

DEVELOPMENT PLANNING HANDBOOK



City of Oshkosh
Department of Community Development
Planning Services Division
215 Church Avenue
Oshkosh, WI 54901

PH: 920-236-5059
FAX: 920-236-5053

www.ci.oshkosh.wi.us/Community_Development/Planning_Services/

March 2006

Table of Contents

Table of Contents	i
Preface	ii
Chapter 1: Useful Information	
Where Do I Go?	1
Who Do I Call – Index of Services By Department.....	2
Helpful Phone Numbers.....	3
Brief Description of Selected City Departments.....	4
City Boards and Commissions.....	6
Planning Services Division Review Services, Schedule & Fees	7
Chapter 2: Plan Commission Procedures	
Conditional Use Permit.....	12
Planned Developments	14
Privilege in Right-of-Way.....	15
Rezoning	17
Street Vacation.....	19
Subdivision Platting Process.....	20
Certified Survey Map.....	21
Plat - Preliminary	22
Plat - Final.....	23
Zoning & Development Notification Sign Policy	25
Chapter 3: Design Standards and Checklists	
Access Control.....	26
Drainage, Grading, and Erosion Control Design Standards.....	30
Final Plat Easement Requirements	34
Highway 41 Corridor Overlay District	35
Landscaping Design Standards	48
Site Plan Review	42
Site Plan Review and Landscape Plan Checklists.....	43
Chapter 4: Miscellaneous	
Building Permits	47
Wrecking/Demolition Permits	50
Refuse Collection/Solid Waste Disposal	51
Working in the Right-of-Way	52
Zoning Variance	54
Zoning Variance Review Procedure	55
Chapter 5: Applications	
Conditional Use Permit	57
General Plan Commission	59
Rezoning	61
Subdivision & Certified Survey Map	63
Zoning Variance (Board of Appeals)	66

PREFACE

The guidelines presented in this handbook have been developed to assist real estate developers, builders, architects, engineers, and others involved in construction and real estate development in the City of Oshkosh. This handbook is intended to serve as a guide to provide a brief introduction to the procedures, policies, and regulations that affect development in the City of Oshkosh. The use of this information should maximize the efficiency with which City staff can respond to development related requests. The information contained herein has no statutory standing and is not a substitute for the actual law, ordinances, codes, or policies of the City of Oshkosh. As such it is important to note the date of this handbook, as there can be changes made to any of the laws, ordinances, codes, or policies. This handbook has been designed to enable frequent updates and the City will strive to make changes as needed.

USEFUL INFORMATION

- ✓ Where do I go?
- ✓ Who do I call?
- ✓ Helpful Telephone Numbers
- ✓ Description of Select City Departments
- ✓ City Boards and Commissions
- ✓ Planning Services Division Review Services, Schedule and Fees Matrix

WHERE DO I GO?

CAN I FIND THE CITY OF OSHKOSH ON THE WEB?

Yes at: www.ci.oshkosh.wi.us

WHERE DO I GO IN PERSON?

Oshkosh City Hall is located at 215 Church Avenue. The Planning Services Division is on the 2nd floor, room 204.

ADDRESS

Planning Services Div.
215 Church Ave.
P.O. Box 1130
Oshkosh WI 54901

HOURS OF OPERATION

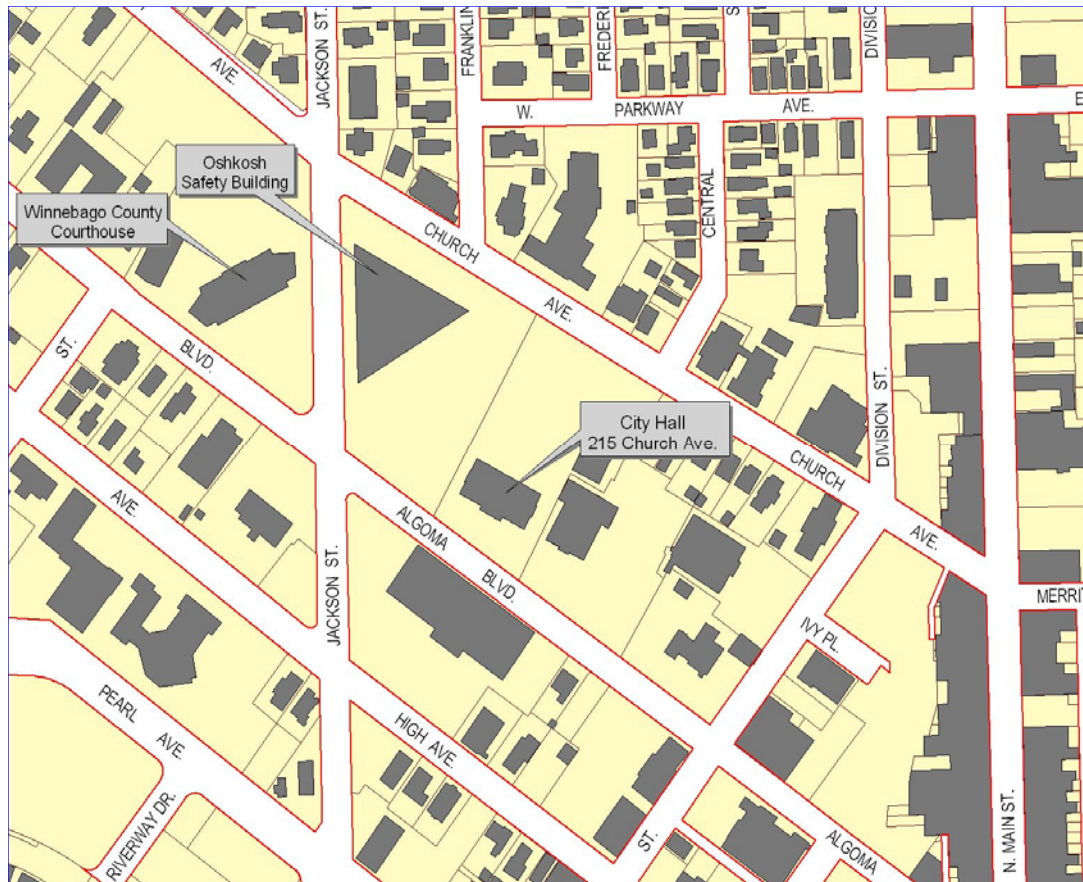
8:00 a.m. to 4:30 p.m.
Monday –Friday (except holidays)

PHONE NUMBER

(920) 236-5059

FAX NUMBER

(920) 236-5053



WHO DO I CALL?**INDEX OF SERVICES BY DEPARTMENT**

SERVICE/PROCEDURE	DEPARTMENT TO CONTACT	PHONE NUMBER	TURN TO PAGE
Annexation Request	Planning Services	920/236-5059	
Certified Survey Map	Planning Services	920/236-5059	21
Conditional Use Permit	Planning Services	920/236-5059	12
Subdivision Platting	Planning Services	920/236-5059	20
Land Division	Planning Services	920/236-5059	20
Ordinance Revision	Planning Services	920/236-5059	
Rezoning	Planning Services	920/236-5059	17
Site Plan Review	Planning Services	920/236-5059	42
Driveway Access Variance	Planning Services	920/236-5059	26
Zoning Variance	Planning Services	920/236-5059	66
City Infrastructure – Sewer, Water, and Streets	Engineering	920/236-5065	
Work in the Right-of-Way Permit	Engineering	920/236-5065	15
Drainage Plan Review	Stormwater Utility	920-236-5016	30
Weights and Measures	Health Services	920/236-5047	
Sanitarian	Health Services	920/236-5030	
Fire Inspector	Fire Department	920/236-5241	
Storage Tanks	Fire Department	920/236-5241	
Sign Review	Planning Services	920/236-5059	
Development Agreement – Legal Requirements	City Attorney	920/236-5115	23
Development Agreement – City Infrastructure	Engineering	920/236-5042	23
Hold Harmless Agreements	City Attorney	920/236-5115	
Work in the Right-of-Way License	City Clerk	920/236-5011	15
Building Permits	Inspection Services	920/236-5050	47
Plumbing Permits	Inspection Services	920/236-5052	
Electrical Permits – Commercial/Industrial	Inspection Services	920/236-5046	
Electrical Permits - Residential	Inspection Services	920/236-5274	
Sign Permits	Inspection Services	920/236-5050	
Demolition/Wrecking Permit	Inspection Services	920/236-5050	50
Moving Permits	Inspection Services	920/236-5050	
Finance Director	Finance Department	920/236-5005	

HELPFUL PHONE NUMBERS

CITY OF OSHKOSH DEPARTMENTS

City Manager	920-236-5000
City Assessor	920-236-5070
City Attorney	920-236-5115
City Clerk	920-236-5011
Community Development	920-236-5055
Finance Department	920-236-5005
Fire Department	920-236-5240
Health Services	920-236-5030
Housing Services.....	920-424-1470
Inspections Services	920-236-5050
Parks Department	920-236-5080
Planning Services	920-236-5059
Police Department (non-emergency)	920-236-5700
Public Museum	920-424-4730
Public Works	920-236-5065
Seniors Center	920-232-5300
Transit	920-232-5342
Water/Sewer/Storm	920-232-5325

PRIVATE UTILITIES

Ameritech	1-800-660-3000
Charter Communications	1-800-581-0081
Diggers Hotline	1-800-242-8511
Time Warner Cable	920-233-2700
WE Energies	1-800-242-9137
Wisconsin Public Service (Business)	1-877-444-0888
Wisconsin Public Service (Residential)	1-877-450-7260

WINNEBAGO COUNTY OFFICES

Courthouse (Oshkosh)	920-236-4800
Planning Department	920-236-4840
Highway Department	920-232-1700
Register of Deeds	920-236-4882

OTHER AGENCIES

Department of Natural Resources (local)	920-424-3050
Wisconsin Department of Transportation (District 3, Green Bay)	920-492-5643

BRIEF DESCRIPTION OF SELECTED CITY DEPARTMENTS

The following City departments have various review and approval authority of development projects. Other City departments may also be involved in certain projects, the following are the primary contacts within the City of Oshkosh.

Community Development

City Hall (215 Church Avenue)

2nd Floor

Hours: 8:00 a.m. – 4:30 p.m., Monday – Friday

Phone: 920-236-5055

This department is part of the City's full-time professional staff and is responsible for administering numerous ordinances relating to new and existing development within the City. All petitions for the Plan Commission and Board of Appeals reviews are processed through this Department. The Department contains the following five divisions: Planning Services, Inspection Services, Health Services, Aging Services, and Housing Services.

Planning Services

City Hall (215 Church Avenue)

2nd Floor, Room 204

Hours: 8:00 a.m. – 4:30 p.m., Monday – Friday

Phone: 920-236-5059

The Planning Services Division provides information and guidance regarding local zoning and land use laws, regulations, and policies for development in the City of Oshkosh. The Division oversees the site plan review process for all multi-family, commercial, and industrial projects in the city. Staff provides technical support for the Plan Commission, Board of Appeals, Landmarks Commission, and the Business Improvement District. The Division reviews and processes requests for the following activities: annexations, conditional use permits, development plan approvals, easements, land divisions, privilege in the right-of-way, street vacations, temporary use permits, variances, and zone changes.

Inspection Services

City Hall (215 Church Avenue)

2nd Floor, Room 205

Hours: 7:30 a.m. – 4:30 p.m., Monday – Friday

Phone: 920-236-5050

The Inspection Services Division reviews plans, issues permits and inspects construction activity for compliance with building, electric, heating, housing and plumbing codes.

Department of Public Works

City Hall (215 Church Avenue)
 3rd Floor, Room 301
 Hours: 8:00 a.m. – 4:30 p.m., Monday – Friday
 Phone: 920-236-5065

The Department of Public Works contains six divisions with varying responsibilities regarding infrastructure maintenance and construction as well as sanitation and disposal of yard waste. The divisions are:

	<u>Address</u>	<u>Phone #</u>
Engineering	City Hall – Room 301	236-5065
Streets	639 Witzel Ave.	232-5380
Sanitation	639 Witzel Ave.	232-5383
Central Garage	639 Witzel Ave.	232-5384
Wastewater Treatment	233 Campbell Rd.	232-5365
Water Filtration	425 Lakeshore Dr.	236-5165
Water Distribution	757 W. 3 rd Ave.	232-5330

City Clerk

City Hall (215 Church Avenue)
 1st Floor, Room 104
 Hours: 8:00 a.m. – 4:30 p.m., Monday – Friday
 Phone: 920-236-5011

The City Clerk's Office has a variety of responsibilities which include recording and preserving the records of actions of the Oshkosh Common Council. All ordinances or resolutions passed by the Common Council to rezone, subdivide, annex land, or conditional use permits are processed through the City Clerk. All bonds or certificates of insurance required by City Ordinance are filed with this office.

Finance Department

City Hall (215 Church Avenue)
 1st Floor, Room 106
 Hours: 8:00 a.m. – 4:30 p.m., Monday – Friday
 Phone: 920-236-5005

This department maintains records of special assessments and property taxes that must be paid in full prior to the Finance Director signing any certified survey map or subdivision plat.

CITY BOARDS AND COMMISSIONS

The following boards or commissions are commonly involved in reviewing development activity within the City of Oshkosh.

Plan Commission

Regular Meetings:

First and third Tuesday of each month.
4:00 p.m. City Hall, Room 404

The Plan Commission is an advisory body composed of nine (9) regular members and two (2) alternate members appointed by the Mayor and approved by the Common Council. The Commission is responsible for the preparation and maintenance of the Comprehensive Plan of the City of Oshkosh. The Plan Commission makes recommendations to the Common Council on all petitions for zone changes, plats, annexations, conditional use permits, planned developments, disposition of City lands, street vacations, privilege in the right-of-way, etc..

Board of Appeals (Zoning)

Regular Meetings:

Second and fourth Wednesday of each month.
3:30 p.m. City Hall, Room 404

The Board of Appeals (BOA) is authorized to hear appeals in matters relating to the City's Zoning Ordinance and to review Zoning Ordinance interpretations made by the Department of Community Development. The BOA consists of five (5) regular members and two (2) alternate members appointed by the Mayor and approved by the Common Council.

PLANNING SERVICES DIVISION
REVIEW SERVICES, SCHEDULE & FEES

The City of Oshkosh Municipal Code requires various development related items to be reviewed administratively by staff or through the Plan Commission and Common Council review process, both of which involve public hearings. All reviews require an application be made and materials submitted for review (the submitted information will vary based on the requested action). Administrative reviews can normally be accomplished in less than 10 working days while Plan Commission and Common Council reviews may take up to 12 weeks. The completeness and quality of the submission affect promptness of the review. For this reason it is highly encouraged that a pre-application conference be requested by all applicants with Planning Staff to discuss all development proposals.

