THE CITY OF KENOSHA
CHART A BETTER COURSE

CITY DEVELOPMENT

Dear Applicant:

RE: ***City of Kenosha Development Review Application***

On behalf of the City of Kenosha, I would like to take this opportunity to thank you for your investment in the City of Kenosha with your proposed development. Our goal is to provide you with clear and understandable resources in order to get you going with your project as soon as possible. The Department of City Development has created the attached ***Development Review Application*** to guide you through the development process for the City of Kenosha. I hope you will find it to be a useful tool in preparing your plan set.

For more complex development projects, we encourage you to submit a conceptual plan for review by City Departments. The comments you will receive from the concept review will aid you in preparing your full plan set in a more efficient manner. A list of contacts for each City Department is included in this packet as ***Exhibit E***. While you are encouraged to contact individual departments for guidance when preparing your plans, the formal plans and application forms shall be submitted to the Department of City Development - Planning Division for review. The Department of City Development – Planning Division will take responsibility for distributing plans to the various City Departments.

The City of Kenosha website at www.kenosha.org is also a resource for additional information from each City Department. The most recent version of both the City of Kenosha Zoning Ordinance and Code of General Ordinances can be found on the City's website.

We look forward to working with you on completing a successful project in the City of Kenosha. If you have any questions, do not hesitate to contact me at 262.653.4049 or via e-mail at bwilke@kenosha.org .

Sincerely,

CITY DEVELOPMENT

B. R. W.

Brian R. Wilke, AICP
Development Coordinator

BRW:

THE CITY OF KENOSHA
CHART A BETTER COURSE

APPLICATION FOR DEVELOPMENT REVIEW
Forms #CD301 thru #CD310 (rev. 1/20)

This page required with <u>every</u> application or the application will be deemed incomplete.

Mailing Information

NAME OF PROJECT: _____

The property owner will receive all correspondence. The Applicant and Architect/Engineer will be copied on correspondence.

Name and Address of Property Owner [Please print]:
_____
_____
_____
_____
Phone: _____
E-Mail*:_____

Name and Address of Applicant (if other than Property Owner) [Please print]:
_____
_____
_____
_____
Phone: _____
E-Mail*:_____

Name and Address of Architect / Engineer [Please print]:
_____
_____
_____
_____
Phone: _____
E-Mail*:_____

Project Location

Location of Development (street address and / or parcel number): _____
_____

Type of Land Development

Check all that apply. Note: Additional information may be required within individual Sections.

☐ Certified Survey Map **#CD301**	Section 1	Page 3
☐ Concept Review (*Land Division*) **#CD302**	Section 2	Page 4
Concept Review (Multi-Family Residential or Non-Residential) **#CD303**	Section 3	Page 5
☐ Conditional Use Permit **#CD304**	Section 4	Pages 6 & 7
☐ Developer's Agreement **#CD305**	Section 5	Page 8
☐ Final Plat **#CD306**	Section 6	Pages 9 & 10
☐ Lot Line Adjustment Survey **#CD307**	Section 7	Page 11
☐ Preliminary Plat **#CD308**	Section 8	Pages 12 & 13
☐ Rezoning **#CD309**	Section 9	Pages 14 & 15
☐ Site Plan Review **#CD310**	Section 10	Pages 16 & 17

Prior to submitting this Application to the Department of City Development, please review the appropriate sections for fees, requirements and appropriate appendices. Submit this cover page, completed application, applicable section(s) and appendices along with <u>ALL</u> required plans, information and fees to the address listed below.

*All applications for City Plan Commission / Common Council <u>must</u> include an email address. Staff report and agenda will be forwarded to the email address included in this application.

THE CITY OF KENOSHA
CHART A BETTER COURSE

APPLICATION FOR CERTIFIED SURVEY MAP
Form #CD301 (rev. 1/20)

SECTION 1 *CERTIFIED SURVEY MAP*	
Additional Information Required:	**Number of Lots:** _____ **Zoning District:** _____ **Proposed Zoning Change, if any:** _____
Submittal Requirements:	➢ **Ten (10) copies of Certified Survey Map (Applicant to keep original)** ➢ **Four (4) copies of Drainage Plan (when required)** ➢ **Signed Checklist below**
Fees:	➢ **2-Lot Certified Survey Map = $750** ➢ **3-Lot Certified Survey Map = $800** ➢ **4-Lot Certified Survey Map = $850** ➢ **With a Developer's Agreement = $1,500** ➢ **Re-submittals = $400** **Miscellaneous fees** ➢ **All special assessments and taxes shall be paid prior to recording. The Department of City Development will record the map with the Kenosha County Register of Deeds and recording fees shall be paid at that time by the applicant.**
Park Fees:	➢ **Five percent (5%) of the value of the property, but not less than $1,415 per lot. Note that park fees are only collected for residentially-zoned property and are due at the time of acquiring building permits. The City may require dedication of the land in lieu of fee.**
Appendices to Review:	➢ **D, E, F and G**
Approximate Review Time:	➢ **45 - 60 days (Reviewed by City Plan Commission, Public Works Committee and Common Council)**

The land division will be reviewed for compliance with Chapters 17 and 35 of the City Code of General Ordinances, City Zoning Ordinance, any neighborhood or master land use plans for the area, and Chapter 236 of the Wisconsin State Statutes.

The applicant shall be responsible for the costs of project engineering, design, construction, and inspection as follows (when applicable):

1. The applicant is responsible for installing all improvements and infrastructure, including but not limited to, utilities (water, sanitary and storm sewer), oversizing of utilities, sidewalks, streets, street lights and signs, retention/detention basins, street trees, etc.
2. The applicant is responsible for any off-site improvements for the development, including but not limited to, traffic signals and signs, median openings, and street improvements/widening.
3. Payment of inspection and engineering services performed by the City and Kenosha Water Utility for the project.
4. Applicant responsible for posting of all required assurance to cover required improvements.

Checklist to be completed and signed:

- ☐ Scale and north arrow
- ☐ Scale of plans less than or equal to 1" = 100'
- ☐ Date of original and revisions noted
- ☐ Certification from surveyor that Plat complies with Chapter 17
- ☐ Reproducible paper less than 36" in width
- ☐ Location of all existing structures and first floor elevations
- ☐ Location of utility and drainage easements
- ☐ Exact length and bearing of the centerline of all streets
- ☐ Exact street width along the line of any obliquely intersecting street
- ☐ Railway rights-of-way within and abutting the plat
- ☐ Location and size of all lands to be dedicated for public use (when required)
- ☐ Comprehensive drainage plan
- ☐ Special restrictions relating to access control, planting strips, restrictive yard requirements, etc. (when required)
- ☐ Major street setback or WisDOT setbacks (if applicable)
- ☐ Map shows entirety of all parcels in proposed certified survey map
- ☐ Floodplain limits of the 100 year recurrence interval flood
- ☐ Location of any wetlands, shoreland, or other environmental areas (if applicable)

Plans to be submitted (when applicable)

- ☐ Street plans and profiles
- ☐ Sanitary sewer plans and profiles
- ☐ Storm sewer plans
- ☐ Grading/drainage plans
- ☐ Water main plans and profiles
- ☐ Erosion control plans
- ☐ Landscape plans

I hereby certify that I have reviewed the City ordinances and provided ten (10) full-sized sets of all required information.

Applicant's Signature: _____

THE CITY OF KENOSHA
CHART A BETTER COURSE

APPLICATION FOR CONCEPT REVIEW – LAND DIVISION
Form #CD302 (rev. 1/20)

SECTION 2 *CONCEPT REVIEW - Land Division*	
Additional Information Required:	**Number of Lots:** _____
Submittal Requirements:	➢ **Ten (10) copies of scaled Subdivision Plat or Certified Survey Map**
If Item to be Reviewed by Plan Commission/Common Council must Submit:	➢ **Seventeen (17) copies of 11" x 17" reduction of the Land Division**
Fees:	➢ **Certified Survey Map Concept = $550** ➢ **Subdivision Plat Concept = $1,150 + $5 per lot**
Appendices to Review:	➢ **C, D, E, F and G**
Approximate Review Time:	➢ **30 days**

A concept plan may be submitted for review and comment for the owner to ascertain the feasibility of a proposed project. The concept plan is normally submitted in advance of a Certified Survey Map, Preliminary Plat or Final Plat.

The concept plan, *prepared to a standard engineering scale*, shall be submitted with this application and shall include the following information:

1. Proposed access roads and driveways;
2. Proposed minimum, maximum, and average lot sizes (if applicable);
3. Drainage plan, consisting only of drainage arrows showing general flow and direction of proposed surface runoff and retention basin(s), if any; and
4. Landscaping plan, generally identifying areas where natural vegetation will be retained and/or new landscaping will be installed.

The land division will be reviewed for compliance with Chapters 17 and 35 of the City Code of General Ordinances, City Zoning Ordinance, any neighborhood or master land use plans for the area, and Chapter 236 of the Wisconsin State Statutes.

I hereby certify that I have reviewed the City Ordinances and have provided ten (10) scaled copies of all required information.

_____
Applicant's Signature

THE CITY OF KENOSHA
CHART A BETTER COURSE

APPLICATION FOR CONCEPT REVIEW – MULTI-FAMILY OR NON-RESIDENTIAL
Form #CD303 (rev. 1/20)

SECTION 3 *CONCEPT REVIEW - Multi-Family Residential or Non-Residential*	
Additional Information Required:	**Building or Addition Square Footage:** _____ **Existing Building Size:** _____ **Site Size:** _____ **Zoning District:** _____ **Proposed Zoning Change, if any:** _____
Submittal Requirements:	➢ **Ten (10) copies of plans drawn to a standard engineering scale.**
If Item to be Reviewed by Plan Commission/Common Council must Submit:	➢ **Seventeen (17) copies of 11" x 17" reduction of the Site/Landscape Plan, Floor Plan (if available) and Building Elevation (if available)**
Fees:	➢ **CUP or Site Plan Review Concept = $600** ➢ **Neighborhood Plan Concept = $1,200** ➢ **City Plan Commission (optional) = $125**
Appendices to Review:	➢ **C, D, E, F and G**
Approximate Review Time:	➢ **30 days**

A concept plan may be submitted for review and comment for the owner to ascertain the feasibility of a proposed project. The concept plan is normally submitted in advance of a conditional use permit, site plan review, neighborhood plan application, or in conjunction with a rezoning petition.

