, including:
  - i. All dimensions
  - ii. Gross square footage of existing and proposed buildings and structures
  - iii. Description and samples of all exterior finish materials
- u. Grading and erosion control plans
- v. Landscaping plans
- w. A staging plan for any projects involving more than one phase or construction season which sets forth the chronological order of construction and relates to the proposed uses and structures of various service facilities and estimated completion dates.
- x. Other information considered pertinent by village staff, plan commission, and/or the developers.

I, \_\_\_\_\_, as owner / owner's designated agent (circle one) for the submitted site plan, hereby file this request with the Village of Wrightstown for processing and agree to pay any fees associated with processing the application. I understand that the above request will not be processed until all the required information is provided with the petition and fees paid to the Village of Wrightstown.

Signature: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Please submit twelve copies (11x17) of the proposed site plan and related information, any required fees, and completed petition to:

Wrightstown Village Clerk  
 352 High Street  
 Wrightstown, WI 54180

*For Office Use Only: Date Received:* \_\_\_\_\_

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## APPLICANT INFORMATION

### When do I need site plan and design review?

If you are building a new structure, or are making structural additions or subtractions, within the Multifamily (M-F), General Business (B-1), General Industrial (I-1), or non-residential development in the R-1 district and are outside the boundaries of the Wrightstown Industrial Park governed by restrictive covenants developed by the village's Community Development Authority (CDA), you will need approval from the Village of Wrightstown Planning Commission. If you are unsure, please call the village at (920) 532-5567.

### Where do I start?

Prior to starting the process, it is required that the applicant request a meeting during normal village hall business hours to meet with village staff to review the proposed development in order to obtain background information regarding required improvements, zoning, dimensional requirements, design standards, and other potential issues that may need to be addressed. Meetings may be set up by calling the Wrightstown Village Hall at (920) 532-5567.

In order for the site plan to be processed, the presubmittal meeting must be completed and the completed application form, fee, and all accompanying information must be received in the Wrightstown Village Hall two weeks prior to the planning commission meeting. This will ensure that it will be placed on next planning commission meeting (generally applications are due on the last Tuesday of the month for the planning commission meeting on the 2<sup>nd</sup> Monday of the next month, but you should confirm the dates with village staff). Prior to the planning commission meeting, a Wrightstown village staff member may contact you regarding setting up a site visit to review the proposed development on the property.

### What's next?

Following submittal, but prior to the Planning Commission meeting, the site plan will be reviewed by the Village of Wrightstown Site Plan and Design Review Team consisting of the following departments:

- Administration
- Building Inspection
- Engineering
- Fire Department
- Planning
- Police
- Public Works

The assigned village staff will provide a written staff report with a recommendation to the Wrightstown Planning Commission based upon the presubmittal meeting, submitted information, and site plan and design review team meeting. This report will be provided to the applicant when it is provided to the planning commissioners, which is generally one week prior to the meeting.

At a regularly scheduled meeting, the planning commission will review the submitted information and staff report. As the planning commission members may have specific questions related to the development, it is highly recommended that the applicant and/or the applicant's agent attend the meeting. Following discussion, the planning commission will generally approve, approve with conditions, or deny the application.

The applicant/agent will be mailed a letter from the village stating the final action of the planning commission as well as any conditions of approval that must be met prior to beginning the development. An appeal to the planning commission's decision must be submitted to the village clerk within 30 days after the decision.

All site plan approvals by the planning commission expire if construction has not begun within 12 months of the date of approval and completed construction within 24 months of the date of approval, unless otherwise agreed upon. Any variation or modification from the approved site plan will require resubmittal and action by the planning commission.