Development Activity	Required Information for Review	Average Review Time	Plan Commission Action
Annexation Request	-Petition -Map or Survey -Legal Description (See The Benefits of Annexation brochure)	6-8 weeks	Yes
Land Division/Certified Survey Map	-1 Certified Survey Map Application -1 full sized survey (see Subdivision Regulations for required information) -Digital Set-Disk or Electronic Mail (Autocad 2000 format)	3-4 weeks, 30 day maximum	Yes
Preliminary Plat	-1 Subdivision Application -26 full sized copies (see Subdivision Regulations for required information) -1 reduced set (maximum 11x17) -Digital Plan Set-Disk or Electronic Mail (Autocad 2000 format)	5-7 weeks, 90 day maximum unless mutually extended	Yes
Final Plat	-1 Subdivision Application -26 full sized copies (see Subdivision Regulations for required information) -1 reduced set (maximum 11x17) -Digital Plan Set-Disk or Electronic Mail (Autocad 2000 format) -Upon Approval – Mylar Copy to Public Works and Digital Plan Set	4-9 weeks, 60 day maximum unless mutually extended	Yes
Conditional Use Permit (CUP)	-1 CUP application	3-5 weeks	Yes
Zone Change	-1 Rezoning Application -Map or Survey -Legal Description	7-9 weeks	Yes

Useful Information

Development Activity	Required Information for Review	Average Review Time	Plan Commission Action
Planned Development Review	-1 CUP/PD Application -1 full sized copy of the plan set with site plan (use site plan review checklist) -1 reduced set (maximum 11x17) -Digital plan set	3-5 weeks	Yes
Street Vacation	-1 General Plan Commission Application -Letter of Request or Petition -Description of area to be vacated	10-12 weeks	Yes
Building Permit/Site Plan Review	-2 full sized set of scaled and dimensioned plans -2 reduced size plan sets (8 ½ x 11 or 11 x 17) -Completed Site Plan Review and Landscaping Checklist (see site plan review checklist)	1-2 weeks	No
Privilege In Street/ Right-of-Way	-1 General Plan Commission Application (see Public Works Brochure)	3-5 weeks	Yes
Floodplain Map Revision	-1 General Plan Commission Application -1 site plan	7-9 weeks	Yes
Access Control Variance	-1 General Plan Commission Application -Site plan	3-5 weeks	Yes
Sign Review	-1 site plan w/existing signage -Proposed signage	1-5 days	No
Zoning Ordinance Change	-1 General Plan Commission Application	7-9 weeks	Yes
Temporary Use Permit	-1 Temporary Use Permit Application -Site Plan	1-5 days	No

PLANNING SERVICES DIVISION FEE SCHEDULE

(All Checks should be made payable to the City of Oshkosh)

ITEMS BEFORE PLAN COMMISSION:

Annexation / Attachment	\$100
Land Division	\$75
Land Division / Administrative Review Only	\$25
Plats:	
Preliminary	\$1/ lot + \$50
Final	\$25 / lot + \$100
Conditional Use Permit (CUP)	\$300
Conditional Use Permit/Planned Development (CUP/PD)	\$300
Zone Change	\$300
Zone Change w/Conditional Use Permit/PD	\$600
Privilege in Street	\$100
Access Control Variance	\$75
Street Vacation	\$200
Floodplain Map Amendment/Revision	\$300
Variance to Subdivision Regulations	\$100
Other Requests	\$75

PLAN REVIEWS:

<u>Residential (except single & two family), Commercial & Industrial</u>	
Up to 10,000 sq. ft.	\$100
Over 10,000 sq. ft.	\$200
Revision / Amendment	\$75
<u>Single Family & Two Family Structures</u>	
<i>New Construction:</i> single family, condo or two family	\$25
<i>Additions:</i> any addition/expansion of existing structure	\$25
<i>Decks, Patios, Ramps:</i> new or expansion/addition	\$25
<i>Driveways:</i> new or expansion/addition	\$25
<i>Garages, Utility Buildings, Sheds:</i> new, expansion/ addition or raze & rebuild	\$25
<i>Parking Areas:</i> new or expansion/addition	\$25
<i>Pools:</i> new or expansion/addition	\$25

PLAN REVIEWS cont'd**Multiple Family Structures**

<i>Decks, Patios, Ramps: new or expansion/addition</i>	\$25
<i>Pools: new or expansion/addition</i>	\$25
<i>Utility Buildings, Sheds: new or expansion/addition</i>	\$25

Other

Sign Review / Revision / Amendment	\$25
Landscape Review / Revision / Amendment	\$75
Floodplain Land Use Permit	\$75

MISCELLANEOUS:

Board of Appeals Variance to Zoning Ordinance	\$125
Board of Appeals Variance to City Building Code	\$125
Temporary Use Permit	\$75
Zoning Compliance Letter	\$30
Zoning Only Verification (written)	\$2

MAPS:**Site Plan and Floodplain**

8 1/2 x 11	(5.72 + .28)	\$6
11 x 17	(9.52 + .48)	\$10

City Map with Street Listings

1500 scale, Black & White (PUBLIC WORKS)	\$5
Color (SPECIAL ORDER - refer to Jeff)	\$21

Specialized (call for price)

Zoning

1500 scale, Black & White	(10 + .50)	\$10.50
1000 scale, Black & White	(15 + .75)	\$15.75
1000 scale, Color	(20 + 1)	\$21

PLANNING SERVICES DIVISION FEE SCHEDULE (cont'd)

DOCUMENTS:

2005 Comprehensive Plan

Hard Copy	(17.14 + .86)	\$18
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CD	(9.52 + .48)	\$10
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Also available on the City's web page

<u>Zoning Ordinance</u>	(10 + .50)	\$10.50
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Xerox Copies:

8 1/2 x 11	15¢ / page + tax
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8 1/2 x 14	15¢ / page + tax
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11 x 17	25¢ / page + tax
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PLAN COMMISSION PROCEDURES

- ✓ Conditional Use Permit
- ✓ Planned Developments
- ✓ Privilege in Right-of-Way
- ✓ Rezoning
- ✓ Street Vacation
- ✓ Subdivision Platting:
 - *Certified Survey Map
 - *Plat – Preliminary
 - *Plat – Final
- ✓ Zoning & Development Notification Sign Policy

CONDITIONAL USE PERMIT

WHAT IS A CONDITIONAL USE PERMIT (CUP)?

Each of the City's zoning districts includes a specific list of conditional uses that are permitted only through the issuance of a conditional use permit granted by the Common Council. Conditional uses are those uses that are unique or may have an unusual impact in their location or operation that requires in depth review of their location, design, configuration, and operation.

Guidelines for issuance of conditional use permits are found in Section 30-11 (D) of the Zoning Ordinance. The standards include:

- 1) Will not have a negative effect upon the health, safety, and general welfare of occupants of surrounding lands; and
- 2) Will be designed, constructed, operated, and maintained so as to be harmonious, and be appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area; and
- 3) Will not be hazardous or disturbing to existing or future neighboring uses; and
- 4) Will not be detrimental to property in the immediate vicinity or to the community as a whole; and
- 5) Will be served adequately by essential public facilities and services such as drainage structures, fire and police protection, highways, refuse disposal, schools, streets, and that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such service; and
- 6) Will have vehicular approaches to the property which shall be so designed as not to create an interference with traffic on surrounding public streets, alleys, roads, or sidewalks; and
- 7) Will for M-1 Light Industrial District uses requested in C-2 General Commercial Districts and C-3 Central Commercial Districts, provide off-street parking and loading facilities in accordance with Section 30-36(C)(2); and
- 8) Will for M-1 Light Industrial District uses requested in the C-2 General Commercial Districts, and C-2 General Commercial District and C-3 Central Commercial District uses requested in C-1 Neighborhood Business Districts, provide transitional yards devoted to green area in required setbacks, per Section 30-35(B)(1)(c).

All CUP requests must be reviewed by the Plan Commission and Common Council.

WHERE DO I START?

Contact Planning Services to discuss interest in a Conditional Use Permit. Staff will discuss the Ordinance requirements, the request's consistency with the Comprehensive Plan, and potential concerns regarding the proposed use.

WHAT'S NEXT?

Initiation of a conditional use permit request begins with submittal of the CUP application and supporting materials. Only completed applications will be placed on the Plan Commission agenda. Please contact Planning Services or visit the City's website to determine the Plan Commission schedule.

Staff will prepare a report to the Plan Commission with a recommendation to approve, approve with conditions, or deny the request after consultation with other interested City departments. The report will take into consideration the request's compliance with the CUP standards identified above as well as the Comprehensive Plan.

Notice of the CUP request is sent to all adjacent property owners and it is recommended that the petitioner, especially for potentially controversial CUP requests, hold a separate neighborhood meeting to explain the project. Planning staff can work with you on developing a mailing list for a neighborhood meeting.

The Plan Commission will then act on the CUP request by recommending approval, approval with conditions, or denial of the request to the Common Council. The Common Council formally approves, approves with conditions, or denies the CUP request after public hearing during a regular meeting of the Council.

The Common Council may require additional standards or conditions deemed necessary to meet the required standards. Such standards and conditions may include, but are not limited to:

- Fencing
- Height Limitations
- Hours of Operation
- Landscaping
- Lighting
- Lot Area
- Lot Coverage
- Off-Street Parking and Loading
- Open Space
- Pedestrian and Vehicular Access Ways
- Screening
- Setbacks
- Storage

WHAT IS THE FINAL ACTION?

Common Council approval is the final action for a conditional use permit.

NOTES

A conditional use permit will lapse and become void one (1) year after approval by the Common Council unless substantial construction has been undertaken or the activity has commenced in accordance with the permit.

The CUP will remain in effect as long as the authorized use continues. If a use is discontinued for a period exceeding twelve months, a new conditional use permit will be required in order to re-establish the use.

FEES

There is a fee for this service, please check the Division Fee Schedule for cost.

PLANNED DEVELOPMENTS

WHAT IS A PLANNED DEVELOPMENT OVERLAY?

A Planned Development (PD) is an overlay-zoning district that is placed over an underlying base zoning district such as residential, commercial, or industrial. The purpose of the Planned Development is to promote better planned developments with more amenities and higher development standards to create more desirable places to work, shop, or reside. The PD Overlay allows developers added flexibility with the underlying or base standards of the Zoning Ordinance in return for higher quality development.

Once a PD Overlay has been applied to a property or area, all development must either comply with the approved CUP/PD approval or, if there has been no previous approvals, a new CUP/PD will be required.

WHERE DO I START?

Contact Planning Services to discuss interest in applying a PD overlay to your property or for development within an existing PD district. A zone change is required to add the PD overlay classification to any property (see the Rezoning section of this handbook for the general zone change procedure). Developments within the PD district are required to obtain a Conditional Use Permit/Development Plan Approval prior to construction or use of the property (see the Conditional Use Permit section of this handbook for the general CUP procedure).

CUP/PD reviews require more detailed site and improvement plans to be provided by the developer for consideration. These requirements are found in Section 30-33 of Zoning Ordinance and can be found on the City's website at: <http://www.ci.oshkosh.wi.us/weblink8/0/doc/575163/Page1.aspx>

WHAT'S NEXT

Only completed CUP/PD applications will be placed on the Plan Commission agenda for consideration. The exact submittal guidelines and requirements must be followed or the request will be delayed until such time as all submittal requirements have been fulfilled.

Staff will prepare a report to the Plan Commission with a recommendation to approve, approve with conditions, or to deny the request. The report will take into consideration the request's consistency with the Comprehensive Plan as well as impacts on adjacent properties. Notice of the request is sent to all adjacent property owners and it is recommended that the petitioner, especially for potentially controversial projects, hold a separate neighborhood meeting to explain the project. Planning staff can work with you on developing a mailing list for a neighborhood meeting.

WHAT IS THE FINAL ACTION?

The Common Council formally approves or denies the request at a public hearing before a regular meeting of the Council. The CUP/PD may be approved with conditions that must be fulfilled prior to permit issuance or occupancy/use of the site.

FEES

There is a fee for this service, please check the Division Fee Schedule for cost.

PRIVILEGE IN RIGHT-OF-WAY

WHAT IS A PRIVILEGE IN THE RIGHT-OF-WAY?

A privilege in the right-of-way allows placement of non-city related items in the street right-of-way area (i.e. street, terrace, sidewalk). These items typically include monitoring wells, conduit and other private utility lines but may include building appurtenances, signs, and chairs and tables in the central city area.

WHERE DO I START?

An inquiry should be directed to the Department of Public Works regarding the feasibility of placing any items in the street right-of-way. Staff can provide you with information relative to reconstruction projects planned in the area, utilities, or other activities that may affect your request.

If the request appears feasible, Public Works will direct you to Planning Services to process the request.

WHAT'S NEXT?

The privilege in the right-of-way process commences with filing a general Plan Commission application with Planning Services. Included with the application should be a map showing the privilege location and a narrative description of the project. The narrative statement should include a description of what is being placed, the reasons for its placement, and a time frame and duration of the placement.

Complete submittals will be placed on a Plan Commission meeting agenda commensurate with the filing deadline. Please contact Planning Services or visit the Division's website to determine when your request may be scheduled before the Plan Commission.

Staff will prepare a report, after consultation with various other interested City departments, recommending approval, approval with conditions, or denial of the privilege request.

The Plan Commission will review the request and recommend to approve, approve with conditions, or deny the request. The request will then be forwarded to the Common Council for final consideration, which typically will occur at the first Council meeting following the Plan Commission meeting. Following Council approval of a Privilege in the Right-of-Way, contractor licensing and permitting procedures need to be followed (please see the "Working in the Right-of-Way" section of this handbook).

WHAT IS THE FINAL ACTION?

After approval of the privilege request, the petitioner/owner will be sent correspondence regarding approval of the request. Privileges in the street typically will be approved with various conditions related to insurance and bonding that must be addressed prior to work commencing in the right of way. These conditions typically include:

- 1) The work is done in a manner that is approved by the Department of Public Works with no modifications or changes in construction procedure without prior approval by the Department of Public Works.

- 2) If no longer needed the item(s) be properly abandoned and removed in accordance with City standards and under the direction of the Department of Public Works.
- 3) Any problem that may arise as a result of the placement of the item(s) be the responsibility of the petitioner/owner to correct in coordination with the Department of Public Works.
- 4) All appropriate permits be obtained prior to the start of placement of the item(s) (please check with the Department of Public Works or view its "Licensing and Permitting Procedures for working in City Right-of-Way" brochure).
- 5) The item(s) be modified or removed immediately upon the request of the City.
- 6) The petitioner/owner or other City authorized party will execute a hold harmless agreement with the City (available from the Secretary to the City Attorney, Room 401, City Hall).
- 7) The petitioner/owner secures and submits to the City Clerk a separate insurance policy which names the City as an additional insured with a minimum coverage of \$200,000 per person and \$500,000 in general aggregate.

FEES

There is a fee for this service; please check the Division Fee Schedule for the cost.