The concept plan shall be submitted with this application and shall include the following information:

1. Building location(s) showing principal and accessory structures, with setbacks between buildings and from property lines noted.
2. Parking areas, access roads and driveways; existing and proposed.
3. Drainage plan, consisting only of drainage arrows showing general flow and direction of proposed surface runoff and retention basin(s), if any.
4. Landscaping plan, generally identifying areas where natural vegetation will be retained and/or new landscaping will be installed.

City Departments will review the application for compliance with City plans, Ordinances, regulations and policies.

I hereby certify that I have reviewed the City Ordinances and have provided ten (10) scaled copies of all required information.

_____
Applicant's Signature

THE CITY OF KENOSHA
CHART A BETTER COURSE

APPLICATION FOR CONDITIONAL USE PERMIT
Form #CD304 (rev. 1/20)

<table>
<tr><th colspan="5">SECTION 4
CONDITIONAL USE PERMIT</th></tr>
<tr><td>Additional Information Required:</td><td colspan="4">Building or Addition Square Footage: _____
Existing Building Size: _____
Site Size: _____
Current # of Employees _____ Anticipated # of New Employees _____
Anticipated Value of Improvements _____</td></tr>
<tr><td>Submittal Requirements:</td><td colspan="4">➢ Ten (10) full size scaled copies of Specified Plans indicated below drawn at a standard engineering scale. Engineering plans to be stamped by Professional Engineer.
➢ Developer Site Plan/Conditional Use Permit Checklist (Appendix A)
➢ One set of plans in .pdf format provided to bwilke@kenosha.org</td></tr>
<tr><td>If Item to be Reviewed by Plan Commission/Common Council must Submit:</td><td colspan="4">➢ Seventeen (17) copies of 11” x 17” reduction of the Site/Landscape Plan, Floor Plan and Colored Building Elevations (all sides)
➢ Sample Board containing colored samples of all exterior building materials
➢ *Application will not be reviewed by City Plan Commission without these submittals.</td></tr>
<tr><td>Fees:</td><td></td><td><u>Building or Addition Size</u></td><td><u>Site size</u></td><td><u>Review Fee</u></td></tr>
<tr><td></td><td>Level 1</td><td>< = 10,000 sq. ft.</td><td>< = 1 acre</td><td>$900 = City Plan Dept. <u>or</u>
$1,025 = CPC/CC</td></tr>
<tr><td></td><td>Level 2</td><td>10,001 - 50,000 sq. ft.</td><td>1.01 - 10 acres</td><td>$1,175 = City Plan Dept. <u>or</u>
$1,300 = CPC/CC</td></tr>
<tr><td></td><td>Level 3</td><td>50,001 - 100,000 sq. ft.</td><td>10.01 - 25 acres</td><td>$1,600 = City Plan Dept. <u>or</u>
$1,725 = CPC/CC</td></tr>
<tr><td></td><td>Level 4</td><td>> 100,001 sq. ft.</td><td>> 25.01 acres</td><td>$2,000 = City Plan Dept. <u>or</u>
$2,125 = CPC/CC</td></tr>
<tr><td></td><td colspan="4">➢ If building size or addition and gross acreage of the site determine two (2) different fees, the greater of the two fees will be assessed.
➢ Application fee entitles applicant to an initial review and one re-submittal.
➢ Re-submittal fee = $425 per re-submittal after two (2) permitted reviews.
➢ CUP Amendment = 50% of the applicable fee as determined above.</td></tr>
<tr><td>Appendices to Review:</td><td colspan="4">➢ All</td></tr>
<tr><td>Approximate Review Time:</td><td colspan="4">➢ 30 days for Staff Review
➢ 45-60 days for City Plan Commission/Common Council Review</td></tr>
<tr><td colspan="5">The conditional use permit plans, prepared to a standard engineering scale, shall be submitted with this application & shall include the following information:</td></tr>
<tr><td>Building Plan:</td><td colspan="4">➢ Layout of building(s) including size and layout of rooms
➢ Design and architecture
➢ Plans and details on fire suppression and/or standpipe
➢ Plans and details on fire detection, fire alarm and other safety devices</td></tr>
<tr><td>Site Plan
(based on a plat of survey)</td><td colspan="4">➢ Legal description of property
➢ Location and footprint of building(s) and structure(s)
➢ Locations of existing and proposed streets, drives, alleys, easements, rights-of-way, parking as required, vehicular and pedestrian access points, and sidewalks
➢ Outline of any development stages
➢ Location and details on any required emergency access roads
➢ A calculation of square footage devoted to building, paving and sidewalks, and landscaped/open space</td></tr>
</table>

THE CITY OF KENOSHA
CHART A BETTER COURSE

APPLICATION FOR CONDITIONAL USE PERMIT
Form #CD304 (rev. 1/20) (continued)

SECTION 4 *CONDITIONAL USE PERMIT Continued*	
Drainage Plan	➢ Existing topography, including spot elevations of existing buildings, structures, high points, and wet areas, with any previous flood elevations ➢ Floodplain boundaries, if applicable ➢ Soil characteristics, where applicable ➢ Proposed topography of the site denoting elevations and natural drainage after construction and any proposed stormwater retention areas
Landscape Plan	➢ Existing trees and land form ➢ Location, extent and type of all proposed plantings ➢ Location, height, opaque characteristics and type of any required screening
Utility Plan	➢ Location of all utilities: storm and sanitary sewers, water mains, fire hydrants, electrical, natural gas, and communication (cable television, telephone, etc.) lines *(Refer to Exhibit C for more specific information requested)* ➢ Exterior lighting for parking and other outdoor areas, outdoor signs and building exteriors ➢ Location of waste and trash collection, and indicate plans for snow removal
Erosion Control Plan	➢ Location of all Erosion Control measures in compliance with Section 33.0 of the Code of General Ordinances

The alderman of the district will be notified of the application.

The Conditional Use Permit will be reviewed for compliance with Sections 4 and 14 of the Zoning Ordinance, as well as requirements contained in other City and/or State codes and ordinances in reviewing the application.

It is noted that under Section 4.04 I of the Zoning Ordinance, if a construction permit is required and not secured within twelve (12) months of the date of approval by the review authority, the conditional use permit shall expire.

I hereby certify that I have reviewed the City Ordinances and have provided ten (10) scaled copies of all required information.

_____
Applicant's Signature

THE CITY OF KENOSHA
CHART A BETTER COURSE

APPLICATION FOR DEVELOPER'S AGREEMENT
Form #CD305 (rev. 1/20)

SECTION 5 *DEVELOPER'S AGREEMENT*	
Additional Information Required:	**Legal Entity of Development (i.e. Developer):** _____ _____ _____ **Person(s) Signing Developer's Agreement and Legal Title(s):** _____ _____ _____ _____ _____
Fee:	➢ Preparation of the Developer's Agreement = **$1,250** ➢ Payment is due upon submittal of the Conditional Use Permit or Land Division requiring a Developer's Agreement ➢ The Department of City Development will record the Developer's Agreement. ➢ The applicant is responsible for ***ALL*** recording fees.
Appendices to Review:	➢ **C, F and G**
Approximate Review Time:	➢ **In conjunction with Conditional Use Permit or Land Division submittal**
The Department of City Attorney will draft the agreement and place it on the appropriate agendas for review and approval. The owner/applicant will receive a written draft of the agreement prior to review by the City Plan Commission.	

THE CITY OF KENOSHA
CHART A BETTER COURSE

APPLICATION FOR FINAL PLAT
Form #CD306 (rev. 11/20)

SECTION 6 *FINAL PLAT*	
Submittal Requirements:	➢ **Ten (10) full size scaled copies. Engineering plans to be stamped by Professional Engineer.** ➢ **Seventeen (17) copies of 11" x 17" reduction of the Subdivision Plat** ➢ **Signed Checklist on page 9** ➢ **One set of plans in .pdf format provided to *bwilke@kenosha.org***
Fees:	➢ **Final Plat with approved Preliminary Plat = $2,800 + $10 per lot** ➢ **Final Plat without approved Preliminary Plat = $3,300 + $10 per lot** ➢ **Re-submittal (per each submittal) = $725 after two (2) permitted reviews.** **Miscellaneous fees** ➢ **All special assessments and taxes shall be paid prior to recording.** ➢ **The Department of City Development will record the map with the Kenosha County Register of Deeds.** ➢ **The applicant is responsible for *ALL* recording fees.**
Park Fees:	➢ **Five percent (5%) of the value of the property, but not less than $1,415 per lot. Note that park fees are only collected for residentially-zoned property and are due at the time of acquiring building permits.** ➢ **The City may require dedication of land in lieu of the fee.**
Appendices to Review:	➢ **C, E, F, G and H**
Approximate Review Time:	➢ **45-60 days and any additional time for a State review of the Final Plat.**

Plans to include:

1. Subdivision Plat
2. Legal Description
3. Street Construction and Profile Plans
4. Drainage Plan
5. Sanitary Sewer and Water Main Plans
6. Street Lighting Plans
7. Landscape Plan
8. Home Owner's Association (if applicable)
9. The following ***City*** signature blocks shall be used on all subdivision plats which are regulated by Chapter 17.0 of the City Code of General Ordinances:

I, being the duly appointed, qualified and acting treasurer of the City of Kenosha, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of _____ affecting the lands included in the plat of _____.

CITY TREASURER _____
MATT KRAUTER

RESOLVED, that the plat of _____ in the City of Kenosha,, _____ owners, is hereby approved by the Common Council of the City of Kenosha.

APPROVED _____
MAYOR JOHN ANTARAMIAN

I hereby certify that the foregoing is a copy of resolution number _____ adopted by the Common Council of the City of Kenosha.

CITY CLERK _____
MATT KRAUTER

THE CITY OF KENOSHA
CHART A BETTER COURSE

APPLICATION FOR FINAL PLAT
Form #CD306 (rev. 1/20) (Continued)

SECTION 6
FINAL PLAT Continued

Chapter 17.04 M. of the City's Code of General Ordinances also requires any plat within the City's extraterritorial plat review jurisdiction to be reviewed and approved by the City. All extraterritorial plats will need to contain the appropriate City signature block previously mentioned.

