



## CITY OF TWO RIVERS

### SITE PLAN REVIEW PROCESS INFORMATION

Please review this information as appropriate. To submit a plan for review the following information must be received by the Inspections Department on the date specified on the attached schedule.

- Sixteen copies (11" x 17") of the site plan, architectural plan including all elevations, landscaping plan, lighting plan with illumination levels and signage as described in the attached Site and Architectural Plan Approval Requirements.
- Two copies (24" x 36") of the site plan, architectural plan including elevations, landscaping plan and lighting plan.
- One set of photos of existing building (optional).
- The completed Land Development Application with narrative included. Any application not completed properly will be returned to the developer and postponed for review.
- Application fee.

Any information received after the Monday (14 calendar days) prior to the Plan Commission meeting will be referred to the following month. ***There will be no exceptions.***

The following areas are of special concern in the review process.

- Complete landscaping plans to scale must be shown on a clear and precise set of plans that indicate location, species and percentage of green space area remaining after the development is complete.
- Provisions must be made on site for storm water run-off or curb and gutter around the perimeter of parking areas will be required.
- The City requires dumpster enclosures to be aesthetically pleasing and compatible with surrounding properties.
- Site plan, architectural plan including elevations, landscaping plan and lighting plan must be approved prior to any construction permits being issued.

If you have any questions, please contact the Inspections Department at 920-793-5566.



## CITY OF TWO RIVERS 2025 PLAN COMMISSION MEETINGS AND SUBMISSION DEADLINES

The Plan Commission meets on the second Monday of each month at 5:30 PM

To ensure that matters which come before the City of Two Rivers Plan Commission can be given full consideration all applications, plans and other documents shall be submitted to the Inspection Department in accordance with the following deadlines:

Submittal Deadline	Plan Commission Meeting Date
December 30, 2024	January 13, 2025
January 27, 2025	February 10, 2025
February 24, 2025	March 10, 2025
March 31, 2025	April 14, 2025
April 28, 2025	May 12, 2025
May 26, 2025	June 9, 2025
June 30, 2025	July 14, 2025
July 28, 2025	August 11, 2025
August 25, 2025	September 8, 2025
September 29, 2025	October 13, 2025
October 27, 2025	November 10, 2025
November 24, 2025	December 8, 2025

Inspections Department, City Hall, 1717 East Park Street, Two Rivers, WI 54241  
Business Hours: Monday - Thursday, 7:30AM to 5:00PM. Friday, 7:30 to 11:30  
Greg Buckley, City Manager ([gbuckley@two-rivers.org](mailto:gbuckley@two-rivers.org)) Phone: 920-793-5532  
Adam Taylor, Zoning Administrator ([ataylor@two-rivers.org](mailto:ataylor@two-rivers.org)) Phone: 920-793-5566



**TWO  
RIVERS**  
WISCONSIN

**LAND DEVELOPMENT APPLICATION**

APPLICANT \_\_\_\_\_ TELEPHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zip)

PROPERTY OWNER \_\_\_\_\_ TELEPHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zip)

REQUEST FOR:

- |  |                                 |
|--|---------------------------------|
| _____ Comprehensive Plan Amendment     | _____ Conditional Use           |
| _____ Site/Architectural Plan Approval | _____ Annexation Request        |
| _____ Subdivision Plat or CSM Review   | _____ Variance/Board of Appeals |
| _____ Zoning District Change           | _____ Other                     |

STATUS OF APPLICANT: \_\_\_\_\_ Owner \_\_\_\_\_ Agent \_\_\_\_\_ Buyer \_\_\_\_\_ Other

PROJECT LOCATION \_\_\_\_\_ TYPE OF STRUCTURE \_\_\_\_\_

PRESENT ZONING \_\_\_\_\_ REQUESTED ZONING \_\_\_\_\_

PROPOSED LAND USE \_\_\_\_\_

PARCEL # \_\_\_\_\_ ACREAGE \_\_\_\_\_

LEGAL DESCRIPTION \_\_\_\_\_

***NOTE: Attach a one-page written description of your proposal or request.***

The undersigned certifies that he/she has familiarized himself/herself with the state and local codes and procedures pertaining to this application. The undersigned further hereby certifies that the information contained in this application is true and correct.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Property Owner)

Fee Required

- \$ 350 Comprehensive Plan Amendment
- \$ t/b/d Site/Architectural Plan Approval (Listed in Sec 1-2-1)
- \$ t/b/d CSM Review (\$10 lot/\$30 min)
- Subdivision Plat (fee to be determined)
- \$ 350 Zoning District Change
- \$ 350 Conditional Use
- \$ t/b/d Annexation Request (State Processing Fees Apply)
- \$ 350 Variance/Board of Appeals
- \$ t/b/d Other

Schedule

- Application Submittal Date \_\_\_\_\_
- Date Fee(s) Paid \_\_\_\_\_
- Plan(s) Submittal Date \_\_\_\_\_
- Plan Comm Appearance \_\_\_\_\_

