

**CITY OF WATERLOO
PLAN COMMISSION APPLICATION
ARCHITECTURAL DESIGN REVIEW**

Date _____

The following information must be submitted one week prior to any Plan Commission meeting for staff review and agenda placement. The Plan Commission meets the 4th Tuesday of each month at 7:00 PM in the Council Chambers of City Hall, 136 North Monroe Street, Waterloo, WI 53594. In addition to this form, required fee, and three (3) sets of plans, the attached Checklist is required to be submitted two weeks in advance.

Project Address _____

Applicant Name _____ Phone _____

Address _____

Owner Name _____ Phone _____

Address _____

Describe Project _____

Zoning _____ Conforming Use _____

Date Received _____ Hearing Date _____

Fee _____ Received By _____

APPLICANT SIGNATURE

PLAN REQUIREMENTS LIST FOR ALL REVIEWS AND COMMENTS:

☐ Three (3) sets of plans, with all information as listed on the Checklist

If applicable:

- ☐ Sign
- ☐ Timetable
- ☐ Pictures

PLAN SUBMITTAL CHECKLIST

Project: _____

Submitted by: _____

Date submitted: _____

NOTE: Please include each applicable item listed below with all formal plan submittals. All boxes should be checked. Mark "N/A" if the item does not apply. Nine copies of the plans must be submitted with this checklist as a single package no later than 4:30 pm, Tuesday, one week prior to presentation at Plan Commission.

- ☐ 1. Show existing and proposed contours at an interval suitable to the topography and project. Contours should extend a minimum of 20' beyond property lines and nearby berms and swales and at least to the backs of curbs.
- 2. Show square footage of:
 - ☐ a. Lot or parcel
 - ☐ b. Existing impervious surface
 - ☐ c. Proposed total impervious
 - ☐ d. Existing building
 - ☐ e. Proposed total building
 - ☐ f. Existing parking and pavement
 - ☐ g. Proposed total parking and pavement.
- 3. Show all relevant dimensions including:
 - ☐ a. Buildings
 - ☐ b. Parking stalls
 - ☐ c. Driveway widths
 - ☐ d. Setbacks to buildings and other improvements
 - ☐ e. Parking lot aisles, turnarounds, turning radii, etc.
 - ☐ f. Distance from driveway to street corner if under 200'
 - ☐ g. Sidewalk, walkway and handicap ramp widths and locations with respect to street and right-of-way
 - ☐ h. Widths of abutting R.O.W.'s, roadways, and terraces.
- ☐ 4. Show dimensions and bearings of property lines.
- ☐ 5. Show North Arrow and scale of drawing.
- ☐ 6. Show City bench mark location and elevation to NGS datum.
- ☐ 7. Show all existing and proposed surface materials (grass, bituminous, concrete, etc.)

- ☐ 8. Show total number of required and proposed parking stalls.
- ☐ 9. Show handicap parking stall and ramp locations.
- ☐ 10. Show up or down arrows on loading or other ramps.
- ☐ 11. Show existing, proposed, & adjoining driveway approaches.
- ☐ 12. Show removal and replacement to City Specifications of concrete curb and gutter for all new curb cuts or as otherwise required.
- ☐ 13. Show rim and invert elevations of all drainage structures.
- ☐ 14. Design surface drainage to bypass dumpster locations.
- ☐ 15. Indicate proposed direction of roof drainage and show location of all roof gutter downspouts.
- ☐ 16. Show all existing and proposed public and private utility locations on and adjacent to site.
- ☐ 17. Show location of nearest existing fire hydrants and proposed City and private fire hydrants.
- ☐ 18. Show location and screening of refuse containers.
- ☐ 19. Show how recyclable materials will be handled.
- ☐ 20. Show proposed lighting for site including location, pole height, luminaire type and manufacturer's specifications.
- ☐ 21. Provide drawings of proposed building with elevation views showing proposed materials and colors.
- ☐ 22. Include elevation view of rooftop mechanicals and required screening design, materials, and colors.
- ☐ 23. Include statement of historical landmark designation status.
- ☐ 24. Include name of designer, P.E. stamp and signature on final plans.
- ☐ 25. Include Erosion Control Plan. Include note on plan stating: "Additional erosion control measures will be installed as needed."
- ☐ 26. Include Landscape Plan.