Checklist to be completed and signed:

- ☐ Scale and north arrow
- ☐ Scale of plans less than or equal to 1" = 100'
- ☐ Date of original and revisions noted
- ☐ Certification from surveyor that Plat complies with Chap. 17
- ☐ Reproducible paper less than 36" in width
- ☐ Title under which subdivision to be recorded
- ☐ Location of subdivision by government lot, 1/4 section, section, township, range, county and state
- ☐ Location of proposed subdivision in the US Public Land Survey section
- ☐ Map showing entire area owned by applicant that is contiguous to proposed subdivision
- ☐ Location and names of any adjacent subdivisions, parks and cemeteries
- ☐ Special restrictions relating to access control, planting strips, restrictive yard requirements, etc. (when required)
- ☐ Plat shows entirety of all parcels in proposed subdivision
- ☐ Sheet size of final plat is 22" x 30"
- ☐ Basin ownership and maintenance to be assigned to home-owner's association
- ☐ Exact length and bearing of exterior boundaries
- ☐ Exact length and bearing of the centerline of all streets
- ☐ Floodplain limits of the 100 year recurrence interval flood
- ☐ Location of any wetlands, shoreland or other environmental areas (if applicable)

Checklist to be completed and signed continued:

- ☐ Exact street width along the line of any obliquely intersecting street
- ☐ Railway rights-of-way within and abutting the plat
- ☐ Location of utility and drainage easements
- ☐ Locations of all lands reserved for the common use of the property owners within plat
- ☐ Location and dimension of all parks dedicated to the City
- ☐ Comprehensive drainage plan
- ☐ Existing zoning of land within and adjacent to subdivision

Plans to be submitted (when applicable)

- ☐ Street plans and profiles
- ☐ Sanitary sewer plans and profiles
- ☐ Storm sewer plans
- ☐ Grading/drainage plans
- ☐ Water main plans and profiles
- ☐ Erosion control plans
- ☐ Landscape plans

I hereby certify that I have reviewed the City ordinances and provided ten (10) full-sized sets of all required information.

_____
Applicant's Signature

The land division will be reviewed for compliance with Chapters 17 and 35 of the City Code of General Ordinances, City Zoning Ordinance, any neighborhood or master land use plans for the area, and Chapter 236 of the Wisconsin State Statutes.

THE CITY OF KENOSHA
CHART A BETTER COURSE

APPLICATION FOR LOT LINE ADJUSTMENT SURVEY
Form #CD307 (rev. 7/20)

SECTION 7 *LOT LINE ADJUSTMENT SURVEY*	
Submittal Requirements:	➢ **Ten (10) full size scaled copies** ➢ **Signed Checklist below**
Fee:	➢ **$50 per Survey**
Appendices to Review:	➢ **E, F and G**
Approximate Review Time:	➢ **30 days**

Plans to include:

1. Survey (Include entirety of all parcels in proposed lot line adjustment survey)
2. Legal Description (existing parcels, proposed parcels upon lot line adjustment and lands to be attached to said parcels)
3. Drainage Plan (if applicable)
4. Lot Line Adjustment Surveys are to contain the following ***City*** signature block:

   I hereby certify that this lot line adjustment survey is approved by the Department of City Development as being in compliance with Chapter 17 of the Code of General Ordinances.

   CITY PLANNER_____ DATE _____
   RICH SCHROEDER, DEPUTY DIRECTOR

5. Applicant is responsible for recording the survey and providing the Department of City Development with a copy of the recorded Lot Line Adjustment Survey along with all recording information.

Checklist to be completed and signed:

- ☐ Scale and north arrow
- ☐ Scale of plans less than or equal to 1" = 100'
- ☐ Date of original and revisions noted
- ☐ Certification from surveyor that Plat complies with Chap. 17
- ☐ Reproducible paper less than 36" in width
- ☐ Location of all existing structures, fences, driveways and encroachments
- ☐ Location of utility and drainage easements
- ☐ Legal description of existing parcels, proposed parcels upon lot line adjustment and lands to be attached to said parcel(s)
- ☐ Survey shows entirety of all parcels in proposed lot line adjustment survey

Checklist to be completed and signed continued:

- ☐ Setbacks of all existing structures
- ☐ Monumentation of new lot corners in accordance with Section 236.15 Wisconsin Statutes
- ☐ Comprehensive drainage plan (when required)
- ☐ Major street setback or WisDOT setbacks (if applicable)

I hereby certify that I have reviewed the City ordinances and provided ten (10) full-sized sets of all required information.

_____
Applicant's Signature

THE CITY OF KENOSHA
CHART A BETTER COURSE

APPLICATION FOR PRELIMINARY PLAT
Form #CD308 (rev. 7/20)

SECTION 8 *PRELIMINARY PLAT*	
Submittal Requirements:	➢ **Ten (10) full size scaled copies. Engineering plans to be stamped by Professional Engineer.** ➢ **Seventeen (17) copies of 11" x 17" reduction of the Subdivision Plat** ➢ **Signed Checklist on page 12** ➢ **One set of plans in .pdf format provided to *bwilke@kenosha.org***
Fee:	➢ **$2,300 + $10 per lot**
Appendices to Review:	➢ **C, E, F and G**
Approximate Review Time:	➢ **45-60 days (Reviewed by City Plan Commission, Public Works Committee and Common Council)**

Plans to include:

1. Subdivision Plat
2. Legal Description
3. Street Construction and Profile Plans
4. Drainage Plan
5. Sanitary Sewer and Water Main Plans
6. Street Lighting Plans
7. Landscape Plan
8. Home Owner's Association (if applicable)
9. The following ***City*** signature blocks shall be used on all subdivision plats which are regulated by Chapter 17.0 of the City Code of General Ordinances:

I, being the duly appointed, qualified and acting treasurer of the City of Kenosha, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of _____ affecting the lands included in the plat of _____

CITY TREASURER _____
MATT KRAUTER

RESOLVED, that the plat of _____ in the City of Kenosha, _____, owners, is hereby approved by the Common Council of the City of Kenosha.

APPROVED _____
MAYOR JOHN ANTARAMIAN

I hereby certify that the foregoing is a copy of resolution number _____ adopted by the Common Council of the City of Kenosha.

CITY CLERK _____
MATT KRAUTER

Chapter 17.04 M. of the City's Code of General Ordinances also requires any plat within the City's extraterritorial plat review jurisdiction to be reviewed and approved by the City. All extraterritorial plats will need to contain the appropriate City signature block previously mentioned.

THE CITY OF KENOSHA
CHART A BETTER COURSE

APPLICATION FOR PRELIMINARY PLAT
Form #CD308 (rev. 1/20) (Continued)

SECTION 8
PRELIMINARY PLAT Continued

Checklist to be completed and signed:

- ☐ Scale and north arrow
- ☐ Scale of plans less than or equal to 1" = 100'
- ☐ Date of original and revisions noted
- ☐ Certification from surveyor that Plat complies with Chap. 17
- ☐ Reproducible paper less than 36" in width
- ☐ Title under which subdivision to be recorded
- ☐ Location of subdivision by government lot, 1/4 section, section, township, range, county and state
- ☐ Location of proposed subdivision in the US Public Land Survey section
- ☐ Map showing entire area owned by applicant that is contiguous to proposed subdivision
- ☐ Exact length and bearing of exterior boundaries
- ☐ Existing contours at intervals not more than 2 feet
- ☐ Water elevations of adjoining lakes and streams
- ☐ Floodplain limits of the 100 year recurrence interval flood
- ☐ Location and approximate size of any areas to be reserved or dedicated to the City
- ☐ Approximate radii of all curves
- ☐ Existing zoning of land within and adjacent to subdivisions
- ☐ Location of any proposed riparian lake and stream access
- ☐ Proposed lake and stream improvements or relocations
- ☐ Plat shows entirety of all parcels in proposed subdivision
- ☐ Street plans and profiles (when required)
- ☐ Traffic impact study (when required)
- ☐ Phasing plan
- ☐ Location and names of any adjacent subdivisions, parks and cemeteries
- ☐ Location of any wetlands, shoreland or other environmental areas (if applicable)

Checklist to be completed and signed continued:

- ☐ Location of all existing and proposed public ways
- ☐ Right-of-way widths of proposed streets
- ☐ Names of proposed streets
- ☐ Location of any easements, railways and utility rights-of-way
- ☐ Type, width and elevation of any existing and proposed street pavements
- ☐ Location and elevations of any existing sanitary and storm sewers, culverts and drain pipes, manholes, catch basins and hydrants
- ☐ Location of existing water and gas mains
- ☐ Location of all existing property boundary lines, structures and first floor elevations thereof
- ☐ Approximate dimensions of all lots

Plans to be submitted (when applicable)

- ☐ Street plans and profiles
- ☐ Sanitary sewer plans and profiles
- ☐ Storm sewer plans
- ☐ Grading/drainage plans
- ☐ Water main plans and profiles
- ☐ Erosion control plans
- ☐ Landscape plans

I hereby certify that I have reviewed the City ordinances and provided ten (10) full-sized sets of all required information.

_____
Applicant's Signature

THE CITY OF KENOSHA
CHART A BETTER COURSE

APPLICATION FOR REZONING
Form #CD309 (rev. 1/20)

SECTION 9 *REZONING*	
Additional Information Required:	**Current Zoning District:** _____ **Proposed Zoning District:** _____ **Proposed Type of Rezoning: (Check all applicable)** **Single-family Residential** **Two-family Residential** **Multi-family Residential (3 or more units)** **Institutional, Commercial or Industrial**
Submittal Requirements:	➢ **Rezoning Petition (sample below) filled out according to the particular situation. The current owner(s) of the property must sign the petition.** ➢ **Building and Site Development Plans as indicated below.**
Fees:	➢ Rezoning Fee = **$550** (For projects that ***do not*** require building and site development plans) OR ➢ Rezoning with Concept Plan = **$1,150** (For projects that require building and site development plans) *The City retains the fee whether the rezoning is approved or denied. The applicant should contact City Development – Planning Division to verify the total fee before submitting the rezoning application.*
Appendices to Review:	➢ **N/A**
Approximate Review Time:	➢ **60-75 days (Reviewed by City Plan Commission and Common Council)**

A rezoning request can be initiated by:
- The City Plan Commission
- The Common Council
- A petition of 50 percent or more of the owners of property within the area proposed to be rezoned

SAMPLE REZONING PETITION

The Honorable Mayor
and Members of the Common Council
Kenosha, WI

Dear Members of the Common Council:

It is requested that my property located at *(address or parcel number)* be rezoned from *(present zoning)* to *(proposed rezoning)*. The purpose of the rezoning is to permit *(proposed use of the property)*.

Attached is a conceptual development plan including building, site development, land use and operational plans as required by Section 10 of the City of Kenosha Zoning Ordinance, and a receipt of the rezoning fee. I understand that development of the referenced property proposed for rezoning is required to be consistent with the conceptual development plans submitted with my rezoning petition.

Please inform me of the date this item will be reviewed by the City Plan Commission. The meeting notice should be sent to *(list one name only)* at *(address)*. I can be reached at *(phone number)* if there are any questions regarding my request for the rezoning.