\$ \_\_\_\_\_ TOTAL FEE PAID APPLICATION, PLANS & FEE RECEIVED BY \_\_\_\_\_



## **SITE AND ARCHITECTURAL PLAN APPROVAL REQUIREMENTS.**

- (1) **Purpose and Intent.** For the purposes of promoting compatible development and ensuring adequate public facilities, no person shall obtain a building permit or commence a use of land without first obtaining site and architectural plan approval. No Site and Architectural Plan approval under this section is required for single and 2-family residences, or for any building remodeling or addition that does not substantially change the character or use; or does not add floor area to an existing building. However, a Planned Unit Development or Planned Development District containing single and 2-family residences shall be subject to these requirements.
- (2) **Preliminary Consultation.** Prior to the preparation and official submittal of the site and architectural plans and supporting data, the applicant shall meet with City staff for a preliminary consultation. The purpose of this preliminary consultation is to have an informal discussion of the proposed project, a review of the regulations and policies applicable to the project, and a discussion of the land use and public utility implications of the project.
- (3) **Required Site Plan Information.** The site plan shall be drawn to a suitable scale acceptable to the Building Inspector and shall show the following:
  - (a) The name, address and telephone number of the owner, developer and designer.
  - (b) A vicinity sketch showing the approximate location of the site in relation to the surrounding street system.
  - (c) The dimensions of the land area and lot lines included in the project and the area of the site or lot(s) included in the project. The property boundaries and dimensions shall be based on a Certified Survey Map or Plat of Survey prepared by a Registered Land Surveyor.
  - (d) A site grading plan showing existing and proposed grades at the lot corners, at the building location, and at any major changes in grade. Drainage facility and structures shall also be shown, and drainage flow arrows or direction of flow shall be shown. The 100-year floodplain and floodway shall be shown if present. An erosion control plan shall be provided separately, as may be required by the Building Inspector.
  - (e) The shape, size, location, height, floor area and the finished ground and basement floor grades of all proposed buildings and structures.



- (f) Natural features such as wooded areas, streams, existing wetlands, shoreland areas, and manmade features such as existing roads and structures, with indication as to which are to be retained and which are to be removed or altered.
- (g) Adjacent properties and their uses and zoning.
- (h) The location and width of proposed sidewalks, paths, streets, driveways, parking spaces and loading spaces showing direction of travel for one-way drives.
- (i) Calculations used to determine the total number of parking spaces shall be shown on the site plan.
- (j) The size and location of all existing and proposed utilities.
- (k) The anticipated resident population contained within the project or the number of employees anticipated.
- (l) Architectural renderings and schematic floor plans shall be provided for all new buildings. These drawings and plans should show sufficient detail to indicate the architectural design and exterior finish materials and colors of the proposed buildings or structures, but all design details are not required for approval under this section.
- (m) Locations for ground or pole signs, including traffic directional signs.
- (n) A lighting plan showing the locations, height, style, wattage, lumens and lighting pattern for all exterior site lights. Exterior lighting shall meet the following criteria:
  - (1) Exterior lighting shall be located, oriented, and shielded and of an intensity so as to illuminate only the building or lot without adversely affecting activity on adjacent buildings, lots, or traffic on streets and highways.
  - (2) The emission of exterior light shall be directed away from nearby residential areas.
  - (3) Exterior lights shall not flash, pulsate, nor impair or hinder vision on public streets rights-of-way or adjacent properties.
- (o) Landscaping features, including existing trees and landscaping to be retained, and the location, size and species of proposed landscaping. All off-street parking areas which are built or redesigned and rebuilt subsequent to the adoption of this amendment shall be provided with

accessory landscape areas as described in these specific requirements:

- (1) **Perimeter and interior lot line landscaping.** A perimeter landscape area at least five feet in width shall be installed along the street frontage and along all interior lot lines. Perimeter edges should be landscaped with a combination of plant material and/or earth berming if practical. Perimeter landscaping may be omitted along side lot lines which have shared driveways with adjacent lots. The omitted area is limited to that portion from the street to the required minimum building setback line or as necessary to accommodate access cuts.
  - (2) **Additional interior landscaping.** The interior of parking lots shall be provided with landscape areas consisting of at least 4% of the total surface parking area, plus one tree for each 10 spaces shall be installed. Existing trees may be used to comply with the requirement.
  - (3) **Location.** Interior landscape plantings may be located in protected areas such as along walkways, in center islands, in end islands, or between parking stalls. Perimeter edge screening and berming should be limited in height to allow a line of sight to the building and not obstruct sight distance at entry drives.
  - (4) **Landscape Materials.** Landscape materials may include shrubs, handy flowering trees and/or decorative evergreen and deciduous trees. New trees shall have a minimum caliper of two inches to 2 1/2" inches for canopy trees. The area around trees and planting beds shall be planted with shrubs or ground cover and covered with mulch, bark or appropriate landscape stones.
- (p) **Provisions for landscape buffer yards around parking areas in the Central Business District.**
- (1) **Purpose.** The purpose of this section is to allow adjustment to the 5-foot perimeter landscape buffer required around parking areas in the Central Business District. The 5-foot wide buffer yard required in Section 11-1-11C(15) may create a practical difficulty when applied to small parcels which may be constrained to accommodate a 5 foot buffer yard along all edges of the parcel. Reducing the buffer yard width may allow full development of such parcels. To achieve this purpose, the Plan Commission may adjust buffer yard requirements as described in this section.
  - (2) **Area Defined.** The Central Business District is defined as the area between Jefferson and Adams Streets extending from 22nd Street

