

RACINE COUNTY
Economic Development & Land Use Planning Committee
Site Plan Review
Application Requirements

Racine County Development Services, 14200 Washington Avenue, Sturtevant, WI 53177

PHONE: 262-886-8440, FAX: 262-886-8480

HOURS: 8:00 a.m. to 12:00 p.m. & 12:30 p.m. to 4:30 p.m., Monday through Friday

- All parcels with Private Onsite Wastewater Treatment Systems and non-plumbing sanitation systems (unsewered areas) must contact Racine County Development Services (262-886-8440) for sanitation review and approval as zoning permits will not be issued before sites comply with local, County, & State sanitation regulations. *This process can be lengthy, so we recommend that you immediately contact Development Services.*
- Remember to contact the local town(s) as they must also review and render a decision on site plan reviews.
- ***The owner, agent, or attorney must be present*** at the Committee meeting to provide information on the petition. However, a site plan review is not a public hearing, and the Committee does not normally take input from the audience unless the Committee has a question on an agenda item.
- Racine County Economic Development & Land Use Planning Committee meetings are generally held the 3rd Monday of each month. Committee meetings are generally held following the public hearing. These meetings generally begin at 5:00 p.m., and they are held in the Ives Grove Office Complex Auditorium, 14200 Washington Avenue, just west of the Sheriff's patrol station on Highway 20. Parking is available in the visitors' parking lot on the north side of the building.
- Site plans must be based on a survey, and they must be neatly drawn to scale using a professionally recognized method of drafting. Please include the date of the plan and any subsequent revision dates.
- Racine County reserves the right to determine if the proposed project should be handled by public hearing or site plan review. Racine County also reserves the right to reject site plan review petitions that are incomplete or inadequate or are inconsistent with the provisions of Chapter 20, Zoning, Racine County Code of Ordinances.
- The completed petition and applications, accompanied by the required fees and information, must be submitted to Racine County by the filing deadline in order to petition the Economic Development & Land Use Planning Committee for their review and action. The following list identifies the minimal required information that must be submitted to have an application processed. Additional documents might be required if the Department, the Committee, and/or the town(s) feel that further information is necessary to adequately evaluate the proposed use.

REQUIRED INFORMATION (Please note that incomplete applications may be rejected.)

1. Racine County **Zoning Permit & Conditional Use Applications (one set)** —These applications must be fully completed and signed by the applicant or the applicant's agent. Racine County will provide the originals or the forms may be obtained at <http://www.racineco.com>.
2. **Abutting property owners' names & addresses (one set)** — be sure to incorporate those property owners across the street, highway, and/or Interstate and include mailing address, city, state, & zip code information. NOTE: The most current information can be obtained from the town assessor's office.
3. **Report or cover letter (12 sets)** outlining the following information:
 - A. existing & proposed land use
 - B. existing & proposed structure(s) type & color
 - C. number of employees (part-time & full-time)
 - D. days/hours of operation
 - E. construction start & completion time schedule
 - F. sewerred or unsewerred development
4. **Site plan or plat of survey (two full-size sets & 12 reduced/no larger than 11' x 17")** drawn to scale & preferably based on a plat of survey prepared by a Wisconsin registered land surveyor illustrating the following information:
 - A. identify parcel lines with dimensions
 - B. locate all existing & proposed buildings/additions within subject property with setbacks from the property lines
 - C. locate driveway & parking stall areas, including dimensions; denote surface treatments
 - D. exterior lighting plan, including lighting types & locations & pole heights as well as bases & types
 - E. locate & size existing & proposed sign(s)
 - F. identify existing & proposed elevations (tied into mean sea level datum)
5. **Landscaping plan where applicable (three sets)** prepared by a certified landscape architect or professional horticulturist illustrating the following details:
 - A. location & spacing of existing & proposed plant materials
 - B. material types identified by botanical & common names
 - C. material sizes, in diameter & height, at installation & at maturity
 - D. specific berm information (location, height, & footprint)
 - E. proposed ground surface treatments (paving, turf, gravel, & grading)
 - F. quantity of each planting & artificial materials to be used
 - G. methods of protecting landscaped areas
 - H. irrigation plan, if appropriate, or water outlets
6. **Letter of agent status (one set)** — If the applicant does not own the property at the time of filing, a written, signed, & dated letter from the property owner acknowledging said petition & authorizing a specified agent to speak on the owner's behalf must be submitted. Include both the property owner's and the agent's complete mailing addresses.
7. **Site plan review filing fee** as established by the adopted fee schedule, payable to Racine County Planning Development Services, are due at the time of filing. All fees are non-refundable.