Sincerely,

Current Property Owner

THE CITY OF KENOSHA
CHART A BETTER COURSE

APPLICATION FOR REZONING
Form #CD309 (rev. 1/20) (Continued)

SECTION 9 *REZONING Continued*	
Building and site development plans applicable to the type(s) of construction described below:	
One Single Family Home	➢ No additional submittal required
Single Family Subdivision	➢ **Ten (10) full size copies** of subdivision plat concept drawn to scale indicating lot lines, property dimensions, lot size, preliminary information on utility lines, easements and drainage ➢ Photographs and/or drawings of typical, representative housing styles ➢ Details on minimum house sizes and exterior building materials ➢ **Seventeen (17) copies of 11" x 17" reduction** of the Subdivision Plat
Two-Family Home	➢ Scaled site development plan including: location of building(s), access drive, landscaping areas, drainage features and significant material features of the development in compliance with the Code of General Ordinances and Zoning Ordinance ➢ Building plans including: a colored rendering of all building elevations and a general floor plan for all buildings. Building plans shall also be submitted for all elevations of an accessory building; however, colored renderings shall not be required. Exterior building materials shall be clearly indicated on the building plans. ➢ **Seventeen (17) copies of 11" x 17" reduction** of floor plans and the scaled site development plan ➢ **Seventeen (17) copies of 11" x 17" reduction** of all four (4) building elevations
Institutional, Commercial, Industrial and Multi-Family (3 or more units) Buildings	➢ **Ten (10) full size sets** of scaled site development plans including: principal and accessory structures, setbacks clearly noted between buildings and property lines, parking areas, access roads and driveways, drainage plan consisting of drainage arrows showing general flow and direction of surface runoff and any proposed retention basin(s) and landscaping plan which generally identifies any natural vegetation which will be retained and/or new landscaping to be installed. ➢ Completed Concept Plan Application ***(Section 3)*** ➢ Building plan for all principal and accessory structures including: a colored rendering of all building elevations, general floor plans and a **display board** which clearly identifies all proposed facade and roof materials. Building materials shall be in compliance with Section 14.07 of the Zoning Ordinance. **Seventeen (17) copies of 11" x 17" reduction** of floor plans and the scaled site/landscape development plan ➢ **Seventeen (17) copies of 11" x 17" reduction** of all four (4) building elevations in color ➢ Land use and operational plan describing the proposed land uses and a plan of business operation
Any additional information as required by the City Plan Commission, Common Council, or City Planner at any time during the review process.	
It is recommended that the petitioner or a representative discuss the proposed development with the district alderman and property owners within 100 feet of the rezoning prior to submitting the application. The City Plan Division will provide a list of property owners within 100 feet of the proposed rezoning, if requested by the applicant. ***Conceptual Development Plan Consistency*** ➢ The rezoning ordinance will contain a requirement that the development of the property will be required to be consistent with the conceptual development plans submitted with the rezoning petition.	

THE CITY OF KENOSHA
CHART A BETTER COURSE

APPLICATION FOR SITE PLAN REVIEW
Form #CD310 (rev. 1/20)

SECTION 10 *SITE PLAN REVIEW*				
Additional Information Required:	**Building or Addition Square Footage:** _____ **Existing Building Size:** _____ **Site Size:** _____			
Submittal Requirements:	➢ **Ten (10) full size scaled copies. Engineering plans to be stamped by Professional Engineer.** ➢ **Developer Site Plan/Conditional Use Permit Checklist (Appendix A)** ➢ **One set of plans in .pdf format provided to *bwilke@kenosha.org***			
If Item to be Reviewed by Plan Commission/Common Council must Submit:	➢ **Seventeen (17) copies of 11" x 17" reduction of the Site/Landscape Plan, Floor Plan and Colored Building Elevations (all sides)** ➢ **Sample Board containing colored samples of all exterior building materials** ➢ ***Application will not be reviewed by City Plan Commission without these submittals.***			
Fees:		**Building or Addition Size**	**Site size**	**Review Fee**
	Level 1	**< = 10,000 sq. ft.**	**< = 1 acre**	**$900 = City Plan Dept. *or* $1,025 = CPC/CC**
	Level 2	**10,001 - 50,000 sq. ft.**	**1.01 - 10 acres**	**$1,175 = City Plan Dept. *or* $1,300 = CPC/CC**
	Level 3	**50,001 - 100,000 sq. ft.**	**10.01 - 25 acres**	**$1,600 = City Plan Dept. *or* $1,725 = CPC/CC**
	Level 4	**> 100,001 sq. ft.**	**> 25.01 acres**	**$2,000 = City Plan Dept. *or* $2,125 = CPC/CC**
	➢ **If building size or addition and gross acreage of the site determine two (2) different fees, the greater of the two fees will be assessed.** ➢ **Application fee entitles applicant to an initial review and one re-submittal.** ➢ **Re-submittal fee = $425 per re-submittal after two (2) permitted reviews.** ➢ **Amendment = 50% of the applicable fee**			
Appendices to Review:	➢ **All**			
Approximate Review Time:	➢ **30 days for Staff Review** ➢ **45-60 days for City Plan Commission/Common Council Review**			
The site plan review plans, *prepared to standard engineering scale*, shall be submitted with this application and shall include the following information:				
Building Plan:	➢ Layout of building(s) including size and layout of rooms ➢ Design and architecture ➢ Plans and details on fire suppression and/or standpipe ➢ Plans and details on fire detection, fire alarm, and other safety devices			
Site Plan (based on a plat of survey)	➢ Legal description of property ➢ Location and "footprint" of building(s) and structure(s) ➢ Locations of existing and proposed streets, drives, alleys, easements, rights-of-way, parking as required, vehicular and pedestrian access points, and sidewalks ➢ Outline of any development stages ➢ Location and details on any required emergency access roads ➢ A calculation of square footage devoted to building, paving and sidewalks, and landscaped/open space			

THE CITY OF KENOSHA
CHART A BETTER COURSE

APPLICATION FOR SITE PLAN REVIEW
Form #CD310 (rev. 1/20) (Continued)

SECTION 10 *SITE PLAN REVIEW Continued*	
Drainage Plan	➢ Existing topography, including spot elevations of existing buildings, structures, high points, and wet areas, with any previous flood elevations ➢ Floodplain boundaries, if applicable ➢ Soil characteristics, where applicable ➢ Proposed topography of the site denoting elevations and natural drainage after construction, and any proposed stormwater retention areas
Landscape Plan	➢ Existing trees and landform ➢ Location, extent, and type of all proposed plantings ➢ Location, height, opaque characteristics and type of any required screening
Utility Plan	➢ Location of all utilities: storm and sanitary sewers, water mains, fire hydrants, electrical, natural gas, and communication (cable television, telephone, etc.) lines *(Refer to Exhibit C for more specific information requested)* ➢ Exterior lighting for parking and other outdoor areas, outdoor signs and building exteriors ➢ Location of waste and trash collection, and indicate plans for snow removal
Erosion Control Plan	➢ Location of all Erosion Control measures in compliance with Section 33.0 of the Code of General Ordinances

The alderman of the district will be notified of the application.

The Site Plan will be reviewed for compliance with Section 14 of the Zoning Ordinance, as well as requirements contained in other City and/or State codes and ordinances in reviewing the application.

It is noted that under Section 14.06 L of the Zoning Ordinance, if a building permit is required and not secured within twelve (12) months of the date of approval by the review authority, the site plan review approval shall expire.

I hereby certify that I have reviewed the City Ordinances and have provided ten (10) scaled copies of all required information.

_____
Applicant's Signature

APPENDIX A

DEVELOPER SITE PLAN / CONDITIONAL USE PERMIT CHECKLIST

City of Kenosha, Wisconsin

Project Name: _____

Location: _____

General Requirements	☐ Applicant's name ☐ Name and location of development ☐ Scale and north arrow	☐ Date of original and revisions noted ☐ License number and seal (if applicable) ☐ CAD format submission of the site layout & building plan layout
Building Plans	☐ Building elevations ☐ Materials and colors of walls, roof and exterior trim ☐ Height of all structures ☐ Location of fire department connections ☐ Letter of intent for fire suppression and detection ☐ Certificate of paid taxes and special assessments	☐ Location and type of fire extinguisher & smoke detectors ☐ Building square footage and classification ☐ Fire wall detail ☐ Detailed floor plan including sizes, layout of rooms and exit locations
Site Plans	☐ Dimensions of development site ☐ Location, footprint and outside dimensions ☐ Existing and proposed pedestrian access points ☐ Existing and proposed vehicular access points ☐ Parking lots, driveways shown ☐ Front, side and rear yard setbacks shown and labeled ☐ Location and dimensions of all existing or planned easements (if applicable) ☐ Identification of all land to be dedicated (if applicable) ☐ Location, elevation and dimension of walls and fences ☐ Location, elevation and dimensions of outdoor lighting ☐ Buildings over 250,000 S.F. have 3-D model or other depiction of building, site and immediate vicinity ☐ Sign complies with Chapter 15 of the General Code	☐ Location of existing and proposed signs ☐ Legal description or certified survey of property ☐ Development compatible with its zoning district ☐ Sidewalks to be shown **Site Access:** ☐ Site entrance drive dimensions ☐ Individual development vehicular entrances at least 125 ft apart ☐ Adjacent development share driveway where possible ☐ At least one vehicular and pedestrian access point to each adjoining site granted by cross easements ☐ Cross access to be provided with minimum paved width of 24 feet ☐ Design detail for all new public streets
Parking/Traffic	☐ 5 foot wide paved walkway to building entrance ☐ 7 foot parking separation from front building ☐ Minimum parking spaces provided ☐ Handicap parking provided	☐ Parking spaces and layout dimensioned ☐ Lot paved with bituminous concrete or Portland cement concrete ☐ Minimum required stacking distance ☐ Service truck parking in designated service areas
Utility Plans	☐ Location and footprint of any and all buildings ☐ Location and names of existing and proposed streets ☐ Location and size of existing and proposed storm sewer, sanitary sewer and water utility systems shown ☐ Electric, gas, telephone and cable lines shown ☐ All new utilities are underground	☐ Exterior lighting detail provided ☐ Location of all city and private fire hydrants ☐ Sampling manhole shown (if applicable) ☐ Grease interceptor shown (if applicable) ☐ Location and size of existing and proposed water meters
Drainage Plans	☐ Existing and proposed topography shown for the site and for adjacent properties ☐ Floodplain, shoreland, environmental and wetlands shown ☐ Location and dimensions of on-site stormwater drainage facilities	☐ Location and footprint of any and all buildings ☐ Locations and names of existing streets ☐ Berming detail ☐ Lot grades and swales shown ☐ Drainage calculations provided
Landscape Plans	☐ Location and footprint of any and all buildings ☐ Dimensions of development site along property line ☐ Existing and proposed streets ☐ Pedestrian and vehicular access points ☐ Location and dimensions of parking lots, etc. ☐ Location and dimensions of all existing or planned easements ☐ Location and dimensions of snow removal & storage areas ☐ Location and dimensions of outdoor lighting fixtures ☐ Interior parkway provided ☐ Parkway provided ☐ Buffer strip provided ☐ Dumpster enclosure details ☐ Parking lot landscaping ☐ Foundation planting provided	☐ Utility/mechanical equipment screened ☐ Service area screened ☐ Location of freestanding signs ☐ Walls and fences shown ☐ Location of utilities ☐ Existing and proposed contours and grades, including berm elevations ☐ Location, name and size of proposed plant materials ☐ Specifications of all types of all proposed ground cover, i.e., seed, sod, etc. ☐ Location, species and size of existing trees ☐ Clear identification of trees to be removed ☐ Square footage of parking lot area ☐ Tree protection plan
Optional Submittals as Determined by Review Authority	☐ Traffic impact statement ☐ Environmental impact statement ☐ Plot of effect of exterior illumination on site & adjacent properties	☐ Description of any unusual characteristics ☐ Street perspectives showing view corridors ☐ Historic site ☐ Economic Impact Study

