



Site Plan Review

Village of Fox Crossing
Department of Community Development
2000 Municipal Drive Neenah, WI 54956
Phone: 920.720.7105 Fax: 920.720.7116
www.foxcrossingwi.gov

Contact Information

Owner

Name: _____
Company: _____
Address: _____
City/St/Zip: _____
Phone/Fax: _____
Email: _____

Engineer/Architect

Name: _____
Company: _____
Address: _____
City/St/Zip: _____
Phone/Fax: _____
Email: _____

Property Information

Project Name: _____
Site Address: _____ Tax Key #(s): 121- _____
Site Zoning: _____
Current Land Use: _____
Surrounding Land Uses: North: _____
South: _____
East: _____
West: _____

Proposed Use: _____ Proposed Zoning: _____
Lot Size: _____ Structure Size: _____ Addition: _____
Previous Occupant: _____
Project Schedule: _____

Submittal Fees and Requirements

See Application Checklist for Additional Information

- Fees**
 - **Site Plan Review** - \$150 plus \$3 per 1,000 sqft of bldg. area over 10,000 sqft.
 - Plus Stormwater & Erosion Control Fees as stated in Village of Fox Crossing Appendix B Fee Schedule:
 - \$500 post-construction sites less than 20,000 sqft. of impervious surface disturbance
 - \$1,100 post-construction sites 20,000 sqft. or greater of impervious surface disturbance or 1 acre or more of land disturbance
 - Detention pond inspection (if applicable) - \$650
 - **Escrow of 3% of Pond/Detention Project Cost or \$1,000**, whichever is greater will be asked when the Storm Water Management Plan is approved. *See Chapter 400.26 in Part III: Developmental Regulations of the Municipal Code*
- Plan of Operation**
 - Letter describing the business
- Site Plan** **Architectural Plan** **Utility Plan** **Landscaping Plan**
 - Meets the requirements of Chapter 394 of the Municipal Code
 - Meets the requirements of Chapter 435 Village of Fox Crossing Zoning Ordinance
 - 1 copy - PDF file format
- Stormwater & Erosion Control Plan**
 - Meets the requirements of Chapter 400 of the Municipal Code
 - 1 electronic copy w/ application to the Village
 - 1 electronic copy to Lee Reibold at McMahon & Associates, Inc., LReibold@mcmgrp.com

*Please make checks payable to the Village of Fox Crossing

Signatures

By the execution of this application, applicant hereby authorizes the Village of Fox Crossing or its agents to enter upon the property during the hours of 7:00 AM to 7:00 PM daily for the purpose of inspection. Applicant grants the Village of Fox Crossing or its agents even if applicant has posted this land against trespassing pursuant to Sec. 943.13 Wis. Stats.

Signature: _____

Date: _____



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General Information

A Site Plan is required for all new buildings and additions to existing buildings which alter the outside dimensions of the building or the internal function of the site, and the development of, or expansion of parking areas, including new or relocated signs. Developments subject to review are multiple dwellings of 3-units or more and all commercial, industrial, or public development and improvements.

Site Plan Review is authorized by Chapters 388, 394, 435 of the Village of Fox Crossing Municipal Code. The approval of a site plan shall remain valid for one year after date of approval, after which time the site plan shall be deemed null and void if the development has not been established or actual construction commenced.

Procedure

Village staff shall review the application and shall only approve plans that meet all the requirements set forth in Chapters 388, 394, 435 of the Village of Fox Crossing Municipal Code.