REZONING

WHAT IS A REZONING?

A property owner may discover that a parcel's existing zoning district prohibits a desired use and will request a change to an accommodating zoning district. A rezoning typically involves changing a property's zoning district class from one to another (i.e. residential to commercial) or changing the use intensity (i.e. C-1 to C-2). A rezoning will change a property's zoning designation and the Official Zoning Map of the City. The purpose of rezoning is to accommodate changes and growth in the City by allowing the highest and best use of land as set forth in the City's Comprehensive Plan and to assure compatibility with adjacent uses.

WHERE DO I START?

Contact Planning Services to discuss interest in rezoning. Staff will provide guidance as to the appropriate zoning designation for your project and its consistency with the Comprehensive Plan.

WHAT'S NEXT?

A complete submittal includes a Rezoning Application (available at the Planning Services office or on-line) and a legal description of the property to be rezoned. Be sure to include a narrative statement as to the reasons for the request.

Complete submittals will be placed on a Plan Commission meeting agenda commensurate with the filing deadline. Please contact Planning Services or visit the Division's website to determine when your request may be scheduled before the Plan Commission.

Staff will prepare a report to the Plan Commission with a recommendation to approve or deny the request. The report will take into consideration the request's consistency with the Comprehensive Plan, especially the land use recommendation, as well as impacts on adjacent properties. Notice of the zone change request is sent to all adjacent property owners and it is recommended that the petitioner, especially for a potentially controversial zone change request hold a separate neighborhood meeting to explain the rezoning. Planning staff can work with you on developing a mailing list for a neighborhood meeting.

The Plan Commission will then act on the rezoning request by recommending approval or denial of the request to the Common Council. The Common Council formally approves or denies the rezoning request after a public hearing during a regular meeting of the Council. A notice of the public hearing is published in the newspaper two consecutive weeks before the Common Council meeting.

NOTE

Timing of the public hearing before the Council after the Plan Commission meeting will vary due to the publishing requirements and the availability of a legal description. Please check with Planning Services to determine when your rezoning request will be considered by the Common Council.

WHAT CONSIDERATIONS AFFECT THE OUTCOME OF A ZONE CHANGE APPLICATION?

Zone changes should be consistent with the City's Comprehensive Plan land use recommendation for an area. Prior to making any zone change requests, interested parties should review the Comprehensive Plan to see what the recommended land use is for a particular parcel. Zone changes that are not consistent with Comprehensive Plan (i.e. industrial zoning in a recommended residential area) will most likely not receive a favorable recommendation.

Although consistency with the Comprehensive Plan is a major factor in determining the appropriateness of a zone change, other factors include compatibility with surrounding zoning, land uses, and parcel sizes. Occasionally, the Plan Commission or Common Council may recommend a more restrictive zone district than requested. For example, a zone change request to a R-4 District could ultimately be approved with a more restrict district such as an R-3 or R-2 if these districts where viewed as being more compatible with the existing development in a particular area.

WHAT IS THE FINAL ACTION?

If the Common Council approves the rezoning, the Ordinance must be published in the local newspaper, which is typically done the Saturday after Ordinance passage by the Council. Upon publication the rezoning is completed.

FEES

There is a fee for this service, please check the Division Fee Schedule for cost.

STREET VACATION

WHAT IS A STREET VACATION?

A street vacation is the discontinuance of all or part of a public way and is required to be approved by the Common Council after review by the Plan Commission.

WHERE DO I START?

Contact Planning Services or the Department of Public Works to discuss interest in a street vacation. A citizen-initiated street vacation requires a written petition of the owners of all frontage of the lots and lands abutting the public way and more than one-third of the owners of the frontage of lots and lands abutting on that portion of the remainder of the public way which lies within 2,650 feet of the ends of the portion to be discontinued.

WHAT'S NEXT?

Submit a General Plan Commission application, along with a petition and map of the area proposed to be vacated to Planning Services. The request will be placed on the Plan Commission meeting commensurate with the filing deadline.

Planning staff will prepare a report with a recommendation to approve, approve with conditions, or deny the request after consultation with the Department of Public Works.

The request will go before the Plan Commission for recommendation to the Common Council. The Common Council holds a public hearing on the request.

WHAT IS THE FINAL ACTION?

If the Common Council approves the vacation request, the City Clerk will record the vacation with the Register of Deeds office.

NOTES

Street vacations that involve public utilities or drainage ways typically require that public easements be retained to allow continued maintenance of these items. Please contact the Department of Public Works to determine if any easements will need to be retained.

FEES

There is a fee for this service, please check the Division Fee Schedule for cost.

SUBDIVISION PLATTING PROCESS

WHAT IS SUBDIVIDING?

Subdividing is the process by which a parcel or tract of land is divided for the purpose of sale or building development. A subdivision can be minor (4 or less lots) or major (5 or more lots). A Minor Subdivision (also known as a land division) can be accomplished through an instrument known as a Certified Survey Map (CSM). Major subdivisions (5 or more lots) must be platted and this is accomplished through a Preliminary and Final plat.

The subdivision of lands in the City of Oshkosh are regulated by the City's Subdivision Regulations found in the Zoning Ordinance. Subdivisions are also regulated through Chapter 236 of Wisconsin Statutes. Copies of the City's Subdivision Regulations are available at the Department of Community Development or may be found on the City's website at www.ci.oshkosh.wi.us/Municipal_Codes.

Minor Land Divisions

Where do I Start?

Contact Planning Services to discuss your interest in dividing land. Through a pre-plat conference, Planning Services can determine if your proposed CSM will be in compliance with the Zoning Ordinance. At the pre-plat conference, for which a rough sketch will be required, the City will examine such items as easement needs, lots sizes, street access, utilities, zoning, etc that may effect your final CSM and lot sizes and layout. If your property is adjacent to a designated arterial street that does not have the recommended amount of right-of-way (i.e. 80 feet in width), the CSM will have to include a dedication of land for right-of-way purposes.

CSM's that are not in compliance with the Zoning Ordinance must be granted either a Zoning Variance through the City's Board of Appeals and/or a Subdivision Regulations Variance through the Plan Commission. At the pre-plat conference, staff will also be able to determine if the CSM is in compliance with the City's Land Use Plan. Should a CSM not be in compliance with the Comprehensive Plan, staff may recommend denial of the CSM.

CERTIFIED SURVEY MAP

WHAT'S REQUIRED?

The following items are required to process a land division/certified survey map request?

- Land Division/Certified Survey Map General Application
- One to-scale copy of the Certified Survey Map (prepared by a registered land surveyor)
- An electronic copy of the CSM in Autocad 2000 (disk or electronic mail).

WHAT'S NEXT?

Once the City receives the *completed* application, the CSM will be scheduled for Plan Commission review. Planning staff prepares a report and makes a recommendation to the Plan Commission regarding the request. The Plan Commission reviews the request and staff recommendation and will approve, approve with conditions, or deny the CSM request.

WHAT IS THE FINAL ACTION?

After the Plan Commission has approved the CSM, the applicant may file the CSM with Planning Services for signature prior to recording at the Register of Deeds office (if conditionally approved the conditions must be met prior to filing). Signatures are required from Planning and from the Finance Department.

Please note that all unpaid taxes and special assessments (and if new residential lots are created park fees) must be paid before the City's Finance Director approves and signs the CSM.

FEES

There is a fee for this service, please check the Division Fee Schedule for cost.

PLAT - PRELIMINARY

WHAT IS A PRELIMINARY PLAT?

A Preliminary Plat is a map showing the salient features of a proposed subdivision submitted to the City for preliminary consideration. It includes all property owned or controlled by the subdivider even though only a small portion of that area is to be developed. The intent of the Preliminary Plat is for the subdivider to obtain preliminary approval of the basic design of a subdivision plat before extensive technical and engineering details are required.

WHERE DO I START?

Anyone interested in subdividing should contact Planning Services and the Department of Public Works to arrange a pre-plat conference as early as possible in the subdivision process. At that meeting staff will discuss compliance with the City's Subdivision Regulations, Comprehensive Plan, and availability of utilities. The meeting will be coordinated by Planning Services and should be attended by the developer's engineer/surveyor.

WHAT'S NEXT?

Formal approval of the Preliminary Plat commences with filing the plat and application with Planning Services. A complete submittal includes 26 copies of the plat at least 21 days prior to the Plan Commission meeting at which the Developer wishes the plat to be considered. *Guidelines for the data required to be shown on the plat are found in Section 30-72 of the City's Subdivision Regulations. Design standards are found in Section 30-73 of the City's Subdivision Regulations.*

Complete submittals will be placed on a Plan Commission meeting agenda commensurate with the filing deadline. Please contact Planning Services or visit the Division's website to determine when your request may be scheduled before the Plan Commission. Copies of the plat will be forwarded to various City departments for review and comment and incorporated into a staff report prepared by Planning Services for the Plan Commission's consideration. The Plan Commission acts on the plat request by approving, approving with conditions, or denying the plat request. This recommendation is then forwarded to the Common Council for final action. The Common Council formally approves, approves with conditions, or denies the Preliminary Plat.

WHAT IS THE FINAL ACTION?

Approval or conditional approval of a preliminary plat does not constitute automatic approval of the final plat except if the final plat is submitted within 6 months of preliminary plat approval and conforms substantially to the preliminary plat layout, the final plat is entitled to approval with respect to such layout. The preliminary plat approval is intended to be used as a guide in the preparation of the final plat, which will be subject to further consideration by the Plan Commission and Common Council.

FEES

There is a fee for this service, please check the Division Fee Schedule for cost.

PLAT - FINAL

WHAT IS A FINAL PLAT?

Final platting is the process by which a property owner may create 5 or more lots for development. Final platting occurs after approval of a preliminary plat. If the final plat is submitted after six months have elapsed since preliminary approval, staff may require additional information to be submitted or may require re-approval of the preliminary plat.

The intent of the final plat is to approve the specifics of a subdivision based upon the design concept of an approved preliminary plat. The proposed final plat may include all or part of the approved preliminary plat. The proposed final plat must be based on and be in accord with the approved preliminary plat.

WHERE DO I START?

Anyone interested in submitting a final plat should contact Planning Services and the Department of Public Works to discuss the final plat. Any outstanding conditions from the preliminary plat should be addressed prior to submission.

WHAT'S NEXT?

Formal approval of the final plat by the City of Oshkosh commences with filing the plat and application with Planning Services. A complete submittal includes 26 copies of the plat at least 21 days prior to the Plan Commission meeting. Guidelines for the data required to be shown on the plat are found in Section 30-72 of the City's Subdivision Regulations. Additionally, design standards are found in Section 30-73 of the City's Subdivision Regulations.

Complete submittals will be placed on a Plan Commission meeting agenda commensurate with the filing deadline. Please contact Planning Services or visit the division's website to determine when your request may be scheduled before the Plan Commission. Copies of the plat will be forwarded to various City departments for review and comment and incorporated into a staff report prepared by Planning Services for the Plan Commission's consideration. The Plan Commission will then act on the plat request by approving, approving with conditions, or denying the plat request. This recommendation is then forwarded to the Common Council for final action. The Common Council formally approves, approves with conditions, or denies the final plat.

Please note that the grading and drainage plan for the subdivision must be submitted to the Department of Public Works along with the final plat. Failure to submit the grading and drainage plan may be a basis to deny the final plat.

No final plat for subdivision of land in the City of Oshkosh will be approved until the subdivider has made arrangements with the City to install the required improvements per Section 30-74 of the City's Subdivision Regulations. The arrangements are typically made through a *Developer Agreement* entered into between the developer and the City. The City Attorney and Department of Public Works are responsible for drafting the agreement and will request several items from the developer to enable the agreement.

DEVELOPER AGREEMENT REQUIREMENTS

No final subdivision plat will be approved by the Common Council unless the subdivider has made arrangements to install the required infrastructure improvements.

Before adoption of the Developer Agreement by the Common Council, the following items must be filed with the Office of the City Clerk:

- 1) A signed waiver;
- 2) A performance bond or letter of credit guaranteeing completion of private construction within three (3) years;
- 3) A letter of credit in the amount of any publicly constructed improvements or services which may be drawn upon by the City in payment of construction and/or related costs for the public improvements.

After private construction is complete, a two year letter of credit, which meets the approval of the City Attorney, may be filed in an amount equal to 20% of the total construction cost to guarantee the privately constructed improvements. Upon the written acceptance of the work by the City and the filing of this two year letter of credit, the letter of credit or bond specified above may be released.

Written approval of private construction under a Developer Agreement will be issued by Public Works when the work is completed.

An invoice will be issued by the Finance Director when notified by Public Works that the work is completed. Invoices must be paid within thirty (30) days from the date of invoice. Payments should be made to the Collections Division.

Any change in the assessments or construction (private or public) that have been authorized through a Developer Agreement must be amended through Common Council action.

The agreement requires the Developer, immediately upon transfer of title of any of the property included within the agreement to fully pay the outstanding assessments and anticipated future special assessments against the transferred parcel or portion. If you are transferring the property to another developer and would like to request an amendment to the Developer Agreement to reflect that transfer, please contact either the City Clerk or City Attorney's office.

FEES

There is a fee for this service, please check the Division Fee Schedule for cost.

Zoning and Development Notification Sign Policy

The purpose of the notification sign is to advise neighboring and nearby property owners about pending Zoning Petitions considered by the Plan Commission and/or Common Council.

Fee: \$75.00 deposit
 Make Check Payable To:
 City of Oshkosh
 Fee refundable upon return of
 sign, compliance with posting
 guidelines and verification of
 sign condition

Actions Requiring Sign Posting

Applicants applying for one or more of the following actions shall be required to install and maintain a “Zoning Petition Pending” notification sign on the subject property:

Conditional Use Permits and Planned Development Reviews Zone Changes

Posting Guidelines

- 1) Notification sign to be placed by applicant/owner. Deposit (\$75) for sign to be held by Department of Community Development.
- 2) Sign to be in place at least seven days prior to Plan Commission meeting.
- 3) Sign to be placed at least 3 feet but no more than 5 feet above sidewalk or street centerline grade and no more than 5 feet behind the sidewalk or street property line and not closer to 10 feet to a side lot line.
- 4) Signs shall not be posted on trees, utility poles, fences, or walls, unless the wall or fence is situated along the entire length of the front property line.
- 5) In instances where an existing building is on the front property line, sign may be placed in a front, street-level window or in the window of a door (likely to be in the central city area).
- 6) In instances where more than one street abuts the subject property, the sign shall be placed along the street on which the property is or will be addressed.
- 7) No landscaping, fences, or other obstructions should hinder the ability to see the sign or hinder traffic flow. No sign shall be placed in the vision sight triangle.
- 8) Groups of property adjacent to one another that are being considered under the same petition shall only be required to post a single sign unless directed otherwise from the Department of Community Development.
- 9) The applicant shall confirm with Department of Community Development staff that the sign has been installed on the site prior to the public hearing.
- 10) The applicant shall maintain the sign in good order until the sign is required to be removed. The status of the sign should be checked frequently and fallen or destroyed signs immediately replaced.
- 11) Sign shall be removed and returned to the Department of Community Development within 7 business days following the Common Council decision or the petitioner’s withdrawal of the application. Deposit will be returned once sign is returned.
- 12) Failure to post and maintain such notices as prescribed above may be considered as sufficient cause to defer the hearing on the pending application and forfeiture of deposit.