I hereby certify that I have reviewed the City ordinances and provided ten (10) full-sized sets of all required information along with all the required reduced copies of plans.

Applicant's Initials_____

APPENDIX B

KENOSHA FIRE DEPARTMENT

City of Kenosha, Wisconsin

(Revised January 2008)

In an on-going effort to refine and clarify the Kenosha Fire Department's Plan Review Process for CUP, the following is required:	
Prior to release of a CUP <u>and</u> Prior to Release of Footing and Foundation Permits:	
Project Information	➢ Owners name, address, phone ➢ Project address ➢ Contact person's name, phone, address ➢ Intended site/building(s) use
Site Plan to Include	➢ Location and footprint of building(s) and structure(s) ➢ Location of existing and proposed streets, driveways, alleyways, easements, right-of-way, parking, vehicular and pedestrian access points, and sidewalks ➢ Location and details on any required emergency access road ➢ Location of City and/or private fire hydrant ➢ Location of Fire Department connection, if applicable
Fire Suppression and Alarm Systems	➢ Letter of intent for fire suppression systems, sprinklers, smoke and heat detection, fire alarms, fire extinguishers, cooking hood suppression systems or any other safety device(s)
Building Plan to Include	➢ Layout of building(s) including size and layout of rooms ➢ Building elevation ➢ Building classification ➢ Square footage ➢ Exit locations ➢ Fire walls, if applicable ➢ Smoke detector placement, if applicable
Prior to Release of Building Permit	
➢ Submission of working drawing and calculations of fire systems and their appendages	
Prior to Release of Occupancy Permits	
CAD Format Submission	As-Built plans (in a .pdf format) of: ➢ Site plan ➢ Floor Plan ➢ Site Utilities ➢ Sprinkler System ➢ Fire Alarm Plans
➢ Final inspection by the Kenosha Fire Prevention Bureau with systems check and test certificates	
I hereby certify that I have reviewed the information above. Applicant's Initials _____	

APPENDIX C

KENOSHA WATER UTILITY

City of Kenosha, Wisconsin

(Revised June 2008)

	Plan Review Check List
☐	Show water meter size and location, including a detail or diagram. If a basement is proposed, meters shall be placed in the basement. Water meter shall have unobstructed access, 12" from the inside wall, 12-24" above the floor. All meters to have a gate valve on the inlet and outlet pipe.
☐	All water meters 1-1/2" or greater shall have a bypass with a RUB two-way ball valve with locking handle.
☐	Meters 3" and larger shall have a 2" test plug provided between the outlet side of the meter and the outlet valve.
☐	Multiple meter installations must meet the requirements for single meters in every way.
☐	A 3C18 gage cable by Belden-M or approved equal shall be installed in 1/2" conduit through exterior wall for the remote water meter reader. Remote reader to be field located by KWU meter division. (Residential installed by meter shop, commercial installed by developer.)
☐	Water services larger than 2" shall be flushed and bacteria tested in accordance with KWU Chapter XXXII Rules and Regulations, Rule 06-29.
☐	Show any existing wells. (Wells must be properly abandoned before connection to water distribution system.)
☐	Water service material (main to curb stop) shall be type K copper, minimum size 1" (1-1/2" for services longer than 100 feet). Water services greater that 2" shall conform to water main requirements for pipe and valve materials.
☐	Water services shall have a minimum of 5-1/2' of cover to finished grade.
☐	Water services shall have a blue #12 locater wire installed along the entire length. Locater wire shall be brought to the surface in the curb box.
☐	Minimum 6" sanitary sewer lateral from the main to the property line, PVC SDR 26 conforming to ASTM Standards D 3034, SDR-26 or F-789/PS46, with rubber gasket joints.
☐	Sanitary sewer laterals shall have a green #12 locater wire installed along the entire length. Locater wire shall be brought to the surface at the edge of the building and enclosed in a curb box with "sewer" on the cover.
☐	Sampling manhole required for all food service developments (or developments with the potential to become food service) and industrial/manufacturing facilities.
☐	Industrial facilities must complete an industrial discharge form.
☐	Outside drop manhole connection required where drop is greater than 24 inches.
☐	Show all easements, public or private.
☐	No structures allowed within a public (KWU) easement.
☐	Plantings or signs within public (KWU) easements, if permitted by KWU General Manager, shall be at least 5 feet from the utilities.
	Include the following notes on the Utility Plan:
☐	All sanitary sewer and water to be installed in accordance with Kenosha Water Utility (KWU) Standards.
☐	All applications and fees for sanitary sewer and water must be completed and paid prior to connection to sewer/water systems.
☐	All water connections to existing water mains shall be completed by KWU, with excavation and backfill by developer. Developer shall provide 72 hours notice to KWU when connection is to be made.
☐	Any utility work in the right-of-way and all sanitary sewer connections to be inspected by KWU. Notify KWU 48 hours in advance of connecting to sewer.
	The above list contains items that are commonly missed on Utility Plans. For subdivisions or other large or complex projects, a complete plan review includes many more checks too numerous to list here. Please call 653.4315 for additional information. KWU typical water and sewer details can be provided upon request.
	Subdivision/Large Developments *(Complete copies of KWU specifications for sanitary sewer and water are available upon request.)*
☐	Provide plans sealed by Registered Professional Engineer.
☐	Show benchmark, north arrow, and scale.
☐	Show existing/proposed sewer and water utilities.
☐	Each parcel shall have a separate water service and a separate sanitary sewer lateral.
☐	Each building shall have a separate meter and shut-off valve.
☐	Water main - 6 ft. cover. 8" diameter minimum size. Ductile iron, Class 53 or 52 or PVC, C-900 or C-905 as approved by the Utility.
☐	Sanitary sewer - 8 ft. horizontal separation from water main per DNR requirements. 8" diameter minimum size, PVC SDR 26 for depths up to 25'.
☐	Sanitary sewer manhole at every change of direction and a maximum distance of 400 feet.
☐	An internal/external chimney seal by Adaptor, Inc. or equal shall be required on all manholes.
☐	Hydrants or blow-offs at high points of water main to accommodate pressure testing and to remove air from the line. Hydrants to be located at intersections and next to valves for ease in flushing and locating. Typical hydrant spacing at 600' maximum in residential areas.
☐	Typical valve spacing shall be 800' maximum, typical 4 valves at an intersection.
☐	All sewer and water to be installed by the developer under the terms of a Development Agreement.
☐	Provide copies of all approved WDNR/WDOC submittals, including sewer sizing calculation worksheet and the area served.
☐	Developer shall enter into an agreement with KWU for maintenance of the private water system.
☐	I hereby certify that I have reviewed the information above. Applicant's Initials _____

APPENDIX D

LIST OF PERMITS AND LICENSES

City of Kenosha, Wisconsin

Provided below is a comprehensive list of the City's permits/licenses required prior to commencing an installation or obtaining an occupancy permit. The permits/licenses you are to obtain are dependent upon your use of the land, building, and business operations. Please contact the appropriate department for details for obtaining the permit/license.

Department & Phone Number	*Applications / Licenses / Permits*	
CITY CLERK ➢ **653.4020**	Amusement Enterprise Cigarette Fuel Pump Hotel/Motel Room Tax Kennel & Pet Shop Liquor Lodging and Rooming House	Massage Therapy Establishment License Mobile Home Park Pawn Broker Scrap/Salvage Yard Second Hand Article/Jewelry Dealer Theater
CiTY DEVELOPMENT ➢ **653.4030**	**Permits:** Airport Overlay Certificate of Appropriateness (Historic Preservation Commission) Certificate of Floodplain Compliance Certificate of Shoreland Compliance Conditional Use Permit Site Plan Permit	**Applications:** Alley Vacation Annexation/Attachment Certified Survey Map Plat of Survey Rezoning Street Vacation Subdivision Plat
FIRE DEPARTMENT ➢ **653.4110**	Underground tank installation (under 500 gallons)	Underground tank removal
CiTY INSPECTIONS ➢ **653.4263**	Building Electrical Erosion Control Fence HVAC Moving Occupancy	Plumbing Plumbing Plan Review Razing Retaining Wall Sign Swimming Pool/Hot Tub
PUBLIC WORKS ➢ **653.4050**	Driveway Approach Parking Lot Sidewalk	Street Occupancy Street Opening Tree Protection
WATER UTILITY ➢ **653.4300**	Ground Water Remediation Permit (for sanitary sewer) Waste Water Discharge Permit (industrial waste survey)	Hydrant Use Permit Water Connection Permit (new service) Well Operating Permit
DEPARTMENT OF NATURAL RESOURCE	Air Quality ➢ 414.263.8655	Chapter 30 – DNR Shoreland/Wetlands ➢ 414.263.8757
COUNTY HEALTH DEPARTMENT ➢ **605.6700**	Bed & Breakfast Campground Hotel/Motel Mobile Home Park Recreational/Educational Camp	Restaurant Retail/Food Establishment Swimming Pool Tourist Rooming House
HIGHWAY DEPARTMENTS	**County Highways:** ➢ 857.1870 Driveways/Highway Access Revisions Excavation/Street Openings Sanitary Sewer and Water	**State Trunk Highways:** ➢ 262.548.5903 Revisions/Alterations/Excavations to Highways Excavation for Sanitary Sewer/Water Connection (thru Water Utility)
I hereby certify that I have reviewed the information above.		Applicant's Initials _____

