

# Site & Operation Plan Procedures & Submittal Requirements

*Village of Raymond, WI*

- At time of Plan Commission application submittal the applicant shall submit the following materials for a site and operation plan approval:
  - Fourteen (14) sets of plans (drawn to scale) including all applicable items below:
    - A Cover Letter/Narrative including
      - Detailing request and all operations pertaining to the proposed use
      - Operational information on the business (if applicable) such as hours and work outside/inside of a facility
      - Description of any outside storage of materials or vehicles
      - Number of employees
      - How the proposed site layout/structures relate to the business needs
    - A Detailed Development Site Plan including:
      - A site plan drawn to scale, or part of a survey, of the boundaries of the subject property included in the proposed development and its relationship to surrounding properties.
      - The location of public and private roads, driveways, and parking facilities.
      - The size, arrangement, and location of any individual building sites and proposed building groups on each individual site.
      - The location of institutional, recreational, and open space areas and areas reserved or dedicated for public uses, including schools, parks and drainageways.
      - The type, size, and location of all structures.
      - The existing and proposed location of public sanitary sewer and water supply facilities.
      - The existing and proposed location of all private utilities or other easements.
      - The characteristics of soils related to contemplated specific uses.
      - Any environmental features on the property (floodplains, wetlands)
      - Existing topography on the site with contours at no greater than two-foot intervals.
      - Anticipated uses of adjoining lands in regard to roads, surface water drainage, and compatibility with existing adjacent land uses.
    - Grading Plan and detailed stormwater drainage plans (if applicable)
    - Architectural Plans (Floor plan, elevations, materials) illustrating the design and character of the proposed structures
    - Landscape Plan
    - Lighting Plan
- The Zoning Administrator shall review the information submitted above from an applicant. Upon verification of a full submittal the Zoning Administrator shall schedule the item for the next available Plan Commission and Village Board.
- The night of the meeting the Plan Commission will review the plan first and offer their recommendation to the Village Board.
- The Village Board will review and approve or deny an operation plan following the Plan Commission meeting. Various conditions may be added to a site and operation plan approval.
- Upon approval, and any conditions, by the Village Board the Zoning Administrator may authorize a zoning permit to proceed with the activity the plan is sought for.

NOTES:

- Applicants are highly encouraged to first share their plans conceptually with the Zoning Administrator to ensure all necessary submittal items are complete.
- CUPs require posting the activity in the Racine Journal Times two (2) times with the last post being seven (7) days prior to the public hearing. Thus, strict submittal deadlines are enforced for CUP petitions.
- All CUP petitions must be deemed complete by the Zoning Administrator before a public hearing date is scheduled.
- A CUP is required for:
  - Any use listed as a conditional use in the zoning district being applied under.
  - Any development within five hundred (500) feet of an existing or mapped right-of-way of a freeway or expressway and within one thousand five hundred (1,500) feet of their existing or mapped centerline of interchange with any other road shall be deemed to be a conditional use. Any development within fifty (50) feet of any existing or mapped state trunk highway or county trunk highway and within one hundred fifty (150) feet of an existing or mapped centerline of intersection with any other road shall be deemed to be a conditional use.
  - Site and Operation Plans within the first square mile west of the Village eastern boundary line may need to go to Village of Caledonia for approval as part of the Cooperative Plan. Site and Operation Plans in this area have to follow a set of design guidelines per the Cooperative Agreement.