DESIGN STANDARDS & CHECKLISTS

- ✓ Access Control Standards
- ✓ Drainage, Grading, and Erosion Control Standards and Checklist
- ✓ Final Plat Easement Requirements
- ✓ Highway 41 Corridor Overlay Standards
- ✓ Landscaping Design Standards
- ✓ Site Plan Review
- ✓ Site Plan Review Checklist

NOTE: The following forms have been formatted to fit within this document and are for reference only. Please visit the City's website at www.ci.oshkosh.wi.us for current forms and applicable fees.

ACCESS CONTROL

HOW DOES ACCESS CONTROL AFFECT MY PROJECT?

The City of Oshkosh has adopted an Access Control Ordinance that controls access to its street system. Depending on your project type and the classification of street it is located on (arterial, collector, local) your site will be limited as to the number, spacing, and width of driveway approaches. The exact provisions of the Access Control Ordinance are found in Section 25, Article XI of the Municipal Code.

Winnebago County and the State of Wisconsin control access on streets under their jurisdiction so you need to verify what body has jurisdiction over the street. Winnebago County Highway Department can be reached at 920-232-1700. WisDOT driveway permit questions may be directed to 920-492-0148.

WHAT HAPPENS IF I CANNOT MEET ACCESS CONTROL PROVISIONS?

For projects that involve more driveway approaches than allowed by Ordinance, a variance can be requested through the Plan Commission. A variance may only be granted if the following criteria is met:

- (1) That the exception or variance desired arises from peculiar physical conditions not ordinarily existing in similar districts in the city, or is due to the nature of the business or operation on the abutting property.
- (2) That the granting of the permit for the exception or variance will not adversely affect the rights of adjacent property owners or tenants.
- (3) That the exception or variance desired is not against the public interest, particularly safety, convenience and general welfare.
- (4) That the strict application of the terms of this chapter will impose unnecessary hardship on the property owner or tenant.

A Plan Commission General Application is required to request an Access Control Variance.

For projects with driveways wider than that allowed by Ordinance, the Planning Director may grant administrative variances. In order to grant a variance for width, a site plan and narrative statement must be submitted justifying the reasons for the variance.

ACCESS CONTROL – GENERAL PROVISIONS

DEFINITIONS:

- (1) Class I Driveway Approach shall mean a driveway approach, which serves a Type "A" site or a single parcel of property located in a residential zoning district or commercial zoning district which is used for residential purposes.
- (2) Class II Driveway Approach shall mean a driveway approach, which serves property located in a commercial district which is not used primarily for residential purposes.
- (3) Class III Driveway Approach shall mean a driveway approach, which serves commercial or manufacturing property and which is primarily used by buses or semi-trailer trucks.

- (4) Curb Cut shall mean that section of concrete curb removed to permit the entrance and exit of vehicles from adjacent property and shall be measured at the entrance width plus the allowable flare.
- (5) Director of Public Works shall include designees thereof.
- (6) Driveway shall mean a private roadway providing access from a public right-of-way to a parking space, garage, dwelling, parking lot, or other structure.
- (7) Driveway Approach shall mean an area within a public right-of-way which is improved for motor vehicle traffic and which connects a private road or driveway to a portion of a public right-of-way, which is improved for motor vehicle traffic.
- (8) Entrance shall mean the point at which a driveway abuts the driveway approach.
- (9) Flare shall mean the portion of a driveway approach, which is wider at the street curb line than at the entrance.
- (10) Intersection Turning Area shall mean the part of the street intersection included between the radius line used to connect the curb lines and the intersection of the curb lines, if extended.
- (11) Type "A" Site shall mean property in a residential zoning district containing a single residential structure of one or two dwelling units having fewer than five (5) off-street parking spaces.
- (12) Type "B" Site shall mean all property, whether one or more contiguous lots or parts of lots, which does not meet the definition of a Type "A" site.

DRIVEWAY CONDITIONS AND CRITERIA:

The location of non-commercial and manufacturing driveway approaches on local and collector streets shall be subject to the following:

- (a) Driveway approach openings shall be located at least forty (40) feet from the right-of-way line with the exception of single-family and two-family driveway openings, which shall be located at least twenty-five (25) feet from the right-of-way line.
- (b) No driveway approach shall be closer than one-half (1/2) foot to an adjacent property line. This requirement shall not apply when adjacent property owners sign a joint application for a driveway approach permit.
- (c) Any two (2) driveway approaches to the same lot shall be at least twenty (20) feet apart.
- (d) All driveway approaches shall be so located as to provide adequate sight distance in both directions along the street for safe access to the street.
- (e) A maximum of two (2) driveway approaches per property.
- (f) For single and two-family dwellings where no garage exists, the maximum driveway width shall not exceed twelve (12) feet. Said driveway shall be situated so as not to create only a front yard parking area.

- (g) For single and two-family dwellings, circular, horseshoe and similar type driveways shall be permitted where the minimum lot width is at least 100 feet. The maximum width of such a driveway shall not exceed twelve (12) feet, except for the area of allowable paving in front of the garage, and the inside edge of the arc of the driveway shall be at least twenty-five (25) feet from the front lot line. For driveways with two curb openings, the spacing shall provide a minimum dimension of fifty (50) feet between the inside driveway edges, measured at the right-of-way line.

(h) DRIVEWAY CONDITIONS AND CRITERIA

- (1) Class I
 - Maximum permitted width of entrance 24 feet
 - Minimum permitted width of entrance..... 8 feet
 - Maximum permitted curb cut 29 feet
 - Minimum permitted curb cut 13 feet
 - Maximum flare 2.5 feet

- (2) Class II*
 - Maximum permitted width of entrance 30 feet
 - Minimum permitted width of entrance
or two entrances of 10 feet minimum
under one-way operation..... 18 feet
 - Maximum permitted curb cut 40 feet
 - Minimum permitted curb cut 28 feet
 - Maximum flare 5 feet

- (3) Class III
 - Maximum permitted width of entrance 40 feet
 - Minimum permitted width of entrance..... 35 feet
 - Maximum permitted curb cut 70 feet
 - Minimum permitted curb cut 65 feet
 - Maximum flare 15 feet

* Minimum permitted entrance width is ten (10) feet when serving twelve (12) or fewer vehicle parking spaces at a multiple-dwelling unit facility.

- (i) The following set of driveway access conditions and criteria apply to driveway approach improvements on any secondary and primary arterial and commercial/manufacturing property located on a collector street:

(1) Driveway Approaches

Corner clearance: a) near side = 175 feet from the right-of-way line
 b) far side = 120 feet from the right-of-way line

Frequency a) one per single and two family residential property unless in compliance with 25.104.1(g)
 b) two per multi-dwelling property
 c) a second driveway warranted per commercial parcel if frontage is greater than 600 feet or if total ingress/egress volume exceeds 5000 vpd.

Spacing a) 105 foot minimum curb for 25 mph speed limit

- b) 125 foot minimum curb for 30 mph speed limit
- c) 150 foot minimum curb for 35 mph speed limit
- d) 185 foot curb minimum for 40 mph speed limit
- e) 230 foot curb minimum for 45 mph and over speed limit

Width:

(1)	<u>Class I</u>	
	Maximum permitted width of entrance.....	24 feet
	Minimum permitted width of entrance.....	8 feet
	Maximum permitted curb cut	29 feet
	Minimum permitted curb cut.....	13 feet
	Maximum flare.....	2.5 feet
(2)	<u>Class II*</u>	
	Maximum permitted width of entrance.....	30 feet
	Minimum permitted width of entrance or two entrances of 10 feet minimum under one-way operation.....	18 feet
	Maximum permitted curb cut.....	40 feet
	Minimum permitted curb cut.....	28 feet
	Maximum flare.....	5 feet
(3)	<u>Class III</u>	
	Maximum permitted width of entrance.....	40 feet
	Minimum permitted width of entrance.....	35 feet
	Maximum permitted curb cut	70 feet
	Minimum permitted curb cut	65 feet
	Maximum flare	15 feet

* Minimum permitted entrance width is ten (10) feet when serving twelve (12) or fewer vehicle parking spaces at a multiple-dwelling unit facility.

Restricted Lateral Clearance

-75 ft. minimum if traffic is less than 1500 vph.
- 120 ft. minimum if traffic is greater than 1500 vph

Downstream Median: Required at all four-lane driveways.

- a) Minimum width = 4 feet, Desirable width = 10 feet
- b) Minimum length = 25 feet.

Any time a parcel of land is cleared of existing surface improvements, the driveways serving that parcel should be cleared or reconstructed to conform to the guidelines set forth herein.

**DRAINAGE, GRADING,
AND EROSION CONTROL DESIGN STANDARDS**

This section will identify the standards for which these plans must be designed.

**CITY OF OSHKOSH
DEPT OF PUBLIC WORKS: ENGINEERING DIVISION**

DRAINAGE, GRADING & EROSION CONTROL PLAN CHECK LIST

Site Address/ Subdivision: _____ Date Submitted: _____

Parcel: _____ Contact Person: _____

Property Owner: _____ Applicant: _____

Address: _____ Address: _____

Phone: _____ Fax: _____ Phone: _____

Fax: _____

GENERAL REQUIREMENTS:

	Identified	Identified but Not Complete	Not Identified	Not Applicable	Item
1					Drainage, Grading and Erosion Control Plans signed by a Licensed Wisconsin Engineer.
2					Storm Runoff Calculations signed by a Licensed Wisconsin Engineer.
3					Provide a location map.
4					Show north arrow (directed toward top of plan) and plan scale.
5					Label the plans as "Drainage, Grading, and Erosion Control".
6					Provide a legend identifying all line types and symbols used on the plans.
7					Show and label all adjacent and surrounding streets.
8					Identify the USGS benchmark used for the site. All elevations on the plans should correspond to the USGS Datum.
9					Show all property and right-of-way lines.

	Identified	Identified but Not Complete	Not Identified	Not Applicable	Item
10					Show all existing and proposed public and private easements for utility, drainage, or other purposes.
11					Show all existing and proposed improvements/features for the site and adjacent to the property. (street, curb & gutter, right-of-way widths, sidewalks, existing and proposed utilities, etc..)
12					Show all proposed storm sewer system information on the plans (i.e. rim elevations, invert elevations, pipe sizes, materials, and slopes, etc...)
13					Show the lowest floor elevations of all existing and proposed buildings.
14					Show all applicable details. Examples include but not limited to: Proposed storm sewer manholes, catch basins, culvert/outlet pipe flared end sections, & drainage swale(s) -Rip Rap -Silt fence, rocked entry/tracking pad, inlet protection -Proposed pavement sections (asphalt & concrete) -Retaining Wall
15					Existing and proposed contours shown at one-ft. (1') intervals
16					Show delineation of wetlands, floodplain, floodway, and other water features (if applicable).
17					Show temporary erosion and sediment control measures to be implemented during construction.
18					Indicate final stabilization measures proposed for all disturbed areas.
19					Show flow direction arrows clearly indicating the direction of drainage.
20					Indicate the % slope for all drainage swales * In locations where rear or side lot drainage occurs, minimum of 2% slope * If 2% slope is not achievable for rear or side lot drainage, identify spot elevations every 25' with a minimum slope of 0.75%

	Identified	Identified but Not Complete	Not Identified	Not Applicable	Item
21					Identify all permits required and applied for : -WI-DOT -WI-DNR NOI -WI-DNR Chapter 30 -Winnebago County -City of Oshkosh Right-of-Way Permit -Township _____ -Other _____
22					Note on the plans that states all erosion control measures should be implemented and constructed as referred to in the Wisconsin Site Best Management Practices.
STORM WATER RUNOFF CALCULATIONS AND HYDROLOGIC PLANS					
23					Narrative Description: -Detailed narrative describing the site and summarizing the analysis performed -Site Location -Detailed description of existing and proposed conditions -Detailed description of the water quality analysis and design for the site -Detailed description of NR 151 infiltration standards for the proposed development -Methods used for analysis -Summary of calculations and results -Hydrologic map(s)
24					Hydrologic maps of the site showing pre-developed and post-developed conditions (Information shall include but is not limited to): -Topography of site and adjacent properties -Watershed and sub-watershed delineation's, including delineation of off-site areas tributary to the proposed site. -Soil types -Existing and proposed contours shown @ one-ft. (1') intervals Path chosen for Time of Concentration (Tc) * Indicate the separate segments for sheet, shallow concentrated, and channel flow.

	Identified	Identified but Not Complete	Not Identified	Not Applicable	Item
25					Hydrologic and Hydraulic calculations:
					Rainfall data for the City of Oshkosh shall be obtained from the Rainfall Frequency Atlas of the Midwest (Bulletin 71) 10-year 24-hour duration = 3.56 inches 100-year 24-hour duration = 6.35 inches
					Drainage basin areas
					Soil types and hydrologic soils group
					Cover description
					Curve Number calculations (include weighted curve number calculations for areas with multiple cover types) (Maximum CN value for existing conditions = 78)
					Time of Concentration calculations
					Peak flow calculations for the existing and proposed 10 and 100 year storm events
					Hydraulic calculations for proposed storm sewer design
26					Detention Basin Design:
					The detention facility shall safely contain the runoff volume to attenuate the peak discharge as follows: The peak runoff rate from a 10-year and 100-year storm after development shall not exceed the pre-developed runoff peak from the 10-year 24 hour storm event
					Include a cross-section of proposed detention basin (Maximum slopes 3:1)
					Include the elevation-storage relationship and the elevation-outflow relationship for each detention basin
					Include calculations/computer model analysis of hydrograph routing through the detention facility
					Hydraulic design (including calculations) of outlet structure/pipe
					Identify and label (on the plans) the proposed 100-year ponding elevation for each detention basin
					Include provisions for safely passing runoff in excess of the 100-year post-developed condition. Identify and label the overflow elevation(s) (Include a detail for pond overflow)
<p>The Drainage, Grading and Erosion Control Plan check list is intended as a guidance document for the private engineering firms that are preparing private development plans within the City of Oshkosh. The check list is not intended to be all-inclusive. It is intended to address the routine questions that commonly arise during the preparation of these plans. The applicant will also need to review and incorporate the City of Oshkosh Storm Drainage Regulation (Municipal Code Chapter 24) along with all other permitting agency requirements.</p>					

**SUBDIVISION: FINAL PLAT EASEMENT REQUIREMENTS
CITY OF OSHKOSH
DEPT OF PUBLIC WORKS: ENGINEERING DIVISION**

Subdivision Name: _____
 Submittal Date: _____
 Reviewed by: _____ Date: _____

GENERAL REQUIREMENTS:

	Identified	Identified but not Com- plete	Not Identified	Not Applicable	Item
1					Easements dedicated to the City of Oshkosh shall be labeled as Drainage & Utility Easements.
2					All easements shall be clearly labeled and marked. (Easement widths shall be identified. Bearings and distances shall be identified for all easement lines.)
3					All private easements shall be clearly shown on the final plat. When a private easement crosses or impacts a public easement it shall be clearly noted that the private easement is made subordinate to the public easements. The note shall read: All private easements are made subordinate to Public or City of Oshkosh easements.
4					All drainage ponds, swales or public utilities not located within the right-of-way, shall be located within an easement.
5					A legend shall be included on the final plat clearly indicating the line or symbol designation.
6					The limits of easements around storm water ponds or other nonlinear features shall be clearly identified with text, bearings & distance, leader lines and arrows to identify the limits of the easement.
7					The maintenance of storm water ponds that are made a part of an Outlot shall be through a homeowners association. The developers Attorney shall prepare the association documents and provide the proper language. * An example of this language is attached.
8					The following note shall be placed on the final plat: Pursuant to the City of Oshkosh Subdivision Ordinance, the developer and/or owner shall comply with the approved drainage and grading plan as submitted to the City of Oshkosh Public Works Department.
9					A note shall be placed on the final plat identifying what restrictions are placed on the use of the public easement areas. The note shall read: No improvements are allowed within the areas reserved for public utility and drainage easements. Improvements include, but are not limited to, building structures, driveways, parking areas, sheds, landscaping or fences. Any improvement shall be allowed only by special exception of the Board of Public Works.
10					The easements on the final plat shall coincide with the easements identified on the grading/drainage plan and the utility plans.