south to the West Twin River, including parcels fronting along both sides of Jefferson, Adams and 22nd Streets.

- (3) **Adjustments.** In the Central Business District, peripheral buffer yard requirements around parking areas may be adjusted by the Plan Commission on a site-specific basis. The petitioner for such an adjustment shall show to the satisfaction of the Plan Commission that the adjusted buffer yard(s) will protect adjacent properties and uses from nuisances attributable to the parking areas. Such adjustments may include:
  - (a) Reducing the minimum 5-foot width to not less than 3 feet.
  - (b) Installing fencing in lieu of plantings.
  - (c) Installing guardrails in conjunction with plantings.
  - (d) Installing curbing in conjunction with plantings.
  - (e) Combinations of the above.
- (4) **Elimination.** In the Central Business District, peripheral buffer yard requirements around parking areas may be completely eliminated by the Plan Commission on a site-specific basis where the petitioner can show to the satisfaction of the Plan Commission that a practical difficulty would result from their construction and maintenance. Elimination of buffer yards may be permitted only adjacent to a business zoning district or a business use, or adjacent to a street or alley right-of-way. Where a parking area is located adjacent to a residential zoning district or residential use, the buffer yards shall not be eliminated, and shall be treated as described in Section 10-1-14(k)(6).
- (4) **Official Submittals Required.** Ten copies of the site and architectural plans, accompanied by a dated letter of submittal requesting action, shall be submitted to the Building Inspector no later than two weeks prior to the Plan Commission meeting when action on the site plan is requested.
- (5) **Review and Approval Procedure.** Upon receipt of the site and architectural plans, the City staff shall review them to determine whether they are in proper form, contain all of the required information, show compliance with this and other ordinances and plans of the City, and demonstrate the adequacy of utility services. After staff review, the plans shall be forwarded to the Plan Commission for action. The Plan Commission shall approve, conditionally approve or deny approval. Denial of approval shall be limited to any defect in form or required information, or any violation of any provision of this or any other ordinance, or the inadequacy of any utility.
- (6) **Site Plan Revisions.** Any major revision to the site plan after initial approval must be approved by the Plan Commission prior to the issuance of a Building Permit.

Minor revisions may be approved by City staff.

- (7) **Record Copies.** After approval of the site and architectural plans by the Plan Commission, and prior to issuance of any Building Permit related thereto, the owner(s) shall provide five record copies of the approved plans, including any required revisions, to the Building Inspector.
- (8) **Lapse of Site Plan Approval.** In the event the project for which the site plan approval was granted is not completed within two years of such approval, the site plan approval shall lapse and there shall be no further development or construction. Upon application, the Plan Commission may reconsider approval of the site plan as originally granted or require changes as deemed appropriate.
- (9) **Approval of Minor Accessory Buildings and Structures.** Minor accessory buildings and structure being constructed as an addition to an existing development may be permitted without approval by the Plan Commission after review and approval by City Staff. Such approval for minor accessory buildings and structures may include uses such as, but not limited to, storage facilities or utility sheds not exceeding 500 square feet in area, patios, decks, trash enclosures, flag poles and mechanical or electrical equipment. Staff may refer the review and approval to the Plan Commission in location where unusual or exceptional circumstances apply.
- (10) **Site and Architectural Plan Review Fee Schedule.** The following fees shall be paid for Site and Architectural Plan review as provided in this ordinance:
  - (a) New construction/additions

Building area under 10,000 sq. ft.	\$200.00
Building area 10,000 sq. ft. to 50,000 sq. ft.	\$300.00
Building area greater than 50,000 sq. ft.	\$400.00
  - (b) Minor modifications and additions to previously submitted Site and Architectural Plans, including changes or additional submittals pertaining to paving, landscaping, lighting, etc., not affecting the building envelope \$100.00
  - (c) Minor accessory buildings and structures \$100.00

There shall be no Site and Architectural Plan review fee for the construction of new parking lots; parking lot permit fees are described in Section 10-1-13.

Created: 07/06/1998

Revised: 01/06/2003, 10/06/2003, 10/20/2003, 12/06/2004, 12/19/2005, 04/02/2012, 12/16/2020