APPENDIX E

REVIEWING DEPARTMENTS
City of Kenosha, Wisconsin

Department	*Contact Person*	*Areas of Review*
Airport	Corey Reed, Director ➢ **653.4160**	Compliance with airport zoning regulations
City Development - Planning	Brian Wilke, Development Coordinator ➢ **653.4049**	General information and standards, process
Division of Health	Mark Melotik, Director of Environmental Health ➢ **605.6700**	Licensing information,uses involving sale and/or processing of food
Fire Department	Guy Santelli, Fire Prevention Bureau ➢ **653.4109**	Fire safety and protection
Kenosha Water Utility	Adam Dow, Water Engineer ➢ **818.3091**	Sanitary sewer and water requirements
City Inspections - Permits	David Fliess, Commercial Building Inspector ➢ **653.4268**	Building requirements
Parks Department	Dirk Nelson, City Forester ➢ **653.4080**	Tree protection and landscaping
Police	Eric Larsen, Interim Police Chief ➢ **605.5216**	Public Safety
Public Works	Greg Holverson, Assistant Director of Engineering ➢ **653.4152**	Traffic, parking lot design
Stormwater Utility	Kim Masura, Engineer ➢ **653.4155**	Drainage, stormwater management
Transit	Nelson Ogbuagu, Director ➢ **653.4290**	Public transportation

APPENDIX F

STORMWATER MANAGEMENT CRITERIA
City of Kenosha, Wisconsin

(Revised 01/06/09)

Stormwater Management Criteria	
Approving Agency	The designs for all storm sewers, stormwater detention basins, and all other stormwater management practices to be constructed in the City of Kenosha shall be subject to review and approval by the City Engineer and designees from the Engineering Division of the City of Kenosha Department of Public Works.
Performance Standards	The stormwater management plan shall meet the performance standards as outlined in Chapter 36 of the Code of General Ordinances, Section 281.16 and 283.33 of Wisconsin Statutes and Section V of Chapter NR151 of the Wisconsin Administrative Code. Where these standards differ the more restrictive standard shall be used.
Applicability for Control of Stormwater Pollution	The City of Kenosha Stormwater Management Criteria applies to all new development, redevelopment, or in-fill development 1 acre or more in area or as determined by the Director of the Stormwater Utility. A composite development of separate parcels, which totals 1 acre or more in area, must meet the same requirements as if it was a single parcel. This shall apply even though the parcels may be held by different owners or developed over an extended period of time. (example: a commercial strip along a major highway). Total suspended solids (TSS) shall be reduced by 80% or to the maximum extent practicable, based on average annual rainfall for new development and in-fill development as compared to no runoff management controls. For redevelopment (defined as replacing or adding to the building area by 50% or more or increasing the impervious area by 1 acre or more) the total suspended solids (TSS) must be reduced by 40%. New development sites of less than 1acre, which are the source of significant pollution, such as soil, stone, or mineral stockpiles or the dispensing of fuels, must treat stormwater runoff to remove 40% of total suspended solids (TSS) and any perceptible petroleum product.
Applicability for Control of Peak Runoff Rates ***(Contact the Kenosha Stormwater Utility to determine if the development is in an area covered by a regional stormwater management plan and what the requirements of this plan are.)***	For development in areas not covered by a regional stormwater management plan; control of peak runoff for the 2 year 24 hour storm shall be required for all new development, in-fill development, composite development, or redevelopment consisting of 1 acre or more to maintain the post development runoff for this design storm to no more than the predevelopment level. Control of the 10 through 100 year 24 hour storms is also required in any area where there is inadequate storm sewer or drainage-way capacity. Stormwater detention is the only approved practice for the control of the peak runoff rate from a site excepting credit will be given for runoff removed due to required infiltration where suitable hydrologic soil groups exist. Control of the peak runoff for the 10 through 100 year 24 hour storms will be required for all areas draining to navigable streams or to storm sewer systems that do not have at least capacity for the 5 year rational method storm or as determined by the Director of the Stormwater Utility.
Basis for Stormwater Detention Basin Design	The design of stormwater detention basins shall be based on the principles of the document "Urban Hydrology for Small Watersheds" (Technical Release 55, Soil Conservation Service, United States Department of Agriculture.) The rainfall distribution used in the design shall be the type II distribution (the rainfall type curve which was established in the "United States Department of Agriculture, Soil Conservation Service, Technical Paper 149, published 1973) that is applicable to all of Wisconsin and represents the most intense storm pattern.
Stormwater Detention Basin Design Methodology	The methodology set forth in Technical Release 55 (TR-55) shall be used to determine times of concentration and peak flows and to develop hydrographs for the various design storms. The required stormwater detention shall be determined by routing these hydrographs through the proposed detention basin design using the Modified Puls Method. The maximum allowable predevelopment runoff curve numbers (RCN) for hydrologic soil groups shall be: RCN 56 for soil group A, RCN 70 for soil group B, RCN 71 for soil group C, and RCN 71 for soil group D. The design allowable release rate and required detention for the two year 24 hour storm shall be the more restrictive of the predevelopment runoff for this storm or the first 0.08 feet of runoff from the site released over a period of 24 hours. When control of peak runoff rates is required under criteria no. 4 the maximum allowable release rate for the 10 through 100 year 24 hour design storms shall be the predevelopment runoff for the 10 year storm. Any site with inadequate capacity downstream shall have the peak discharge for the 10 through 100 year 24 hour design storms reduced to a proportional share of the available downstream capacity based on the ratio of the development's area to the total drainage area. The available capacity downstream shall be determined by the capacity of storm sewer pipes flowing full or the overflow level for ditches or the top of the upstream end of the pipe for any culverts. None of these criteria shall preempt more stringent release rates which may be required by other governmental agencies. The methodology set forth in WinSLAMM shall be used to determine the total suspended solids (TSS) removal in stormwater detention basins and the pond area and or release rate adjusted as necessary to achieve the required TSS removal. If the required TSS removal is exceeded due to other design requirements the more conservative design shall be used. The Average Annual rainfall for use in the WinSLAMM model shall the precipitation for Milwaukee during the year

Stormwater Management Criteria	
	1969, excluding the snow duration of December 6 to March 28.
Elements of Stormwater Detention Basin Construction	***Permanent Pond Requirement:*** Except for the listed exceptions, all stormwater detention basins shall have a permanent body of water or pond to enhance removal of suspended solids. For above ground detention basins constructed within one-half mile of an airport runway, approval by the Airport Director shall be required for any permanent water area. All stormwater detention basins located more than one-half mile from an airport runway shall have a permanent pond area calculated using Appendix A (Calculation of Preliminary Permanent Pool Surface area for TSS Reduction) of Wisconsin Department of Natural Resources Conservation Practice Standard "Wet Detention Pond (1001)". Using this table, under the category of 80% TSS removal, a percentage of the areas of the various types of development is used to determine the recommended pond area. The final pond area shall be determined using the WinSLAMM model. In cases where a dry bottom detention basin is to be constructed or where the inlet pipe does not discharge at the waters edge a low flow concrete pipe or concrete channel shall be required. For underground detention tanks the permanent water surface area should be the same as the bottom area of the structure. No permanent water surface is required for other types of underground storm water detention such as buried pipe systems except for a 4 foot deep sump (with a minimum area equal or greater than that produced by a 4 foot diameter manhole riser) immediately in front of the first stage outlet orifice. ***Permanent Pond Depth:*** A minimum water depth of 4 feet shall be required excepting where the extension of a 4 to 1 embankment slope down from the maximum water level meets at a lesser depth. A minimum depth of 3 feet is required for suspended solids removal plus additional depth for storage of the sediment. While greater depths are allowed; a 4 foot depth is recommended in order to reduce the drowning hazard. If the deepest part of any basin has less than 2 feet of water, a poured reinforced concrete basin, with a uniform depth of 18 inches, with vertical or near vertical walls, and covering the area of the permanent pond will be required. Minimum thickness for the walls and bottom of this concrete lined pond shall be 6 inches. ***Aerators or Fountains in Stormwater Detention Basin Ponds:*** Aerators or fountains in ponds of less than five feet depth are prohibited. Aerators designed to mix the contents of the permanent pond are prohibited for all ponds. The pump for the aerator or fountain must draw water mainly from the horizontal plane to minimize the re-suspension of sediments. The area of the pond must be increased by the amount of the area affected by the aerator or fountain or the device must have an automatic shutoff that functions during and for 24 hours after storm events. ***Overflow Capacity:*** Overflow capacity must be provided for all stormwater detention basins. Where the detention volume is impounded behind a berm an overflow chute or inlet structure must be provided. This chute or inlet must be capable of passing the TR-55 100 year 24 hour storm routed through the basin under a blocked outlet condition. When an overflow inlet is required, but lacks adequate capacity, an overflow chute shall be constructed to provide the rest of the needed capacity. Either a 4 inch thick reinforced concrete slab or sod and turf reinforcement over an 18 inch thickness of medium size rip-rap buried under a thin layer of topsoil are acceptable for the bottom and sides of an overflow chute. The concrete slab or buried riprap must cover the bottom of the chute and its extensions to the top of the berm and extend down the outside face of the berm. A minimum freeboard of 1 foot from the top of the water outflow to the top of the berm is required. Where the stormwater detention basin lies in an excavated depression with no berm, an adequately sized grassed swale at one side of the basin will suffice for an overflow. For all overflow discharges a minimum of 6 inches of freeboard will be required between the water surface and any building or electrical enclosure. The extent of the water flow and the water surface elevation must be provided along the overflow route until the overland flow reaches a major drainage way. ***Maximum and Minimum Slopes:*** Maximum slopes for the inside of the stormwater detention basin, the side slopes of the permanent pond, and the outside of any berm may not exceed 4 to 1. Flatter slopes may be used to make for easier maintenance or to provide a safety shelf above the permanent pond level adjacent to the waters edge. The use of slopes flatter than 4 to 1 shall not be used to decrease the required water surface area or the required minimum depth of the permanent pond. If a berm is constructed around the detention basin it must have a minimum top width of 10 feet and be flat across the top. Any water storage area (in the detention basin) which is normally dry between rainfall events must have a minimum slope of 2%. No area in the detention basin shall be deliberately constructed as wetland except where there is an existing wetland, which must be preserved, or where suitable hydrologic soil groups exist for creation of a stormwater infiltration area. ***Berm Construction:*** Berms, which will impound storm water, must be constructed of sound clay compacted to 95% of modified proctor. Any pervious material located under the area proposed for the berm must be removed prior to the start of construction. A minimum of 2 soil borings per stormwater detention basin site with at least one boring per 2 acres of detention storage area is required. Soil borings are required to the greater of a depth 5 feet below the maximum pond excavation or 2 feet below any pervious material layer to determine the suitability of the subsoil for siting a detention basin. Unsuitable material at any depth below the proposed berm location will require an 8 foot wide cutoff wall of compacted clay , centered on the berm, to be placed to a 1foot depth below the unsuitable material. Pipes passing through a berm shall be bedded and backfilled up to the top of pipe with crushed limestone