This information is provided as a guide relative to the easement requirements to be identified on a final plat. This information is not inclusive.

HIGHWAY 41 CORRIDOR OVERLAY DISTRICT

WHAT IS THE HIGHWAY 41 CORRIDOR OVERLAY DISTRICT?

The Highway 41 Corridor Overlay District is an overlay zoning district generally applied to lands lying on either side of U.S. Highway 41, including the frontage roads. The purpose of this District is to provide higher standards of development that relate to the special character of these lands lying along this major transportation corridor.

WHAT ARE THE DEVELOPMENT STANDARDS?

The district applies higher development standards generally relative to building architecture, increased setback requirements, screening, landscaping, outdoor storage, and minimum lot sizes.

Building Architecture

Intent: One dominant material should be selected with its own natural integrity. Materials shall convey permanence, substance, timelessness and restraint, with low maintenance.

Drainage Pipes: Drainage pipes on exterior building walls facing a street and/or U.S. Highway 41 must be integral to the design and non-apparent.

Exterior Walls: Any exterior building wall (front, side or rear) facing a street and/or U.S. Highway 41, shall be constructed of one of the following materials:

- Clay or masonry brick.
- Customized concrete masonry with striated, scored or broken faced brick type units (sealed) with color consistent with design theme.
- Poured in place, tilt-up or pre-cast concrete. Poured in place and tilt-up walls shall have a finish of stone, a texture or a coating.
- Steel frame structures with architectural flat metal panels or glass curtain walls.

Natural Stone: Non-decorative exposed concrete block buildings are prohibited, as are pre-engineered metal buildings, corrugated metal-sided buildings, and wood sided buildings unless such metal buildings and wood sided buildings are enhanced on all elevations by the application of brick, decorative masonry, or decorative stucco surfaces in combination with decorative fascia overhangs, trim, as detailed above.

Building, Sign and Parking Setback Requirements

- No building shall be constructed nearer than fifty (50) feet from the right-of-way of any public street or highway. Signs and parking area shall be setback twenty-five (25) feet from the right-of-way of any public street or highway.
- Minimum side yards shall be fifteen (15) feet.
- Minimum rear yards shall be twenty-five (25) feet; however, parking shall be allowed with a five (5) foot minimum setback provided a five (5) foot landscaped buffer is provided.

Development Layout

In the design of buildings or clusters of buildings, developers should orient projects so that the side(s) facing U.S. Highway 41 form the front of the project. Where fronting toward U.S. Highway 41 is not feasible due to the location of access roads and other site constraints, the project should be oriented and designed in such a manner so as to convey a pleasing appearance from U.S. Highway 41.

Frontage Road Access

Public Street Intersections

- Spacing: Minimum - Five hundred (500) feet

Private Drives and Driveways

- Distance from Intersections: Minimum one hundred fifty (150) feet.
- Frequency: Two (2) per commercial unit if the frontage is greater than six hundred (600) feet. Consolidate access whenever properties are assembled for a single purpose.

Spacing: Minimum one hundred fifty (150) foot spacing between driveways.

Landscaping

- A minimum of fifteen (15) percent of the total area of each lot shall be devoted to landscaped open space.
- All open areas of any lot not used for parking, driveways or storage shall be landscaped with trees, shrubs, berms and planted ground cover.
- All parking areas shall be landscaped with a buffer strip not less than fifteen (15) feet wide located between the edge of the right-of-way of the frontage road and the surface of the parking area.
- Plant Materials Required: Please see Landscaping Standards.

Lot Size Minimum

- One and one-half (1 1/2) acre minimum for any lot which fronts onto the right-of-way of U.S. Highway 41, or any of the frontage roads paralleling U.S. Highway 41.
- Minimum frontage on public street: One hundred fifty (150) feet.

Off-Street Loading Area and Dumpster Screening

- No off-street loading areas may be located on the sides of buildings fronting onto U.S. Highway 41, Koeller Street, or Washburn Street.
- No dumpsters may be located on the sides of buildings fronting onto U.S. Highway 41, U.S. Highway 21, Koeller Street or Washburn Street, except if in the opinion of the Zoning Administrator no other suitable location is reasonably available for such purpose, and provided the dumpster area is developed in a manner so as to minimize its appearance from U.S. Highway 41, Koeller Street or Washburn Street.

- All dumpsters shall be entirely screened by a masonry or solid wooden fence, with gate, or a comparable screening at least six (6) feet in height.

On-Site Utilities

All on-site utilities, including but not limited to electrical, telephone, and cable, shall be installed as underground facilities. This shall apply to utilities running from the utility easement or street right-of-way to structures and to utilities supplying service between structures.

Outdoor Storage

No outdoor storage shall be permitted unless such storage is visually screened from view from U.S. Highway 41, or frontage roads paralleling U.S. Highway 41, with a suitable solid fence constructed of masonry or wood at least six (6) feet in height. Screening shall be well maintained.

Signs

In accordance with the Zoning Ordinance

LANDSCAPING DESIGN STANDARDS

Applicability

All new development, including additions that exceed fifty (50) percent of the existing floor area of existing structures, new parking lot developments and the expansion of parking lots that exceed fifty (50) percent of the existing parking lot area are required to provide landscaping per Section 30-35 (H) of the City of Oshkosh Zoning Ordinance. A landscape plan is required to be approved by the Zoning Administrator.

Note: Landscaping requirements do not apply to one and two family residential developments. Landscaping is also not required for commercial developments in the C-3 Central Commercial District, and industrial development in the M-2 Central Industrial District, except where an off-street parking lot abuts a public street or an adjacent off-street parking lot.

General Landscaping Requirements

Berms and Slopes

Berming and sloping is regulated under the following standards:

- Final slope grade steeper than the ratio of 3:1 will not be permitted without special approval or treatment, such as terracing or retaining walls.
- Berming used to provide required screening of parking lots and other open areas shall not have a slope to exceed 3:1.

Distribution/Placement of Plantings

Required plant materials shall be distributed proportionately on the site, with priority given to front yard setback areas.

Ground Cover

All open areas of any site not occupied by a building, parking or storage shall be planted with turfgrass or hardy ground cover. Exceptions to this are as follows:

- Seeding of future expansion as shown on approved plans.
- Undisturbed areas containing existing natural vegetation that shall be maintained free of foreign and noxious plant materials.
- Areas designated as open space for future expansion areas, properly planted and maintained with grass.

Landscaping Schedule

All landscaping improvements are to be completed within twelve (12) months of permit issuance or on a schedule approved by the Zoning Administrator.

Maintenance

The owner of the premises shall be responsible for the watering, maintenance, repair and replacement of all landscaping, fences, and other landscape architectural features on the site. All planting beds shall be kept weed free. Plant material which has died shall be replaced with equivalent vegetation within twelve (12) months.

Modification of Landscaping Requirements

Based on unusual conditions, or in consideration of landscape architecture approaches, or when existing trees are retained, or when larger size plantings are provided as part of the overall landscape plan, or when more shrubs may be appropriate versus more trees (and vice versa), the Zoning Administrator may allow alterations to the requirements, as long as improvements achieve an equivalent or greater level of landscaping for the site.

Commercial Buildings

Plant Material Required

To achieve an appropriate level of landscaping on a commercial building site, the following minimum number of plant materials shall be provided, exclusive of plant materials required in and around parking area developments:

- One (1) overstory deciduous shade tree, coniferous or ornamental tree for every four thousand five hundred (4,500) square feet of developed area. Ornamental trees may comprise up to fifty (50) percent of the total number of trees with coniferous trees being at least fifteen (15) percent of the total number of trees.
- One (1) understory shrub for every one thousand (1,000) square feet of developed area.

Industrial Buildings

Plant Material Required

To achieve an appropriate level of landscaping on an industrial building site, the following minimum number of plant materials shall be provided, exclusive of plant materials required in and around parking area developments:

- One (1) overstory deciduous shade tree, coniferous or ornamental tree for every four thousand five hundred (4,500) square feet of developed area. Ornamental trees shall not make up more than twenty-five (25) percent of the total number of trees with coniferous trees being at least fifteen (15) percent of the total number of trees.
- One (1) understory shrub for every four thousand five hundred (4,500) square feet of developed area.

Multiple Dwelling Unit Buildings

Plant Material Required

To achieve an appropriate level of landscaping on a multiple dwelling residential site, the following minimum number of plant materials shall be provided, exclusive of plant materials required in and around parking area developments:

- One (1) overstory deciduous shade tree, coniferous or ornamental tree for every four thousand five hundred (4,500) square feet of developed area.
- One (1) understory shrub for every one thousand (1,000) square feet of developed area.

Parking Lots**Plant Material Required**

To achieve an appropriate level of landscaping of a parking lot development, the following minimum number of plant materials shall be provided and shall be placed on the perimeter of parking areas:

- One (1) overstory deciduous shade tree, coniferous or ornamental tree for every fifty (50) feet of parking lot site perimeter.
- Five (5) understory shrubs for every fifty (50) feet of parking lot site perimeter.

Note: In addition to parking lot perimeter landscaping, the parking lot area is calculated as part of the “developed area” of a site. Where parking lot improvements increase the developed area of a property, additional landscaping treatments are to be provided within the overall property, as set forth in Section 30-35(I)(1), (2) and (3).

Plant Materials/Standards**Minimum Size of Plantings**

- Coniferous: Four (4) feet in height.
- Ornamental trees: One and one-quarter (1 ¼) inch diameter.
- Overstory deciduous: One and one-quarter (1 ¼) inch diameter.
- Shrubs: Twelve (12) inches in height.

Plant Selection

Plant materials provided in conformance with the provisions of this Ordinance shall be of nursery quality and shall be capable of withstanding the extremes of individual site microclimates.

Prohibited Trees

The following weak-wooded and generally undesirable trees, for urban conditions, shall be prohibited for use in meeting any of the landscaping requirements:

- Ailanthus (Tree of Heaven)
- Box Elder
- Cottonwood
- Willow

Unsuitable Trees

The following weak-wooded and generally undesirable trees, for urban conditions, are discouraged for use in meeting any of the landscaping requirements:

- European Mountain Ash
- European White Birch
- Mulberry
- Poplar
- Purple-leaf Plum
- Russian Olive
- Siberian Elm
- Silver Maple

Landscape Plan

All development required to provide landscaping shall have a landscape plan approved by the Zoning Administrator. The applicant shall submit two (2) copies of the plan that contains a minimum of the following information:

- The name and address of developer/owner, name of architect/designer, date of plan preparation, date and description of all revisions, name of project or development, scale of plan, and north point indication.
- The location and dimensions of all existing and proposed structures, parking lots, driveways, roads, underground utilities, right-of-way, sidewalks, ground signs, refuse disposal areas, fences, free-standing electrical equipment and other utility boxes, and other free-standing structural features as determined necessary by the Zoning Administrator.
- The location and contours at one (1) foot intervals, of all proposed berms.
- The location, size, and type (common and botanical) of all existing plant material on the site and designation of all trees and shrubs to be saved and/or removed.
- The location, quantity, size at planting and type (common and botanical) of all proposed plant material. All plants should be drawn at the spread they will achieve at maturity.
- A refuse disposal area screen detail.
- Elevations, cross-sections and other details as determined necessary by the Zoning Administrator.

A checklist has been developed for your convenience, which may be found at the following URL:
http://www.ci.oshkosh.wi.us/Community_Development/assets/pdf/Site_Plan_Review_Checklist.pdf .

Please visit the City’s website or obtain the checklist at the Planning Services office in City Hall, Room 204. Also see the “Site Plan Review” section of this handout.

I CERTIFY THE ABOVE INFORMATION IS COMPLETE. ANY MISSING INFORMATION MAY DELAY PLAN APPROVAL. (please sign below)	
PETITIONER SIGNATURE: _____	DATE: _____
PROJECT ADDRESS: _____	

SITE PLAN REVIEW

WHAT IS PLANNING & ZONING SITE PLAN REVIEW?

Site plan review is the process of reviewing development activity by the City of Oshkosh's Planning Services Division and Zoning Administrator. The detailed information requested is necessary to help ensure compliance with the City's Zoning Ordinance prior to site preparation, development or expansion, and building permit approval. Complete submissions will help to ensure prompt review and approval as early as possible.

DOES MY PROJECT REQUIRE SITE PLAN REVIEW?

All structures requiring a building permit are reviewed for compliance with the City's Zoning Ordinance. These include new developments and additions or expansions of existing developments. Depending on the extent or type of your project, it may need to be reviewed for grading and drainage and access control as well.

HOW DO I GET STARTED?

A site plan review checklist has been developed to assist you in preparing your plans to obtain a building permit. The information requested in the checklist will help to ensure prompt review of your project. While a pre-submittal meeting is not required, it is recommended. Please call the Planning Services Division to schedule an appointment prior to filing your plans.

The site plan review checklist is provided later in this chapter. A digital copy of the checklist is available on the City's website at the following link:

http://www.ci.oshkosh.wi.us/Community_Development/assets/pdf/Site_Plan_Review_Checklist.pdf

WHAT HAPPENS AFTER I SUBMIT MY PLANS?

