

CITY OF BERLIN, WISCONSIN

SITE PLAN REVIEW CHECKLIST

PROJECT NAME _____

GENERAL	MET	*NOT MET	N/A
Completed Site, Building, Operation Application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application Filing Fee Site Plan Fee (contact Community and Economic Development department for current fee requirements).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typed narrative describing proposed Site Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sample building materials/colors mounted on presentation board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SURVEY	MET	*NOT MET	N/A
Surveyor's stamp and signature.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North arrow and scale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delineation of land areas within FEMA and ECWRPC Floodplains, Base Flood Elevation, environmental corridors, navigable stream setback, and other environmental features identified upon the Wisconsin DNR Surface Viewer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed building location(s) and dimensions of all existing and proposed easement(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient dimensions to indicate relationships between buildings, property lines, parking area, abutting street right-of-way and other elements of the Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All drawings shall include a Title Block denoting the preparer's name, address and telephone number. The Title Block shall denote the date of the Plan and any revision date(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DIMENSIONED SITE PLAN	MET	*NOT MET	N/A
1 full size digital drawing sets of all submittal requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 reduced (no larger than 11" X 17") drawing sets of all submittal requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color elevations in PDF file and DWG/DXF Autocad Format.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North arrow and scale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delineation of land areas within FEMA and ECWRPC Floodplains, Base Flood Elevation, and navigable stream setback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed location and dimensions of all of building(s) and easement(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient dimensions to indicate relationships between buildings, property lines, parking area and other elements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diagram of proposed driveway with the requirements as set forth in the City of Berlin Municipal Code Article V- Driveways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*** NOT MET – APPLICANT SHALL EXPLAIN WHY REQUIREMENT IS NOT NECESSARY**

All drawings shall include a Title Block denoting the preparer's name, address and telephone number. The Title Block shall denote the date of the Plan and any revision date(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building floor ratio relative to subject lot area (square feet and percentage).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape ratio relative to subject lot area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 color copies of all building elevations (denoting building materials and accurate color representation of materials) of proposed structure(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loading/Service areas (with turning radius denoted).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location and size of municipal laterals and storm sewer. Location private utilities (gas, electric, telephone pedestals and light poles).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strength of waste discharge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LANDSCAPE	MET	*NOT MET	N/A
Detailed Landscape Plan illustrating all bedding/plant materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape schedule illustrating landscape sf. ratio to lot area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-Foot wide concrete sidewalk parallel to all County and State highways is required and any additional requirements set by Street Superintendent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dimensioned snow reservoir or snow removal plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All landscaping shall be completed prior to issuance of a Certificate of Occupancy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIGHTING	MET	*NOT MET	N/A
2 copies of a detailed Lighting Plan denoting location, type and overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total height of all bases, standards and luminaries are 30 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photometric lighting plans reflecting not more than ½ foot-candles of light, if requested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REFUSE STORAGE	MET	*NOT MET	N/A
Location, building materials of all refuse storage enclosures (shall match primary building).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outside unenclosed storage of refuse is prohibited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PARKING	MET	*NOT MET	N/A
Parking space schedule identifying number of spaces relative to residential units.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
See Section 82.682 (f) of Zoning Code for parking requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking lot designs should include striping plans in addition to identifying ADA accommodations and entry/ exit locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All parking and loading areas shall be asphalt or concrete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum parking space shall be not less than 180 square feet, excluding of the space required for ingress and egress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum parking lot aisle width is 24 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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PHOTOGRAPHS OR COLOR PHOTOCOPIES	MET	*NOT MET	N/A
2 color photocopies illustrating the existing site and surrounding land uses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SIGNAGE	MET	*NOT MET	N/A
Signage Plan including exterior light, where applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A complete sign permit is required prior to construction / installation of any sign.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All flat wall signage on a multi-tenant commercial / office structure shall be a uniform color scheme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All flat wall sign permits shall contain a corresponding dimensioned building elevation and dimensioned color photocopy of proposed sign.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All multi-tenant free-standing and ground signage shall utilize a uniform signboard color / letter color.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GRADING/STORMWATER DRAINAGE	MET	*NOT MET	N/A
All onsite Stormwater Drainage/Management to be undertaken in conformance with the requirements as set forth in the City of Berlin Municipal Code Article XII- Stormwater Management and Ordinance No. 11-04.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The owner/developer will be required to prepare and execute a stormwater pond maintenance agreement, reviewable by the City Attorney, insuring maintenance of improvements in perpetuity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRAFFIC IMPACT ANALYSIS	MET	*NOT MET	N/A
A Traffic Impact Analysis meeting Wisconsin Department of Transportation requirements, if required by the City of Berlin Plan Commission or as recommended by the City Engineer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONSTRUCTION SCHEDULE	MET	*NOT MET	N/A
Site, Building Operation Plan approvals expire within twelve months from Plan Commission approval if substantial construction has not been completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUILDING PERMITS	MET	*NOT MET	N/A
To obtain a Building Permit- submit approved building plans to the City Building Inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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