	conforming to the gradation no. 3 in section 304.2.6 of The State of Wisconsin Department of Transportation Standard Specifications for Highway and Structure Construction. The remainder of the trench shall be clay compacted to 95% of modified proctor. An anti-seep collar extending twice the pipe diameter in all directions, but not exceeding 5 feet horizontally or 3 feet vertically, and being a minimum of 18 inches thick shall be constructed of poured concrete at the berm midpoint. ***Pipes Entering and Exiting Basins:*** All pipes entering and exiting the stormwater detention basin shall be reinforced concrete. Where a swale would discharge to the basin, terminate it approximately 20 feet in back of the top of the interior slope of the basin and replace it with an appropriately sized inlet and pipe with a flared end section discharging at the permanent water level. ***Access Easement:*** All stormwater detention basins not adjacent to a public street shall have a minimum 10 foot wide easement to provide access to the basin parcel. Adequate room to turn around a pickup truck must be provided at the basin end of the easement. The easement may be maintained as grass but must have adequate drainage. ***Outlet Structures:*** Outlet structures for the stormwater detention basin shall conform to the detention basin slope and have a minimum trash grate open area of 4 times the orifice protected or 4 square feet whichever is greater. Bars on the trash grate shall be of smooth, stainless steel, have a minimum size opening approximately two-thirds the diameter of the orifice protected, and be able to support a 250 pound point load without permanent deflection. Bars in two directions shall be required except for inlets discharging to pipes 48 inches in diameter or greater. Maximum grate openings shall be 5 inches for bars in one direction and 6 inches by 6 inches for bars in two directions. Grates with openings over 3 inches shall have a protective decorative fence such as post and chain around the sides. ***Aesthetics:*** Aesthetics shall be taken into consideration in the design of stormwater detention basins. Curvilinear rather than rectangular shaped ponds shall be used wherever possible. Exposed rip-rap shall be kept to a minimum. More extensive areas of rip-rap should be covered with a thin layer of topsoil, turf reinforcement, and sod or be covered by water. Fieldstone shall be used for rip-rap wherever possible to provide a more natural appearance. Structures shall be flush with the ground surface whenever possible. A landscaping plan with a minimum of one tree or substantial bush cluster per detention basin side or per 100 feet of the perimeter, whichever provides more plantings, is required. A minimum of 10 feet of level surface between the top of the detention basin slope and adjacent properties is required. ***Safety Shelves:*** Underwater safety shelves are not permitted in stormwater detention basins. (The shallow water results in an increase in the water temperature. There is an increase in the amount of cattail and rush growth around the perimeter of the permanent pond resulting in stagnant water conditions. This encourages mosquito breeding. The drop-off at the edge of the shelf creates a drowning hazard for children.) ***Formulas for Outlet Capacity:*** Calculation of orifice capacity shall be done using the formula $Q = 0.6\ A\ (2gh)^{1/2}$. The Calculation for the capacity of a broad-crested weir shall be done using the formula $Q = 3\ L\ H^{3/2}$
Design of Storm Sewers and Open Channels	***Capacity:*** Storm sewers shall be shall be sized for the largest peak flow produced by the 10 year rational method design storm. The hydraulics of the storm sewer shall be designed to operate under full or partially full conditions for the 10 year storm. A design that would cause the storm sewer to surcharge during the 10 year storm is not acceptable. Where a storm sewer discharges into a storm water detention basin the pipe sizing must take into account the loss of hydraulic gradient due to rising water levels in the basin. Design calculations must show actual storm water taken in by each inlet draining to the proposed storm sewer and the amount of storm water by-passing the inlet. ***Inlet Time of Concentration:*** The maximum initial inlet time for storm sewer design shall be 15 minutes for single family and duplex residential development, 10 minutes for multifamily residential development, and 5 minutes for commercial and industrial development. ***Inlet Spacing:*** Inlet spacing in street pavement shall be governed by the following requirements: the spacing between inlets or from a high point to an inlet shall be a maximum of 400 feet, the storm water flow in gutters shall leave 7 feet of the adjacent traffic lane free of water, and 7 feet of the traffic lane adjacent to an inlet in a sump shall not be under water. ***Construction Methods:*** Storm sewers shall be constructed according to the City of Kenosha's Standard Specifications for the Construction of Sewers. Copies of this specification can be obtained from the City of Kenosha Public Works Department or can be viewed at " www.kenosha.org/". ***Design of Open Channels:*** The design of open channels shall be based on the TR-55 100 year 24 hour storm for all drainage areas equal to or greater than 2 acres in size. For drainage areas less than 2 acres in size the 10 year rational method design storm may be used. Appropriate means shall be used to avoid erosion of the channel during peak flow. Velocities shall not exceed 3 feet per second for grass lined channels, 6 feet per second for channels lined with coarse gravel or with turf reinforcement, and 8 feet per second for channels lined with rip-rap. Side slopes of channels shall not be greater that 4 to 1. A minimum of 6 inches of freeboard must exist between the design water surface and any building or electrical enclosure. ***Excessive Stormwater Flow:*** An overflow path shall be provided for all sumps in the streets and any

Stormwater Management Criteria	
	sumps in the interior of developments to protect against property damage in case of plugged inlets or runoff in excess of the storm sewer capacity. The required capacity of this overflow route shall be equal to that required for a TR-55 100 year 24 hour runoff under a plugged inlet condition. A minimum of 6 inches of freeboard must exist between the design water surface and any building or electrical enclosure. Sumps around yard inlets must only be in the immediate area of the inlet with no electrical transformer or telephone enclosure in the area subject to flooding if the inlet plugs. ***Sumps in Manholes or inlets:*** All manholes and inlets shall be designed and constructed to drain dry. No amount of a sump in these structures is acceptable. (Standing water in these structures lead to mosquito and odor problems and any trapped pollutants are flushed out with the next rainstorm.) ***Pipe Material:*** All storm sewer mains and inlet leads that will be maintained by the City of Kenosha shall be reinforced concrete pipe with O-ring gaskets. The minimum size pipe shall be 12 inches in diameter. ***Yard Inlets:*** Backyard swales shall be intercepted by inlets spaced no more than 400 feet apart. No more than 200 feet of swale may discharge over a sidewalk without an inlet being required in back of the sidewalk. All yard inlets shall have flat grates, be located in a minimum 0.3 foot deep sump, and have adequate capacity for the 10 year rational method design storm with no more than 0.75 feet of head over the grate. Capacity for the inlet grates shall be rated using the water depth at which bypass flow will occur. ***Long term flows in Swales:*** Swales are acceptable only for intermittent storm water flows. Where long term flows are to be expected, such as from an extensive drainage area, a storm water detention basin, or a storm sewer connected to sump pumps, a storm sewer sized for the 10 year rational method design storm should be installed. With permission from the Director of the Stormwater Utility a low flow pipe may be substituted with the swale sized to take flows in excess of the pipe capacity. The minimum size for a low flow pipe shall be a diameter that will accommodate a 2 year rational method design storm. Pipe material shall be reinforced concrete with O-ring gaskets. ***Sump Pump Connections:*** Sump pumps shall be connected to storm sewers with a 4 inch diameter SDR 26 solid wall PVC pipe having a minimum slope of 1% and either 3 feet or more of cover or a minimum of 2 ft. of cover if protected from frost with 2 inch thick, 24 inch wide closed cell extruded polystyrene boards. ***Connections to Existing Culverts:*** Where flow from an existing culvert or storm sewer is to be picked up by a new storm sewer or a new storm sewer discharges to such an existing culvert or storm sewer, a direct connection to the existing pipe shall be made instead of leaving an intervening swale or ditch. (This is to avoid problems with plugged grates on inlets and culverts and to improve the capacity of the system by reducing head loss.) ***Design for offsite flows:*** All storm sewers must be designed to pick up either the existing condition runoff from the TR55 100 year 24 hour storm or the 10 year rational method design storm for the developed condition of any off-site contributing drainage area (whichever is greater). Any proposed upstream detention that will not be constructed at the same time as the proposed development shall not be taken into consideration.
Prepackaged Stormwater Treatment Structures	Proprietary stormwater treatment devices may be used with the permission of the Director of the Stormwater Utility under certain circumstances. These circumstances include where control of the stormwater quality is the only issue. Generally the devices must utilize settling as their means of TSS reduction although advanced design filtration units may be submitted for consideration. A design must be accompanied by data showing that it will achieve the required total suspended solids (TSS) and petroleum products removal and that the removed sediment and petroleum product will be retained during storms exceeding the devices rated capacity. An analysis using the WinSLAMM methodology must be provided with the plan submittal. All proprietary settling devices shall be designed in accordance with the Wisconsin Department of Natural Resources Conservation Practice Standard 1006 (Method for Predicting the Efficiency of Proprietary Storm Water Sedimentation Devices). Settling facilities that require the addition of oil absorbent to achieve petroleum product removal are not acceptable.
Infiltration Requirements	Any development in an area with hydrologic soil group A or B soils must provide infiltration capacity as outlined in the performance standards. If the development fits the criteria for a claim for an exemption or exception the developer must submit a detailed explanation supporting the claim. A site evaluation in accordance with the Wisconsin Department of Natural Resources Conservation Practice Standard 1002 (Site Evaluation for Stormwater Infiltration) must be conducted to prove eligibility for any claimed exemption or exception. Soil testing will be required. Infiltration capacity must be designed, constructed and maintained according to the Wisconsin Department of Natural Resources Conservation Practice Standards 1003 (Infiltration Basins) and 1004 (Bioretention). An analysis of the infiltration capacity must be submitted using the RECARGA model. If a vegetated infiltration swale is to be used it must be designed in accordance with Wisconsin Department of Natural Resources Conservation Practice Standard 1005 (Vegetated Infiltration Swale). For all infiltration devices an analysis using the WinSLAMM methodology must be provided with the plan submittal.
Protective Areas	All developments must adhere to the standards of DNR regulation NR 151.12 regarding protective areas adjacent to wetlands, streams, rivers, lakes and ponds.
I hereby certify that I have reviewed the information above.	Applicant's Initials _____

APPENDIX G

STORMWATER MANAGEMENT PLAN WORKSHEET
City of Kenosha, Wisconsin

STORMWATER MANAGEMENT PLAN WORKSHEET

The Kenosha Stormwater Utility requires a Stormwater Management Plan to be submitted with the proposed development plans for site plan review. A Stormwater Management Plan is a document describing the stormwater management practices constructed and implemented within the proposed development to ensure compliance with the stormwater management criteria, as set forth by the Kenosha Stormwater Utility. The purposes of a Stormwater Management Plan are to protect the safety and health of the public, property and aquatic environment from the threats due to stormwater from land development activity. This worksheet will provide a basis to the information that shall be provided when preparing a Stormwater Management Plan for a proposed development. This plan shall include a set of complete plans and calculations, stamped by a registered professional engineer.