When the Planning Office receives a complete submittal, the submittal is set aside for review and comment. After this initial review, written comments are prepared and forwarded to the petitioner informing them of the review status of their project. At this point your project may be approved, conditionally approved, or placed on hold until such time as the additional information or outstanding issues are addressed. If required, the petitioner may have to submit a revised site plan for review.

WHAT IS THE FINAL ACTION?

When all the requirements have been met and all outstanding issues addressed, the Site Plan will be approved (possibly with conditions) and forwarded to the Inspection Services Division.

WHEN CAN I OCCUPY?

In order to occupy a building or structure a Certificate of Occupancy is required. This Certificate is granted through the Inspection Services Division and cannot be issued until all requirements of the Site Plan approval have been met.

WHAT OTHER DEPARTMENT APPROVALS ARE TYPICALLY REQUIRED?

In addition to submitting your building plans to Inspection Services, the Department of Public Works may require a grading and drainage plan. Approval of this plan must be granted prior to permit issuance. Please contact the Department of Public Works for more information.

Site Plan Review and Landscape Plan Checklists

QUESTIONS ON REGULATIONS:	CITY OF OSHKOSH
	DEPT. OF COMMUNITY DEVELOPMENT PLANNING SERVICES DIVISION
	OFFICE HOURS: 8 AM - 4:30 PM
	PHONE: (920) 236-5059
Website: www.ci.oshkosh.wi.us/Community_Development/Planning_Services	

The Site/Development Plan and Landscape Plan checklists have been developed to assist applicants in preparing their projects for submission to the City for review. The checklists should be used when requesting site and development plan approvals or landscaping reviews. The detailed information requested is necessary to help ensure compliance with the City’s Zoning Ordinance prior to site preparation and development. Complete submissions will help to ensure prompt review and approval as early as possible.

Required Submittals

Applicants are required to submit the following:

- **Landscape Plan** (two copies)
- **Site/Development Plan** (two copies)

The **landscape plan** should show all existing trees and mature vegetation that will be kept and material that will be removed in addition to proposed planting for the site. The plan is to include a list of all plant material to be installed, the planting condition, size of plants at planting and mulch treatment. For further information, please reference the City’s Zoning Ordinance for landscaping requirements.

The **site/development plan** for the affected property(ies) should show the existing and proposed conditions of the lot, including topography, vegetation, drainage, floodplains, wetlands, and waterways; landscaping and open spaces; walkways; means of ingress and egress; vehicle circulation, truck turning and maneuvering areas; utility services; structures and buildings; signage; exterior lighting; berms; buffers; screening devices and surrounding development. The building elevations should depict construction materials, colors, mechanical equipment location, and other architectural treatments. The scale of the site plan should be no greater than one inch equals sixty feet (1:60). Planning Services Division staff may require additional information.

The following checklists should be used in determining the completeness of your application and submitted along with your application materials. **All boxes should be checked at application submittal indicating the information has been addressed.** If an item from the list is not applicable or is unknown at the time of application please identify with an N/A next to the item. Incomplete information may lead to delays in approval or denial of proposed projects.

Petitioner _____ Owner _____

Location/Address Project _____

Type of Use (if multiple uses, list): _____

Size of new structure or addition in gross square feet: _____

Total occupancy/building capacity: _____

Building height measured from grade to highest point in feet: _____

Number of floors/stories: _____

Project Site coverage: Building _____ sq.ft. _____ %
 Paving _____ sq.ft. _____ %
 Landscaping _____ sq.ft. _____ %
 Other _____ sq.ft. _____ %

Exterior Building Materials:

Front Elevation: _____

Left Elevation: _____

Right Elevation: _____

Rear Elevation: _____

Total number of off-street parking spaces required: _____

Total number of off-street parking spaces provided: _____

Number of Employees (total) _____ Employees per Shift _____

Number of seats or seating spaces (church, restaurant, theatre, etc.): _____

Number of visitors/customers on site at busiest time (estimate) _____

Other Occupants (specify): _____

Site/Development Plan. A complete site plan shall include the following items:

- ❑ Two sets of full size (24" x 36" or 18" x 24") scaled and dimensioned prints of site plan and building elevations
- ❑ Two sets of reduced (8 ½" x 11 to 11" x 17") building elevations and site plan
- ❑ Title block that provides all contact information for the petitioner and/or owner, if different
- ❑ Full name and contact information of petitioner's engineers/surveyors/ architects, or other design professionals used in the plan preparation
- ❑ Date of the original plan and all revisions
- ❑ A north arrow and graphic scale. Said scale is not to be smaller than one inch equals sixty feet (1:60) unless otherwise approved by the Community Development Director or designee prior to submittal
- ❑ All property lines and existing and proposed right-of-way lines with dimensions clearly labeled
- ❑ All required building setback and offset lines
- ❑ Location, dimensions, and purpose of all existing and proposed easements including official mapping
- ❑ Existing topography with contours at one foot intervals
- ❑ Location and description of any floodplains, wetlands, or other environmentally sensitive areas impacting the site
- ❑ All existing and proposed buildings, structures, and paved areas, including building entrances, decks, drives, fences, patios, walkways and walls
- ❑ Location of all outdoor storage and refuse disposal areas and the design and materials used for construction
- ❑ Location and dimensions of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided per the requirements of Section 30-36 City of Oshkosh Zoning Ordinance
- ❑ Location and dimension of all loading and service areas on the subject property
- ❑ Height, lighting, location, type, size, and total area of all existing and proposed signage, including elevation drawings for ground and wall signs
- ❑ Design, height, illumination power, location, and orientation of all exterior lighting on the property including a photometrics plan and details of proposed exterior lighting fixtures
- ❑ Proposed topography denoting elevations and natural drainage after construction and any proposed stormwater retention/detention areas
- ❑ Location of all exterior mechanical equipment and utilities and elevations of proposed screening devices where applicable (i.e. where mechanical equipment is visible from a public street or residential use or district). Mechanical equipment includes, but is not limited to; exhaust flues, gas regulators, generators, HVAC equipment, plumbing vents, WPS electrical transformers/boxes, and panels.

Landscape Plan.

Applicant shall submit two full size and scaleable landscape plans containing the following information:

- Two full size (24" x 36") scaled and dimensioned prints of site plan
- Full name and contact information of petitioner’s architects/landscape designer, or other design professionals used in the plan preparation
- Date of the original plan and all revisions
- Location and dimensions of all existing and proposed structures, driveways, free-standing electrical equipment and other utility boxes, fences, ground signs, parking lots, refuse disposal areas, right-of-way, roads, sidewalks, underground utilities, and other free-standing structural features as determined necessary by the Zoning Administrator
- Location and contours of all existing and proposed berms with one (1) foot contours including a cross section detail
- Existing and proposed topography at 1 foot contours
- Calculations of developed area and parking lot perimeter used to determine the required number of trees and shrubs (see department brochure to calculate developed area and parking lot perimeter)
- The location, size, type and name (common and botanical) of all existing plant materials on the site and designation of all trees and shrubs to be preserved and/or removed
- The location, size at planting, type, and name (common and botanical) of all proposed plant material. All plants must be drawn at the size they will achieve at maturity
- Planting bed details including mulch type and depth
- Indicate areas of required landscape screening and the purposes for which the screening is being installed (i.e. mechanical equipment screens and refuse disposal areas)
- Elevations, cross-sections and other details as determined necessary by the Zoning Administrator

I CERTIFY THE ABOVE INFORMATION IS COMPLETE. ANY MISSING INFORMATION MAY DELAY PLAN APPROVAL (please sign below)

PETITIONER SIGNATURE: _____ DATE: _____

PROJECT ADDRESS: _____

This handout is intended to provide property owners/contractors with a simplified review of code provisions relating to the topic noted. This handout may not, however, cover all requirements of the actual code provisions. For a review of the regulations that would apply to your particular site, please refer to the Zoning Ordinance itself.

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Miscellaneous

- ✓ Building Permits
- ✓ Wrecking/Demolition Permits
- ✓ Refuse Collection
- ✓ Working in the Right-of-Way
- ✓ Zoning Variance

BUILDING PERMITS

WHO REVIEWS BUILDING PLANS?

The Division of Inspection Services reviews plans, issues permits and inspects construction activity for compliance with building, electric, heating, housing and plumbing codes. Permits are required for all new construction and for any alterations, modifications or additions to any existing structure, including alterations or modifications to electrical, mechanical or plumbing systems of a structure. The Inspection Services Division is responsible for reviewing plans and applications for permits as well as enforcement of the following local and state codes (which may adopt other codes by reference).

City of Oshkosh Codes

Building and HVAC Code, Chapter 7
Electrical Code, Chapter 11
Plumbing Code, Chapter 20

State of Wisconsin Codes

Commercial Building and HVAC, COMM 61-65 (adopts IBC, IECC, IMC, and IFGC with amendments)
Electric Code, COMM 16 (adopts NEC with amendments)
Plumbing Code, COMM 81-87
Uniform Dwelling Code, COMM 20-25

HOW DO I APPLY FOR A PERMIT?

The type of permit, category of construction and complexity of the project has a significant impact on the permit application and review process. While applying for simpler projects such as window replacement and siding might only involve submitting a description and value of the project, obtaining a permit for a new commercial or industrial building can involve reviews from several City Departments.

Additions and new structures in the multi-family, commercial and industrial categories in addition to securing building plan approval, typically require review and approval from the Planning Services Division and the Engineering Division of the Department of Public Works prior to the issuance of Building Permits. The Planning Services Division reviews for compliance with the City's Zoning Ordinance, while the Engineering Division reviews for compliance with the City's Storm Water

Management Ordinance. This office cannot issue permits for such projects without their approvals. For this reason, developers/contractors are encouraged to plan ahead in obtaining these approvals.

The Division of Inspection Services has developed several informational pamphlets outlining Building Code, Zoning Code and Permit Application requirements for many popular residential projects. These address such projects as decks, patios, pools, garages, sheds, fences, additions, and others. These are available at our office, on the Division's web site mentioned previously or we can mail you copies if you call 920-236-5050 and leave your name, address, daytime phone and what information you desire. These pamphlets have proven to be beneficial to the public in planning their projects.

Please note that the issuance of a building permit does not consider all regulations to which a project may be subject. Federal laws and standards may not be considered when a building permit is issued. Rules of State agencies other than the Wisconsin Department of Commerce are not necessarily considered. The City does not enforce private covenants on any property. The property owner or representative is responsible for compliance with all rules and regulations regardless of whether or not they are brought up during the permitting process.

WHERE DO I START?

The Inspection Services Division is located in Room 205, City Hall. Inspectors are available for consultation and permit issuance between 7:30am-8:30am and 12:30pm-1:30pm. If these hours are not convenient to you, the inspectors will make appointments to meet you at other reasonable times, given advance notice. Please refer to the Division's Web Site for a listing of Division Members, phone numbers and e-mail addresses at www.ci.oshkosh.wi.us (click Dept. Info Links, then Community Development, look for Inspection Services.)

HOW DO I OBTAIN AN ELECTRICAL LICENSE?

The Division of Inspection Services also administers the City's Electrical Credential and Contractor Licensing requirements. The City of Oshkosh requires licensing for Electrical Contractors, Sign Contractors installing and performing maintenance on electrical signs and businesses that perform their own electrical installations and maintenance (typically factories.) Additionally, persons performing electrical work subject to local and state Electrical Codes must secure either a local or state credential to perform such work.

WHEN CAN I START CONSTRUCTION WORK?

Construction activity may proceed after a building permit has been issued. Inspections are made by Inspection Services staff during construction to help ensure compliance with building and related codes. During construction, it is important that the project proceeds according to the approved building and site plans with no deviations from the approved plans without approval by Inspection Services in advance.

WHEN CAN I OCCUPY?

Occupancy is not allowed in any structure requiring Occupancy Approval until inspected and approved for occupancy by the Division of Inspection Services. The Fire Department must also inspect and approve occupancy, except for one and two family dwellings. Occupancies involving the food and beverage service and/or the use of scales, pumps and measuring devices may also need approvals from the Health Services Division prior to occupancy.

The following provides a general summary of the types of structures and construction projects that must obtain occupancy approval from the Division of Inspection Services prior to occupancy of such structures.

- Change of State of Wisconsin Commercial Building Code Category Use
- Increasing the number of dwelling units in a structure
- New commercial structures - occupied
- New duplexes
- New industrial structures - occupied
- New multi-family homes
- New single family homes
- Additions to any of the previously stated structures
- Other buildings, additions or alterations in which the Division of Inspection Services determines an occupancy inspection is required.

WRECKING/DEMOLITION PERMITS

Before razing any building in the City, a permit must first be obtained. To obtain a razing permit, all utilities must first be disconnected. If the building being demolished has City water or sewer services, the laterals must be capped off at the property line by a licensed plumber and inspected by the City Plumbing Inspector. If the building being razed has a private sewage system and well, each of these systems must also be properly abandoned.

Before commencing demolition work every such person shall first give at least 24 hours notice in writing to the Board of Public Works indicating the time work will start and the location of the demolition.

REFUSE COLLECTION/SOLID WASTE DISPOSAL

The City of Oshkosh provides refuse collection services to properties with the service varying based on the use of the property.

Standards of Service

(A) Residential Areas

- (1) Solid waste, with the exception of recyclable materials, shall be collected once a week from residential dwelling units according to a schedule set by the City.
- (2) Recyclable materials shall be collected from residential dwelling units according to a schedule set by the City.
- (3) The City will pick up plaster and building materials at a frequency not exceeding once per month from residential dwelling units, provided that the total amount does not exceed 32 gallons in capacity and is placed in containers, the gross weight of which does not exceed 50 pounds.

(B) Multiple Dwelling Units

- (1) Solid waste, with the exception of recyclable materials, shall be collected once a week from multiple dwelling units according to a schedule set by the City.
- (2) The City shall collect no recyclable materials from multiple dwelling units.
- (3) Recyclable materials shall be kept separate from other solid waste.

(C) Commercial, Institutional and Industrial Units

- (1) Solid waste, with the exception of recyclable materials, shall be collected from commercial, institutional and industrial establishments once each week according to a schedule set by the City and the amount of collection shall not exceed two (2) cubic yards per week. Any such establishment accumulating or generating more than a total of two (2) cubic yards of solid waste shall not receive a pickup from the City and must arrange for disposal of all its solid waste.
- (2) The City shall collect no recyclable materials from commercial, institutional and industrial establishments.
- (3) Recyclable materials shall be kept separate from other solid waste.

For more information on the City's solid waste disposal requirements please see Chapter 23 of the Municipal Code.

