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Village of Sister Bay

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To: Project Developers
From: Robert L. Kufirin, Village Administrator
Subject: Task and Issue List for Projects in the Village
Date: Tuesday, August 24, 2010

The following list of tasks and issues that may be related to your construction or development project. Other issues and requirement may be determined to apply as the project proceeds. This list below is not intended to be all inclusive. Please schedule a meeting with me to review your particular project details at your earliest convenience.

1. **Project Zoning: §.0303 - .0331**
 - a. All land in the Village is zoned and zoning permits are required for most construction. If a project requires rezoning that process will take several months before the request is addressed.
 - b. Some projects require conditional use permits as specified in §.1007.
2. **Building Permits: §.0303 - .0331**
 - a. All construction projects require building permits. Depending upon the type of use State plan approval may be required. Depending upon the type of use sprinklers may be required. The Village uses an outside contractor for all building permit approval, which can be reached at 920-421-1926. Fire sprinklers are approved by the Sister Bay Liberty Grove Fire Department and can be reached at 854-4021.
3. **Overlay Districts §.0340 - .0350** The Village has a variety of overlay districts that may impact the proposed project.
 - a. If wetlands are suspected on the property a delineation report will need to be prepared. If wetlands are found a variety of further steps will been to be completed. §.0340.
 - b. If the project is adjacent to Highway 42 or 57 a highway landscaping setback is required in addition to regular landscaping. §.0342
 - c. Certain areas along the edge of the bay from Pebble Beach Road east to Mill Road have been identified as possibly having a bluff. If bluffs are suspected on the property a delineation report will need to be prepared. If bluffs are found a variety of further steps will been to be completed. §.0344.
 - d. Large portions of the Village serve as recharge areas for the Village's drinking water wells. The Village has established regulations to protect its drinking water supply. Certain uses are restricted or prohibited within those areas. The wellhead protection overlay district has specific requirements that may apply. §.0345
 - e. If your project involves a restaurant, then the Village's Restaurant Overlay district applies with a series of requirements. §.0350
4. **Site survey §.1004** All projects require information on the parcel as it exists.
 - a. Property boundaries including distances to adjacent buildings.
 - b. All easements and rights of way.
 - c. All physical features within 25 feet of the parcel boundary.
 - d. Location of sewer and water main easements on the property if any

- e. All new buildings and paved surfaces.
 - f. Open space calculation.
5. **Building plans and elevations §.1050** Depending upon the type of use all construction requires certain building plans and drawings. All commercial buildings require compliance with the Villages Architectural Code.
- a. Floor plans including dimensions
 - b. Building elevations including dimensions
 - c. Exterior building materials and colors
 - d. Service, mechanical equipment and utility locations and screening
 - e. Interior seating and employee counts
6. **Grading Plan §.1004** All projects requires require information on the grading done as part of the construction.
- a. Topography of the site with contour lines at 1 foot.
 - b. Preconstruction grade elevations
 - c. Grading plan §.1017
 - d. Finished grade
7. **Landscaping plan** All commercial and multifamily projects require a landscaping plan.
- a. Tree cutting §.1016(b) if applicable
 - b. Front and side yard landscaping including species and caliber §.1010
 - c. Tree plantings in right of way
8. **Lighting plan §.0809** All commercial and multifamily projects require a lighting plan.
- a. Exterior building lighting
 - b. Parking lot and ground lighting
9. **Storm water management plan** All commercial and multifamily projects require a stormwater plan.
- a. Drainage plan §.1003.1
 - b. If wetlands are filled §.1009(a)(23)
10. **Parking plan §.0403** All commercial and multifamily projects require a parking plan.
- a. Parking for hotel guests
 - b. Parking for employees
 - c. Parking for retail store shopping
 - d. Parking for restaurant
 - e. Landscaping plan for parking lot
 - f. Parking waiver request §.0405(h)
11. **Utility service plan** All projects require a plan for utility service. Commercial and multifamily projects require addition information based on the expected usage.
- a. Hydrant and fire access issues §.1009(a)(14)
 - b. Water service connection Chapter 62
 - c. Sanitary sewer service connection Chapter 62
 - d. Fire sprinkler connection Chapter 14 Section §14.65
12. **Sign plan §.0706** Any project with a sign requires a permit.
- a. Business signage
 - b. Directional signage

13. Phasing plan (if required)

- a. Approvals for one main building only
- b. Approvals for other buildings buildings

14. Development agreement and permit and fee calculations

- a. Development agreement §.1003.1 fee \$2,000
- b. Conditional Use Permit §.1007 \$300 if required
- c. Sign permit \$50
- d. Impact fee for water tower \$1,478 per REU or fraction
- e. Impact fee for WWTP \$653 per REU or fraction
- f. Impact fee for downtown utilities \$2,898 per REU or fraction
- g. Sewer connection fee approximately \$350
- h. Other fees may apply depending upon the nature of the project.

15. Project Timing The amount of time for project approval is dependent upon the type of project.

- a. Typical single family home and accessory structure projects may be approved in several days.
- b. Typical commercial and multifamily projects require Plan Commission approval and will take at least 30 to 60 days for approval.
- c. Projects involving a zoning district change or conditional use permit will take at least 60 to 90 days for approval.
- d. In all cases the projects cannot proceed through the review process if items or drawings are incomplete or not available.

This list is current as of August 16, 2010 and items/tasks may be added or deleted as the project proceeds. The list is intended to be a guide not an absolute set of criteria. Some items may overlap and if completed for one Code section may address the other Code section as well.

All drawing submittals must be submitted as a digital file sized for 11x17 sheets and one full size sheet.

All drawings must be submitted under the seal of the architect or engineer.

All exterior materials and colors need manufacturer samples.

Building code plan review and approval and sprinkler plan approval is by others and not a function of this review.

All permit forms are available on line and must be completed by the applicant in order to obtain final approval.

Nm: standard project checklist v3.doc

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