1. **Pre-application conference (recommended):** The purpose of the pre-application conference is to provide an opportunity for the applicant and staff to discuss the project, and for the applicant to gain information regarding the Zoning Ordinance and Village of Fox Crossing Municipal Code.
2. **Application:** The Department of Community Development shall distribute copies of the Site Plan Review application to the appropriate Village departments for review.
3. **Staff Review and Action (this process may take 15 business days):** The Village departments shall report their findings within 10 business days of receiving the application. The Village Planner, based upon compliance with the Zoning Ordinance, Village of Fox Crossing Municipal Code, and other Village staff recommendations, shall make a recommendation for approval, approval with conditions, or deny with reason in writing, the development proposal.
4. **Additional Fees will be invoiced separately for incomplete applications requiring more information and/or additional review(s).**
5. **Approvals, Conditional Approvals, or Denials of a Site Plan:** Any approvals, conditional approvals, or denials of a site plan will be specified in a letter sent to the applicant.
6. **Stormwater Information/Post-construction Reference Guide:**
<https://www.foxcrossingwi.gov/departments/utility-department/stormwater-department/>, and/or,
<https://www.foxcrossingwi.gov/wpcontent/uploads/Departments/Utility/StormwaterReferenceGuide.pdf>
7. **Building, Utility, Erosion Control, and Zoning Permits:**
 - a. **Excavation and Earthwork:** Excavation and earthwork may commence on site **only after an Erosion Control Permit has been issued**. Excavation and earthwork prior to site plan approval is at the owner's risk.
 - b. **No Building, Utility, or Zoning Permits shall be issued nor can any construction commence on any projects prior to site plan approval and the issuance of all building, zoning, and utility permits.** For further information about commercial, industrial, and utility permits, see "[Applying for a New Commercial Building Permit](#)" at the following website:
<https://www.foxcrossingwi.gov/departments/communitydevelopment/permitsinspections/project-information/> go to commercial building-new, and/or, contact the Village Building Inspectors at 920.720.7104.



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Application Checklist

This checklist is intended to be a guide; all other requirements shall also be met.

Part III: Developmental Regulations of the Municipal Code can be found on the Village website: www.foxcrossingwi.gov, under "Municipal Code"

Plan of Operation

___ In letter or report summary

- Proposed use of the land and building(s)
- Total number of employees and hours of operation of the business
- Total occupancy of building (if restaurant, church or other assembly use);
- Total number of units (if residential)
- Number, type, and size of vehicles stored outdoors (recreational and commercial)

Building Plans

___ Meet the requirements of Chapters 394 & 435

- Elevations shall be provided and dimensioned for all proposed and existing structures
- Material and color samples shall be submitted and indicated on the plans
- Floor plans, for each story, and sections shall be drawn to sufficient detail so that all room sizes, wall openings, building projections, and location of all exterior HVAC and utility services equipment can be identified
- Details on fire detection, fire alarm, and other safety devices, including fire suppression, sprinkler, standpipe, and restaurant hood suppression systems shall be provided for review and be approved by the Village Fire Department
- Dumpster enclosure material and colors shall be indicated on the plans and should complement the building
- Multi-Family, Commercial and Industrial buildings shall conform to the design guidelines set forth in Chapter 29.04(4)

Site Plan

___ Meet the requirements of Chapters 394 & 435

- Property boundaries and dimensions
- The location, footprint, outside dimensions, floor elevation, and square footage and distance to property lines of all buildings, structures, and freestanding signs shall be indicated
- Front, side, and rear yard zoning setback lines shall be indicated
- Proposed and existing grading at two (2) foot intervals
- Existing/ proposed pedestrian and vehicular areas and outside storage areas identified (dumpster, trucks, rec. vehicles, etc.)
- Location and dimensions of vehicle accommodation areas with the number of parking spaces required labeled
- Location and dimensions of all existing/proposed easements
- The location and square footage of storm water facilities
- **The location and type of outdoor lighting fixtures – shall be direct cut-off directing light downward**
- Outside storage areas identified (dumpsters, inventory, trucks, recreational vehicles, etc.)
- Location of wetlands/watercourses/floodplains & floodways and setbacks (See Chapter 31)
- Location of Airport Overlay District

Landscaping Plan (may be included on the Site Plan)