<http://www.ci.oshkosh.wi.us/weblink8/0/doc/575132/Page1.aspx>

WORKING IN THE RIGHT-OF-WAY

There are three types of licenses that allow a contractor to do work in City right-of-way:

1. Obstruction Permit
2. Right-of-way (ROW) Excavators License
3. Sidewalk Layers License

Obstruction Permit

This permit is for parties that plan on placing or storing any temporary object within City right-of-way including the sidewalk, terrace or street. Common examples are dumpsters, scaffolding, barricades or vehicles. This license and permit is not needed to accompany work covered under a sidewalk or ROW excavators license and permit. The City Clerk's Office is responsible for issuing this license and permit exclusively.

Right-of-Way Excavators License

This license permits a contractor to excavate in City right-of-way for purposes of, but not limited to, lateral repair/installation, soil boring, monitoring well placement and private or public utility laying.

Sidewalk Layers License

This license permits the construction of city sidewalk, driveway aprons and curb & gutter.

How do I get a permit?

All licensing is handled by the City Clerk's Office, Room 104 of City Hall (920) 236-5011. Applications and forms can be obtained from the same office.

The following annual license requirements need to be filed with the City Clerks Office:

- a completed license application and the fee
- a \$5,000 surety bond on the city's bond form
- a current Certificate of Insurance with the City of Oshkosh listed as an additional insured

Plan ahead at least a few days in advance! Licenses are valid for the current calendar year *only* and must be renewed yearly. City staff may not be available to immediately process license submittals the same day you wish to apply for a permit and begin work. Insurance certificates on file should also be kept up to date for policies renewing mid-year.

The required \$5,000 surety bond protects the City and property owners against sub-standard work by providing a maintenance guarantee for a period of two (2) years after the expiration of the license.

Permits

DONT FORGET YOUR PERMIT! Sidewalk and excavation permits are issued by the Department of Public Works, Engineering Division, Room 301 of City Hall (920) 236-5065. Permits should be taken out for each work situation and are usually valid for 60 days. Permits will not be issued until a license application has been processed.

A copy of the permit should be available for inspection on site. Failure to have a permit and license when working in City ROW may result in fines and other punitive action.

Proper barricading and signage is also required according to State specifications to safely direct traffic around work sites.

ZONING VARIANCE

WHAT IS A ZONING VARIANCE?

A zoning variance is a modification or variation to a technical requirement of the Zoning Ordinance where it is determined by reason of special and unusual circumstances relating to a specific parcel that strict application of the Zoning Ordinance would cause undue hardship.

The Board of Appeals (BOA) is charged with reviewing variance requests.

WHERE DO I START?

Contact Planning Services to discuss your interest in applying for a variance. The Zoning Administrator will meet with you to discuss your request and what will need to be submitted.

WHAT'S NEXT?

A complete submittal includes a Variance Application (available at the Planning Services office or on-line) with supporting documentation. Complete submittals will be placed on a Board of Appeals meeting agenda commensurate with the filing deadline. Please contact Planning Services or visit the Division's website to determine when your request may be scheduled before the Board of Appeals.

Staff will prepare a report to the Board of Appeals with a recommendation to approve, approve with conditions, or deny the request. Staff will coordinate preparation of the report's recommendation with other City departments to gather information that is useful and relevant to the outcome of an appeal.

The Board of Appeals will consider the request at one of its bimonthly meetings at which the applicant will have the ability to discuss the request. A meeting notice will be sent to the applicant and owner of the property as well as all adjacent and abutting property owners.

WHAT IS THE FINAL ACTION?

The concurring vote of four members of the Board is necessary to decide in favor of the applicant on any matter which the Board is authorized to render a decision. The Board shall render its decision at the hearing or shortly thereafter. Within one week of the hearing, the decision will be followed-up by a letter explaining the decision, with any conditions, or terms of the decision, and specific instructions for building permit issuance.

ZONING VARIANCE REVIEW PROCEDURE

The following steps outline the process for hearing a variance or appeal request.

Step 1: Pre-Application Conference (*petitioner responsibility*)

The purpose of the pre-application conference is to provide an opportunity for the applicant and the staff to discuss the review process schedule and submittal requirements, the scope of the project, and compliance with the Zoning Ordinance. The appeals process begins by first being denied by the Zoning Administrator. You must first meet with the Zoning Administrator at the Planning Office in City Hall (215 Church Avenue, Room 204; 920/236-5062). When meeting with the Zoning Administrator, you will present your plans - if plans are available - and discuss your proposal. If your proposed improvements are not consistent with Zoning Ordinance allowances, the Zoning Administrator will not be able to grant your permit request. You have the right to appeal to the BOA. At that point, the Zoning Administrator will provide you with an application form and any necessary instructions to start an appeal. Staff opinions presented during pre-petition meetings are informational only and do not represent a commitment on behalf of the City regarding the acceptability of the development proposal.

Step 2: Prepare Materials/Application (*petitioner responsibility*)

You prepare your application and supporting plans and materials. Part of your application submittal requires that you provide detailed plans of what you are proposing. When you have prepared all of the necessary plans and materials, return them to the Planning Services Office in City Hall, 215 Church Avenue, Room 204, along with the application filing fee.

Step 3: Submit Materials/Application to Staff for Staff Review (*petitioner responsibility*)

Planning staff will only accept a complete application with required materials. The review staff consists of planning unit staff members and members of other City Departments that may have an influence on the decision of the BOA. Their purpose is to provide the applicant and the BOA with technical information that is used to help narrow the issues of an appeal and identify any possible problems. When the Planning Division staff reviews your application, it may be determined that more information is required before a recommendation can be made. It is very important that, if such a request is made to the petitioner, the petitioner respond promptly. Any delay in responding to requests for information may result in delays for your appeal down the road. When all application materials have been preliminarily reviewed and are deemed sufficient, your application will be scheduled for the next available hearing date.

Step 4: Public Notice and Staff Report Preparation (*City responsibility*)

As soon as staff has determined that you have submitted sufficient information on which the BOA can make a reasonable decision, they will prepare and send a notice to you, your neighboring property owners and/or other interested parties. This notice contains copies of submitted materials and application, and a brief description of the technical aspects of your application describing what sections of the code your proposal is substandard. This notice also includes the time and location for the scheduled BOA hearing. During this time staff shall form a recommendation, and prepare and present a staff report which will contain findings of fact and make a recommendation to the BOA. Approximately one week before the hearing, copies of this staff report will be mailed to the petitioner, BOA members, and interested parties requesting a copy of the staff report.

Step 5: Public Hearing/Decision (*City responsibility*)

As a general rule, all of the BOA hearings are open to the public, and the public is invited to attend any session of the BOA. Cases are generally heard in the order as they appear on the agenda. The chairperson introduces each case by stating the name of the owner/applicant, the address and the type of variance, area exception, or appeal before the BOA. A staff member will present to the BOA details of the case and photographs that will be taken by the staff member during an outside inspection of your property. You will then be invited to present information to support your request. If a quorum (quorum to hold a meeting or conduct a hearing shall consist of three (3) BOA members) is present, a majority vote of members present shall be necessary to correct an error, grant a variance or make an interpretation.

In appropriate cases, the BOA may impose conditions and restrictions upon the premises benefited by a variance as may be necessary to comply with the standards to reduce or minimize the injurious effect of such variance upon other property in the neighborhood, and to better carry out the general intent of the City Zoning Ordinance.

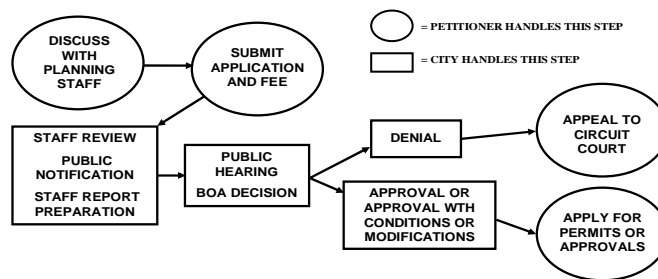
The Board shall render its decision at the hearing or shortly thereafter. Within one week of the hearing, the decision will be followed-up by a letter explaining the decision, any conditions, or terms of the decision, with specific instructions for permit issuance.

If denied by the BOA, you have the right to appeal. Anyone aggrieved by a decision of the BOA has the right to appeal that decision to the Circuit Court within 30 days of the date of the written decision. If you have questions regarding appeals to Circuit Court, please contact a legal professional.

Step 6: Obtain Building Permits (*petitioner responsibility*)

If approved by the BOA, you may proceed to obtain the necessary permits to continue. The BOA will reduce its decision, given verbally at the hearing, to writing within approximately one week of the date of the hearing. A copy will be mailed to you within that time frame. That written decision is then used to obtain the necessary permits to complete the project from the Inspection Services Division. A building permit must be secured and work commenced within six (6) months of the date of BOA approval or the Variance will expire and become void.

VARIANCE REVIEW PROCESS FLOW CHART



APPLICATIONS

- ✓ Conditional Use Permit Application
- ✓ General Plan Commission Application
- ✓ Rezoning Application
- ✓ Subdivision and Certified Survey Map Application
- ✓ Zoning Variance Application

NOTE: The following application forms have been formatted to fit within this document and are for reference only. Please visit the City's website at www.ci.oshkosh.wi.us for current applications and applicable fees.



City of Oshkosh Application
Conditional Use Permit

****PLEASE TYPE OR PRINT USING BLACK INK****

APPLICANT INFORMATION

Petitioner: _____ Date: _____

Petitioner's Address: _____ City: _____ State: _____ Zip: _____

Telephone #: () _____ Fax: () _____ Other Contact # or Email: _____

Status of Petitioner (Please Check): Owner Representative Tenant Prospective Buyer

Petitioner's Signature (required): _____ Date: _____

OWNER INFORMATION

Owner(s): _____ Date: _____

Owner(s) Address: _____ City: _____ State: _____ Zip: _____

Telephone #: () _____ Fax: () _____ Other Contact # or Email: _____

Ownership Status (Please Check): Individual Trust Partnership Corporation

Property Owner Consent: (required)

By signature hereon, I/We acknowledge that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Planning Services Division for incomplete submissions or other administrative reasons.

Property Owner's Signature: _____ Date: _____

SITE INFORMATION

Address/Location of Proposed Project: _____

Proposed Project Type: _____

Current Use of Property: _____ Zoning: _____

Land Uses Surrounding Your Site: North: _____

South: _____

East: _____

West: _____

****Please note that a meeting notice will be mailed to all abutting property owners regarding your request.**

Fee of \$300.00 is due at time of application, payable to the City of Oshkosh. FEE IS NON-REFUNDABLE

For more information please the City's website at www.ci.oshkosh.wi.us/Community_Development/Planning_Services/

Briefly explain how the proposed conditional use will not have a negative effect on the issues below.

1. Health, safety, and general welfare of occupants of surrounding lands.
2. Pedestrian and vehicular circulation and safety.
3. Noise, air, water, or other forms of environmental pollution.
4. The demand for and availability of public services and facilities.
5. Character and future development of the area.

SUBMITTAL REQUIREMENTS – Must accompany the application to be complete.

- **A narrative of the proposed conditional use and project including:**
 - Proposed use of the property
 - Existing use of the property
 - Identification of structures on the property and discussion of their relation to the project
 - Projected number of residents, employees, and/or daily customers
 - Proposed amount of dwelling units, floor area, landscape area, and parking area expressed in square feet and acreage to the nearest one-hundredth of an acre
 - Effects on adjoining properties to include: noise, hours of operation, glare, odor, fumes, vibration, etc.
 - Surrounding land uses
 - Compatibility of the proposed use with adjacent and other properties in the area.
 - Traffic generation
 - Any other information pertinent to adequate understanding of the intended use and its relation to nearby properties

- **A complete site plan including:**
 - Two (2) full size (24" x 36") scaled and dimensioned prints of site plan and building elevations
 - Two (2) 8 ½" x 11 (minimum) to 11" x 17" (maximum) reduction of the building elevations and site plan
 - One compact disc or diskette with digital plans and drawings of the project in AutoCAD 2000 format with fonts and plot style table file (if plans have been prepared digitally)
 - Title block that provides all contact information for the petitioner and/or owner, if different
 - Full name and contact information of petitioner's engineers/surveyors/architects, or other design professionals used in the plan preparation
 - The date of the original plan and latest date of revision to the plan
 - A north arrow and graphic scale. Said scale is not to be smaller than one inch equals sixty feet (1"=60') unless otherwise approved by the Department of Community Development prior to submittal
 - All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled
 - All required building setback and offset lines
 - All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, walls
 - Location of all outdoor storage and refuse disposal areas and the design and materials used for construction
 - Location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided per the requirements of Section 30-36 City of Oshkosh Zoning Ordinance
 - Location and dimension of all loading and service areas on the subject property
 - Location, height, design, illumination power and orientation of all exterior lighting on the property including a photometrics plan
 - Location of all exterior mechanical equipment and utilities and elevations of proposed screening devices where applicable (i.e. visible from a public street or residential use or district). Mechanical equipment includes, but is not limited to; HVAC equipment, electrical transformers and boxes, exhaust flues, plumbing vents, gas regulators, generators.



City of Oshkosh Application
General Application

****PLEASE TYPE OR PRINT USING BLACK INK****

APPLICANT INFORMATION

Petitioner: _____ Date: _____

Petitioner's Address: _____ City: _____ State: _____ Zip: _____

Telephone #: () _____ Fax: () _____ Other Contact # or Email: _____

Status of Petitioner (Please Check): Owner Representative Tenant Prospective Buyer

Petitioner's Signature (required): _____ Date: _____

OWNER INFORMATION

Owner(s): _____ Date: _____

Owner(s) Address: _____ City: _____ State: _____ Zip: _____

Telephone #: () _____ Fax: () _____ Other Contact # or Email: _____

Ownership Status (Please Check): Individual Trust Partnership Corporation

Property Owner Consent: (required)

By signature hereon, I/We acknowledge that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Planning Services Division for incomplete submissions or other administrative reasons.

Property Owner's Signature: _____ Date: _____

TYPE OF REQUEST:

- Access Control Variance
- Easement
- Privilege in Street (identify) _____
- Other (identify) _____

SITE INFORMATION

Address/Location of Proposed Project: _____

Proposed Project Type: _____

Current Use of Property _____ Zoning: _____

Land Uses Surrounding Your Site: North: _____

South: _____

East: _____

West: _____

Application fees are due at time of submittal. Make check payable to City of Oshkosh.

Please refer to the fee schedule for appropriate fee. FEE IS NON-REFUNDABLE

For more information please visit the City's website at www.ci.oshkosh.wi.us/Community_Development/Planning_Services/

SUBMITTAL REQUIREMENTS – Must accompany the application to be complete.

