



CITY OF RACINE
General Application Form

Department of City Development
730 Washington Ave., Rm. 102
Racine, WI 53403
Phone: 262-636-9151
Fax: 262-635-5347

Type of Reviews

- | | | |
|--|--|---|
| <input type="checkbox"/> 2035 Comprehensive Plan Amendment (\$0 Fee) | <input type="checkbox"/> Certified Survey Map (\$170 + \$50 per lot) | <input type="checkbox"/> Design Review (\$0 Fee) |
| <input type="checkbox"/> Administrative Review (\$0 Fee) | <input type="checkbox"/> Conditional Use Permits (\$695 Fee) | <input type="checkbox"/> Research Request (\$0 Fee) |
| | | <input type="checkbox"/> Rezoning (\$830 Fee) |

APPLICANT NAME: _____
ADDRESS: STREET: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____
TELEPHONE: _____ **CELL PHONE:** _____
EMAIL: _____

AGENT NAME (IF APPLICABLE): _____
ADDRESS: STREET: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____
TELEPHONE: _____ **CELL PHONE:** _____
EMAIL: _____

PROPERTY ADDRESS (ES): _____
CURRENT ZONING: _____
CURRENT/MOST RECENT PROPERTY USE: _____
PROPOSED USE: _____
PROPOSED ZONING (only if applicable): _____
LEGAL DESCRIPTION AND TAXKEY (only required for CSM, Rezoning and Comprehensive Plan Amendments): _____

CURRENT COMPREHENSIVE PLAN DESIGNATION: (only for comp plan amendments) _____
PROPOSED COMPREHENSIVE PLAN DESIGNATION: (only for comp plan amendments) _____

Are you the owner of the property included in the area of the requested zoning?

- ☐ Yes ☐ No ☐ Option to Purchase ☐ Lease

***NOTE:** The owner of the property (if different than the applicant) must sign this application.

OWNER & APPLICANT AUTHORIZATION

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I am fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I agree that if this request is approved, it is issued on the representations made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representation or conditions of approval. The applicant/owner by their signature understands and agrees that they are responsible for the completion of all on-site and off-site improvements as shown and approved on the final plan:

Owner (s) Signature: _____ **Date:** _____
Print Name: _____

Applicant (s) Signature: _____ **Date:** _____
Print Name: _____



CITY OF RACINE

Administrative Review Checklist

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Applicant

☐ General Development Application Form

☐ SITE PLAN(S)

- **MUST BE DRAWN TO AN ENGINEER OR ARCHITECT SCALE AND PROVIDE THE FOLLOWING INFORMATION**
(Unless otherwise noted, provide 3 copies of the Site Plan. If full-scale architectural plans are submitted, one copy of the plans shall be no larger than 11"x17". The reduced copy does not need to be to scale. NOTE: Submit 8 sets for Planned Developments). **Complete, scaled and legible plans are required. If you are unable to provide this information addressing all the requirements below, you may wish to contact an architect to assist you in creating your documents for submittal.**

Plans Should Include

☐ Lot Information

- Clearly identify the lot(s) being requested for Conditional Use. Include accurate lot dimensions, and the location of the lot in relation to adjacent streets, curbs, and surrounding lots. Provide a North arrow, and note the scale used (i.e.: 1"-20').

☐ Structure Location

- Location of all structures on the lot. All structures shall be drawn and dimensioned. Show the distance of the structures from property lines, as well as the distance from other buildings on the lot.

☐ Ingress/Egress

- Show the access drives, and their widths, into the site. Also show any recorded ingress/egress or other easements (check with the Register of Deeds for this information). Show location and width of all easements within the site and at the property line/s.

☐ Parking Lot

- Show all on-site parking areas with stall sizes. Legal stall size is 9' wide by 19' deep. Indicate the width of all drive aisles accessing the parking. Show the curb line, wheel stops, any loading areas on the building/site, and location of handicapped spaces.

☐ Trash/Utility Areas

- Show the location of trash or utility areas and how they will be, or are, screened (i.e.: fencing with slats, wood fencing, landscaping, etc.). Trash bins/dumpsters require 6' opaque screening with closing gates.

☐ Fencing/Walls

- Show the location and height of all existing and proposed fencing or walls and what materials they are/will be made of. Show any outdoor patio areas, even if located below a canopy.

☐ Outdoor Lighting

- Show all existing and proposed outdoor lighting located on the building and on the site itself. Provide the height of the lights by measuring from grade to the top of the fixture. Identify the type of fixture and angle/direction of the light beam. If an under-lit canopy is requested, a photometric plan prepared by a licensed company is required with the submittal.

☐ **Landscaping**

- Provide a landscaping plan showing all existing and proposed landscaping. Indicate the plant species, sizes (caliper or gallon), and location of plantings on the site plan. Indicate and identify if existing landscaping is proposed to be altered. Species to be non-invasive, salt tolerant and drought resistant.

☐ **Surface Details**

- Indicate the surface detail of all outdoor areas (i.e.: grass, gravel, asphalt, concrete, pavers, etc.).

☐ **Sewer/Water**

- Show the location of all sewer, water and storm sewer lines (only for new construction or project where there is an increase in impervious surface).

☐ **Signage**

- Provide proposed signage information for the project. (Note: This is required if signage is the reason for the conditional use. If not, signage may be approved separately from the Conditional Use review unless otherwise indicated by Staff).

☐ **Drainage/Grading**

- Show on-site surface water drainage and grading, and building and ground elevations (new construction only).

☐ **FLOOR PLANS & ELEVATION DRAWINGS TO SCALE:** (Unless otherwise noted, provide 3 copies, One of the three copies shall be no larger than 11"x17". The reduced copy does not need to be to scale. (NOTE: Submit 8 sets for Planned Developments): **If you are unable to provide this information addressing all the requirements below, you may wish to contact an architect to assist you in creating your plans.**

☐ **Scaled Floor Plans**

- Provide an 'as-built' copy, and a 'proposed build out' copy if any changes to the internal layout are requested. Scaled dimensions of all interior areas shall be provided. These areas may include office spaces, general work areas, storage areas, waiting rooms, repair areas, bathrooms, garage areas, kitchen areas, etc.

☐ **Architecture**

- Provide detail of existing architectural treatments on the entire building exterior. If remodeling, repairing, or new construction work is part of this proposal, also provide information on proposed colors, materials, and extra features such as awnings, canopies, porticos, etc. Identify what materials the building will be constructed of (i.e.: masonry, brick, etc.). Indicate any proposed changes to the materials (including the roof).

☐ **OTHER INFORMATION**

☐ **Written Description**

- Provide a DETAILED, WRITTEN description of the proposed business. Provide information about the type of business, machinery involved, type of product produced and/or services being provided, noise issues, parking data, etc. Additional information may be requested throughout the review process.

☐ **Deliveries**


- Discuss anticipated truck traffic and size of trucks, as well as frequency of deliveries and pick-ups.

☐ **Maintenance Plan**

- Provide a site maintenance plan, indicating who will be responsible for things such as grass cutting, garbage and litter removal, enforcement of parking standards, clearing of snow, daily site up-keep, etc. If these duties will be contracted out, include a copy of the contractor's proposal or agreement.

☐ **Indicate any plans for future expansion, if applicable**

I certify that all items checked above have been provided. I understand that not providing all of this information may result in an incomplete application and delay the consideration of my project for approval.

SIGNATURE:  _____ DATE: _____