___ Meet requirements of Chapters 394 & 435

- A Landscape Improvement Table showing the total area of site, total area of paving areas, the quantity, installation size, height of all trees and shrubs at the time of planting, and the percentage of tree family, genus and species proposed
- All plants shall be labeled and identified on the landscape plan
- Proposed and existing grading at two (2) foot intervals
- Location, species, and size of all existing trees that are six (6) inches or larger in diameter
- Bond or Letter of Credit
- Screening materials (fences, berms, retaining walls)
- The location of any proposed or required pedestrian/bike paths and of utility/drainage equipment and easements
- Existing watercourses and wetlands and setbacks (See Chapter 31)

Note: Soil tests and similar information may be needed if deemed necessary by the Planner

Utility Plan (may be included on the Site Plan)

___ Meet the requirements of Chapters 394 & 435

- Existing/proposed utilities and easements
- Location of utility, water, sewer, storm water, erosion control facilities and equipment

Stormwater Management & Erosion Control Plan

___ Meet the requirements of Chapters 400 & 435

Electronic Format

___ All plans, elevations, and sections shall be submitted to the Department of Community Development electronically in PDF and AutoCad for larger projects if requested by Dept. Plans may be submitted in person, mail or via Email to: cdd@foxcrossingwi.gov.

The Village of Fox Crossing Tree Guide

Generally: The information below is not meant to limit the developer or the development of commercial, retail or industrial sites but to encourage the diversification of the Village of Fox Crossing's Urban Forest. Today more than ever it is important that we join forces to provide a quality and healthy urban forest. The urban forest is not created by animals or wind planting trees by happenstance as was the case long ago but by us working and planning together.

Benefits: The benefits of trees include:

- removal of carbon dioxide and pollutants
- reduction of storm water run off
- increased property values
- utility savings
- increased business
- create a sense of safety

Background: Just a few years back we faced Dutch Elms Disease which wiped out the majority of the elm trees. Dutch Elms Disease is still prevalent today, we just do not hear as much about it because there are so few American Elms left attach. Several disease resistant strains of elms are now available on the market. Emerald Ash Borer (EAB) is an insect that has decimated the Ash Tree family throughout Michigan. This insect has been found in Indiana, Northern Michigan and Wisconsin. The Wisconsin state policy is that when EAB is found all ash trees within a half – mile will be removed and destroyed. Therefore the Village of Fox Crossing does not recommend the planting of any ash trees. Further recommended is a full diversification of tree families to be planted within any given development. Developers are further encouraged to consider planting "heritage" trees such as oaks, hickories and hybrid elms.

Standards: Required trees should conform to the design guidelines as follows:

- Plant no more than 25% of one tree family: (i.e. Aceraceae (maples))
- Plant no more than 15% of a genus: (i.e. Acer x freemanii, Acer rubrum, Acer platanoides, Acer saccharum)
- Plant no more that 10% of a species: (i.e. Acer platanoides)

Suggested Tree Species

The following tree list is intended to be a guide; other tree species may be allowed.

Small Trees (power lines, smaller spaces)

- Amur Maple
- Japanese Tree Lilac 'Ivory Silk'
- Serviceberry - varieties
- Flowering Crab – varieties 'Red Jewel' 'Prairie Fire' 'Snowdrift' 'Adams'
- Hawthorn – varieties 'Winter King' – few if any thorns
- Canada Red Cherry
- Callery Pear – varieties 'Autumn Blaze' 'Bradford Pear' 'Cleveland Select' 'Chanticleer'

Medium Trees

- Ironwood
- Hawthorn - varieties
- Flowering Crab - varieties
- Turkish Filbert
- Yellow Birch
- Paper Birch
- River Birch

Large Trees (good street trees)

- Maple, Freeman 'Autumn Blaze Maple'
- Norway Maple – varieties 'Deborah' 'Emerald Queen'
- Hackberry
- Honey Locust 'Skyline' 'Shademaster'
- Swamp White Oak
- Linden – varieties 'Redmond'
- Elm - resistant varieties 'New Horizons' 'Regal'
- Ginkgo

Staff does not recommend any planting of Ash trees at this time due to the Emerald Ash Borer (EAB).

Trees in the Open (need large open spaces)

- Horse Chestnut
- Burr Oak
- Catalpa
- Kentucky Coffeetree