- **A narrative of the proposed request / project including:**
 - Proposed use of the property
 - Existing use of the property
 - Identification of structures on the property and discussion of their relation to the project
 - Projected number of residents, employees, and/or daily customers.
 - Proposed amount of dwelling units, floor area, landscape area, and parking area expressed in square feet and acreage to the nearest one-hundredth of an acre.
 - Effects on adjoining properties to include: noise, hours of operation, glare, odor, fumes, vibration, etc.
 - Surrounding land uses
 - Compatibility of the proposed use with adjacent and other properties in the area.
 - Traffic generation
 - Any other information pertinent to adequate understanding of the intended use and its relation to nearby properties
- **A complete site plan including: (as may be appropriate per your request)**
 - Two (2) full size (24" x 36") scaled and dimensioned prints of site plan and building elevations
 - Two (2) 8 ½" x 11 (minimum) to 11" x 17" (maximum) reduction of the building elevations and site plan
 - One compact disc or diskette with digital plans and drawings of the project in AutoCAD 2000 format with fonts and plot style table file (if plans have been prepared digitally)
 - Title block that provides all contact information for the petitioner and/or owner, if different
 - Full name and contact information of petitioner's engineers/surveyors/architects, or other design professionals used in the plan preparation
 - The date of the original plan and latest date of revision to the plan
 - A north arrow and graphic scale. Said scale is not to be smaller than one inch equals sixty feet (1"=60') unless otherwise approved by the Department of Community Development prior to submittal
 - All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled
 - All required building setback and offset lines
 - All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, walls
 - Location of all outdoor storage and refuse disposal areas and the design and materials used for construction
 - Location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided per the requirements of Section 30-36 City of Oshkosh Zoning Ordinance
 - Location and dimension of all loading and service areas on the subject property
 - Location, height, design, illumination power and orientation of all exterior lighting on the property including a photometrics plan
 - Location of all exterior mechanical equipment and utilities and elevations of proposed screening devices where applicable (i.e. visible from a public street or residential use or district). Mechanical equipment includes, but is not limited to; HVAC equipment, electrical transformers and boxes, exhaust flues, plumbing vents, gas regulators, generators

FEE SCHEDULE

ACCESS CONTROL VARIANCE	\$ 75.00
FLOODPLAIN MAP REVISION	\$300.00
ORDINANCE REVISIONS REQUEST BY CITIZEN	\$200.00
OTHER REQUESTS	\$ 75.00
ORDINANCE REVISIONS	\$200.00
PRIVILEGE IN STREET	\$100.00
STREET VACATION	\$200.00
VARIANCE TO SUBDIVISION REGULATIONS	\$100.00



City of Oshkosh Application
Rezoning

****PLEASE TYPE OR PRINT USING BLACK INK****

APPLICANT INFORMATION

Petitioner: _____ Date: _____

Petitioner's Address: _____ City: _____ State: _____ Zip: _____

Telephone #: () _____ Fax: () _____ Other Contact # or Email: _____

Status of Petitioner (Please Check): Owner Representative Tenant Prospective Buyer

Petitioner's Signature (required): _____ Date: _____

OWNER INFORMATION

Owner(s): _____ Date: _____

Owner(s) Address: _____ City: _____ State: _____ Zip: _____

Telephone #: () _____ Fax: () _____ Other Contact # or Email: _____

Ownership Status (Please Check): Individual Trust Partnership Corporation

Property Owner Consent: (required)

By signature hereon, I/We acknowledge that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Planning Services Division for incomplete submissions or other administrative reasons.

Property Owner's Signature: _____ Date: _____

ZONING AND DEVELOPMENT INFORMATION

Address/Location of Rezoning Request: _____

Tax Parcel Number(s): _____

Rezone property from: _____ to _____

Purpose for Rezoning: _____

Describe existing property development and land use: _____

Describe proposed development and/or proposed land use: _____

Proposed time schedule for development and/or use of the property: _____

Zoning Adjacent to the Site: North: _____

South: _____

East: _____

West: _____

SUBMITTAL REQUIREMENTS – Must accompany the application to be complete.

- Map of the immediate area showing property involved. Area to be rezoned must be outlined in color
- A site plan drawn to readable scale showing present status of property and proposed development
- Street address, adjacent streets, intersections and any other information or landmarks to help identify the property
- Location of existing uses, structures, fences and signs and location of proposed uses, structures, fences and signs
- A narrative statement explaining the zone change and discussion of the project

Fee of \$300.00 is due at time of application, payable to the City of Oshkosh. FEE IS NON-REFUNDABLE

SUMMARY OF PROCESS

The City of Oshkosh Plan Commission and Common Council act on all zone changes. The petitioner or owner should be present at both the Plan Commission and Common Council meetings to discuss and answer questions regarding the request.

Neighborhood opinion is an important factor in the decision-making process. For complex or controversial proposals, it is recommended that the petitioner conduct a neighborhood meeting to solicit public input prior to action by the Plan Commission and City Council. Planning Services staff is available to offer assistance in compiling a mailing list for the neighborhood meeting. Please note that a meeting notice will be mailed to all abutting property owners regarding your request.

The application package is reviewed by Planning Services staff to determine conformance with adopted city plans, zoning requirements and development standards. A staff recommendation is prepared for consideration by the Plan Commission and Common Council. The petitioner will be provided with a copy of the staff report and meeting notice several days prior to the Plan Commission meeting. No notice is sent to the petitioner or owner regarding the Common Council's consideration of the request. Petitioners and owners are encouraged to contact Planning Services staff to find out when the request will be sent to the Common Council for review.

The Plan Commission's decision is advisory only. The Common Council will make the final decision regarding all zone change requests. The Plan Commission may lay over requests to subsequent meetings if incomplete information is provided or additional questions or concerns are raised at the meeting.

After the Plan Commission makes its recommendation, the request will be forwarded to the Common Council for consideration. This generally occurs three weeks after the Plan Commission meeting depending on the date the Council meeting is scheduled (the Council meets on the 2nd and 4th Tuesday of every month) and on the availability of a legal description for the zone change. Wisconsin State Statutes require a zone change to be published as Class II notice in the local newspaper, the City takes care of this publication requirement prior to the Council meeting.

If Council approves the rezoning, the Ordinance is published in the newspaper on the following Saturday and will be effective on Sunday. City administrative offices are notified of the effective date of the Ordinance and will make changes to the official zoning map accordingly.

For more information please visit the City's website at www.ci.oshkosh.wi.us/Community_Development/Planning_Services/



City of Oshkosh Application
Subdivision & Certified Survey Map

****PLEASE TYPE OR PRINT USING BLACK INK****

APPLICANT INFORMATION

Petitioner: _____ Date: _____

Petitioner's Address: _____ City: _____ State: _____ Zip: _____

Telephone #: () _____ Fax: () _____ Other Contact # or Email: _____

Status of Petitioner (Please Check): Owner Representative Tenant Prospective Buyer

Petitioner's Signature (required): _____ Date: _____

OWNER INFORMATION

Owner(s): _____ Date: _____

Owner(s) Address: _____ City: _____ State: _____ Zip: _____

Telephone #: () _____ Fax: () _____ Other Contact # or Email: _____

Ownership Status (Please Check): Individual Trust Partnership Corporation

Property Owner Consent: (required)

By signature hereon, I/We acknowledge that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Planning Services Division for incomplete submissions or other administrative reasons.

Property Owner's Signature: _____ Date: _____

SUBDIVISION INFORMATION

(Please Check): Residential Commercial/Industrial Other

Approvals Requested (Please Check): Preliminary Subdivision Plat* Final Subdivision Plat Certified Survey Map

*If preliminary plat, is the entire area owned or controlled by subdivider included? Yes ___ No ___

Location of Proposed Project: _____

Zoning Classification: _____

Reason for Division: _____

Proposed Number of Lots: _____ Proposed Lot Sizes: Min. _____ Max. _____ Average _____

Acres in Parcel(s): _____

Proposed Project Type (include use of buildings and property): _____

Current Use of Property (include existing structures): _____

Significant Natural Amenities (slope, vegetation, large tree stands, etc.): _____

Floodplains, navigable streams, wetlands, and Other Development Restrictions: _____

Variances- List and explain any requested variances from the Subdivision Regulations: _____

****Please note that a meeting notice will be mailed to all abutting property owners regarding your request.**

SUBMITTAL REQUIREMENTS – Must accompany the application to be complete.

➤ **Basic Materials**

- Completed Application
- Legal Description of Site
- Twenty-Six (26) full size paper prints of the preliminary or final plat prepared in accordance with City Subdivision Regulations
- One copy of the subdivision plat reduced to 8 ½” x 11”
- One copy of the Certified Survey Map
- Digital Copy of Preliminary Plat, Final Plat, or CSM in Autocad 2000 format (plans may be e-mailed to the Planning Office)

➤ **Plat Data**

- Title
- Legal description and general location of property
- Date, scale and north arrow
- Names and addresses of the owner, subdivider, and land surveyor preparing the plat
- Entire area contiguous to the proposed plat owned or controlled by the subdivider shall be included on the preliminary plat
- Exterior boundaries
- Contours
- Water elevations
- Location, rights-of-way widths and names
- Location and names of any adjacent subdivisions
- Type, width and elevation of existing street pavements within the plat or adjacent thereto
- Location, size, and invert elevation of existing infrastructure items such as sewers, manholes, power poles, etc.
- Locations of all existing property boundary lines
- Dimensions of all lots with proposed lot and block numbers
- Location and dimensions of any sites to be reserved or dedicated for parks, trails, playgrounds, drainage ways, or other public use, or which are to be used for group housing, shopping centers, church sites, or other non-public uses not requiring lotting
- Approximate radii of all curves
- Corporate limit lines
- Any proposed lake and/or stream access
- Any proposed lake and stream including the notice of application for Dept. of Natural Resources’ approval, when applicable
- Location of environmentally sensitive areas (wetlands, floodplains, navigable streams, etc.)

For further information see Section 30-72 of City of Oshkosh Subdivision Regulations for Submittal Requirements

FEE SCHEDULE

Land Division - \$75.00
Land Division/Administrative Review Only - \$25.00
Preliminary Plat - \$50.00 plus \$1.00 per lot
Final Plat - \$100.00 plus \$25.00 per lot

For more information please visit the City's website at www.ci.oshkosh.wi.us/Community_Development/Planning.htm

ZONING VARIANCE APPLICATION

GUIDELINES USED BY THE BOARD OF APPEALS TO DETERMINE WHETHER A VARIANCE SHOULD BE GRANTED

Although the statutes contain a number of qualifying phrases, the main statutory test of whether a variance may be properly granted is whether an “unnecessary hardship exists”.

The leading Wisconsin case on variances is *SNYDER v WAUKESHA COUNTY* (1976), 74 Wis. (2nd) 468, 247 NW (2nd) 468. In this case, the court set forth the following guidelines for granting variances:

- 1) An unnecessary hardship means that the property cannot yield a reasonable return when used for the permitted purposes or where no feasible use can be made of the land without a variance.
- 2) The changes in the character of the neighborhood that would be caused by the variance are important.
- 3) The hardship must be unique to the property in question and may not apply equally to similar lots.
- 4) The hardship must be unique to the lot, not personal to the owner of the lot.
- 5) A variance cannot be granted in the case of a self-created hardship.

IN ADDITION, the courts have made it clear that a variance CANNOT be granted in the following situations:

- 1) Where there is a self-created hardship, that is, where the application is due to a problem created by the owner/applicant.
- 2) Where there is a personal hardship, and the variance would continue to affect the character of the neighborhood after title to the property has passed.
- 3) Where there is an economic hardship, a purely financial hardship, for example, restriction of the property to a less profitable use.

IMPORTANT INFORMATION FOR APPLICANTS

The City of Oshkosh Board of Appeals meets on the 2nd and 4th Wednesday of each month at 3:30 P.M. in Room 404 of City Hall, 215 Church Avenue, Oshkosh, Wisconsin. Application deadline is approximately 20 days prior to a meeting at 12:00 NOON. Please confirm the deadline with staff.

The following must be submitted in order for your application to be accepted:

Complete the attached application form. Both the owner and applicant must sign the application form. Answer all questions on the application form.

A site plan drawn to scale showing all structures, lot lines, streets and distances from the structures to the lot lines and street.

Any other supporting documentation you feel is necessary or as may be required by staff.

It is recommended for the applicants and/or a representative for the applicant to attend the meeting to answer questions of the Board and present their variance request. If the applicant and/or representative fail to appear, the Board may choose to act on the item, or to postpone action until the next meeting. **A meeting notice and staff report will be sent to the applicant and/or owner prior to the scheduled meeting.**

If for any reason the owner/applicant withdraws the application, it must be done so in writing. If the owner/applicant wishes to reapply they must file a new application form, site plan, supporting documentation, and filing fee. Filing fees are non-refundable.

If you have any questions about the variance application form, or the process of obtaining a variance, please contact the Planning Services Division at (920) 236-5059.

YOUR APPLICATION IS DUE BY: _____ **AT 12:00 NOON**

YOUR VARIANCE HEARING DATE: _____ **AT 3:30 P.M.**

Please Type or Print in BLACK INK

Return to: Department of
Community Development
215 Church Ave.
P.O. Box 1130
Oshkosh, WI 54903-1130



CITY OF OSHKOSH APPLICATION FOR VARIANCE

Please write legibly with black ink and also submit a complete **reproducible site plan** (maximum size 11" x 17"). (A complete site plan includes, but is not limited to, all structures, lot lines and streets with distances to each.) There is a \$125.00 fee for each variance application. The fee is payable to the City of Oshkosh and due at the time the application is submitted.

Address of Parcel Address: _____

Petitioner: _____ **Home Phone:** _____

Petitioner's Address: _____ **Work Phone:** _____

Signature Required: _____ **Date:** _____

Owner (if not petitioner): _____ **Home Phone:** _____

Owner's Address: _____ **Work Phone:** _____

Signature Required: _____ **Date:** _____

In order to be granted a variance, each applicant must be able to prove that an unnecessary hardship would be created if the variance is not granted. The burden of proving an unnecessary hardship rests upon the applicant. The attached sheet provides information on what constitutes a hardship. (Attach additional sheets, if necessary, to provide the information requested. Additional information may be requested as needed.)

1. Explain your proposed plans and why you are requesting a variance: _____

2. Describe how the variance would not have an adverse effect on surrounding properties: _____

3. Describe the special conditions that apply to your lot or structure that do not apply to surrounding lots or Structures: _____

4. Describe the hardship that would result if your variance were not granted: _____

FOR OFFICE USE ONLY - ADJACENT PROPERTY OWNERS WITH MAILING ADDRESSES

1) _____	5) _____
_____	_____
2) _____	6) _____
_____	_____
3) _____	7) _____
_____	_____
4) _____	8) _____
_____	_____

Help Us Improve This Handbook

The Department of Community Development, Planning Services Division is always interested in improving the quality of materials offered to the public, such as this handbook. As such, if there is a way to improve the information presented or to include additional information that may prove helpful, please let us know.

By Phone: 920.236.5059

By Fax: 920.236.5053

Via E-mail: dburich@ci.oshkosh.wi.us