All items listed are included in the Code of General Ordinances Chapter 36, Post-Construction Stormwater Management and the Kenosha Stormwater Management Criteria.

The requirements are subject to all sites over one (1) acre or as specified by the Stormwater Utility.

Please mark all items as Yes (Y), No (N) or Non Applicable (NA)

Exemptions for Design and Plan Requirements

	☐ Site is associated with agricultural or silviculture activities.

Design Requirements

Total Suspended Solids	☐ Site is a New Development – 80% Reduction must be met. ☐ Site is an Infill Development – 80% Reduction must be met. ☐ Site is a Redevelopment – 40% Reduction must be met. ☐ Calculations for % Reduction are included in the plan (WinSLAMM input and output). ☐ Stormwater Management Facilities to address TSS removal are designed according to Chapter 36 Post-Construction Stormwater Management Ordinance, Kenosha Stormwater Management Criteria and DNR Technical Standards – Check all that apply: ☐ Wet Detention Basin ☐ Bioretention Basin ☐ Swales ☐ Proprietary Devices ☐ Other (specify): _____
Peak Discharge	☐ Post-Development two-year, 24-hour Peak Discharge is less than or equal to Pre-Development. ☐ Calculations of Peak Discharge are included in the plan. ☐ Downstream Capacity for 2-year, 10-year, and 100-year, 24-hour Design Storms are met. ☐ Calculations of available capacity, proportional share, and proposed utilized capacity under all design storms are included in plan. ☐ Stormwater Management Facilities to address Peak Discharge are designed according to Chapter 36 Post-Construction Stormwater Management Ordinance, Kenosha Stormwater Management Criteria and DNR Technical Standards – Check all that apply: ☐ Wet Detention Basin ☐ Bioretention Basin ☐ Swales ☐ Other (specify): _____
Infiltration	☐ Hydraulic Soil Type ☐ Soil Type A - Proceed ☐ Soil Type B – Proceed ☐ Exemption or Exclusion – provide documentation ☐ Site is a Residential Development ☐ 90% Infiltration of pre-development infiltration volume met ☐ 25% Infiltration of pre-development infiltration volume met

STORMWATER MANAGEMENT PLAN WORKSHEET

- ☐ 1% of site is used for Infiltration - Limitation

☐ Site is a Non-Residential Development

- ☐ 60% Infiltration of pre-development infiltration volume met
- ☐ 10% Infiltration of pre-development infiltration volume met
- ☐ 2% of site is used for Infiltration – Limitation

☐ Site has parking lots and new road construction

- ☐ Pretreatment Included
- ☐ 10% Infiltration of the runoff from the two-year, 24-hour design storm with Type II Distribution

☐ Calculations of Infiltration Volumes are included in the plan and model input and output (WinSLAMM)

☐ Exclusions for Infiltration

- ☐ Tier 1 Industrial Facility
- ☐ Storage and Loading Areas of Tier 2 Industrial Facility
- ☐ Fueling and Vehicle Maintenance Facility
- ☐ Areas within 1,000 feet upgradient of Karst Features
- ☐ Areas within 100 feet downgradient of Karst Features
- ☐ Areas with < 3 feet of separation from bottom of Infiltration System to seasonal high groundwater or top of bedrock (does not prohibit roof runoff)
- ☐ Areas with runoff from industrial, commercial and institutional parking lots and roads with < 5 feet separation from bottom of infiltration system to elevation of seasonal high groundwater or top of bedrock
- ☐ Areas within 400 feet of community water system well
- ☐ Areas within 100 feet of private well
- ☐ Areas where contaminants of concern (defined by NR720.03(2) are present in the soil through which infiltration will occur)
- ☐ Area where soil does not meet any of the following characteristics between bottom of infiltration system and seasonal high groundwater and top of bedrock
  - ☐ At least 3 foot soil layer with 20% fines or greater
  - ☐ At least 5 foot soil layer with 10% fines or greater

☐ Exemptions for infiltration

- ☐ Areas where infiltration rate < 0.6 inches/hour
- ☐ Parking Areas and Access Roads less than 5,000 square feet for commercial and industrial
- ☐ Redevelopment Post-Construction Sites
- ☐ Infill Development < 5 acres
- ☐ Infiltration during periods when soil on the site is frozen
- ☐ Roads in Commercial, industrial and institutional land uses
- ☐ Arterial Roads in Residential land uses

☐ Stormwater Management Facilities to address Infiltration are designed according to Chapter 36 Post-Construction Stormwater Management Ordinance, Kenosha Stormwater Management Criteria and DNR Technical Standards – Check all that apply:

- ☐ Bioretention Basin
- ☐ Infiltration Basin/Rain Garden
- ☐ Infiltration Trench
- ☐ Other (specify): _____

STORMWATER MANAGEMENT PLAN WORKSHEET

Protective Areas

☐ Impervious areas are outside protective area. If not, provide a written explanation.
☐ Land disturbing activities are within a protective area.
If Yes, check all that apply:

- ☐ If no impervious area is within protective area, adequate sod or self-sustaining vegetative cover of 70% or greater shall be established.
- ☐ Adequate sod or self-sustaining vegetative cover is sufficient for bank stability, maintenance of fish habitat and filtering of pollutants from upslope overland flow areas under sheet flow conditions.
- ☐ Non-Vegetative materials are employed on the bank as necessary to prevent erosion steep slopes, high velocity areas).

☐ Best Management Practices are located within the protective area – Check all that apply:

- ☐ Filter Strips
- ☐ Swales
- ☐ Wet Detention Basins
- ☐ Other (specify): _____

☐ Non-Applicable Areas Apply

- ☐ Structures that cross or access surface water (boat landing, bridge, culvert)
- ☐ Structures constructed in accordance with Section 59.692(1v) Wisconsin Statutes
- ☐ Post-Construction Runoff does not enter surface water except to the extent that vegetative groundcover necessary for bank stability.

Fuel and Maintenance Facilities

☐ Are Fuel and Maintenance Facilities on the Site?
☐ Are Best Management Practices designed to reduce petroleum within runoff (no visible sheen)?

Swale Treatment for Transportation Facilities

☐ Does the site use swales for runoff conveyance and pollutant removal for transportation facilities?
If yes, must have the following:
Groundcover

- ☐ Vegetated
- ☐ Non-Vegetated where appropriate to prevent erosion or provide runoff treatment (riprap, check dams)

Swale Velocity Control

- ☐ Swale is 200 feet or more in length with a velocity no greater than 1.5 feet per second for the two-year, 24-hour design storm or two-year storm with duration equal to time of concentration.
- ☐ Swale is 200 feet or more in length with velocity > 1.5 feet per second then velocity is reduced to maximum extend practicable. Written explanation stating why requirement of > 1.5 feet per second cannot be met.

☐ Exemptions Apply
Average Daily Vehicles > 2,500 and initial surface water of the state that runoff directly enters is any of the following:

- ☐ An outstanding resource water (ORW).
- ☐ An exceptional resource water (ERW).
- ☐ Water is listed in Section 303(d) of the Federal Clean Water Act and is identified as impaired in whole or in part due to non-point source impacts.
- ☐ Water where targeted performance standards are developed under NR 151.004 of the Wisconsin Administrative Code to meet water quality standards.

Plan Requirements

☐ Provide contact information (name, address, telephone number) for the landowner, developer, land operator, certified project engineer, responsible party for installation of stormwater management practices, responsible party for long-term maintenance of the stormwater management practices.
☐ Legal Description of proposed development.
☐ Narrative describing the proposed development.

STORMWATER MANAGEMENT PLAN WORKSHEET

- ☐ Brief summary of Design Criteria and methods used for development of Stormwater Management Practices.
- ☐ Stormwater Management Maintenance Agreement shall be included with the Storewater Management Plan (see Stormwater Management Maintenance Agreement Application for information required).
- ☐ Certification by a registered professional engineer.

Description and Site Characteristics for Pre/Post Development conditions shall be delineated by one (1) or more site maps at a scale of not less than one (1") inch equals two hundred (200') feet. The map(s) shall include, at minimum, the following information:

- ☐ Site Location and Legal Description.
- ☐ Pre-developed and revised topography by contours related to USGS survey datum or other datum approved by City Engineer. The topographic contours of the site shall not exceed 2 feet. The topography shall extend at minimum 20 feet outside the site boundaries to show runoff patterns onto, through and from the site.
- ☐ One hundred (100) year Floodplain boundary, shoreland, environmental corridors, and wetland boundaries shall be delineated if applicable.
- ☐ All lakes, streams, and other water bodies illustrated on map shall be named as defined on a USGS 7.5 minute topographic map.
- ☐ Predominant Soil Types and Hydrologic Soil Group Classifications.
- ☐ State Plane coordinates of all manholes and inlets with reference to two nearest reference point monuments which shall be Section or ¼ Section corners.
- ☐ Location, capacity, and dimensions/details of on-site Pre-developed and Post-developed stormwater management facilities such as, but not limited to, the following: manholes, pipes, curbs, gutters, curb inlets, filter strips, swales, detention basins, curb cuts, and drainage grates.
- ☐ Location, extent, detailed drawings, typical cross sections and slope ratios of all pre-developed and post-developed stormwater retention and detention areas and drainage ways – list inlet/outlet elevations, permanent water surface elevation, high water surface elevation, and emergency spillway elevation, if applicable.
- ☐ Location and elevations at top and bottom of pre-developed and post-developed retaining walls
- ☐ Location and footprint of any and all pre-developed and post-developed buildings and structures.
- ☐ Locations and names of pre-developed and post-developed streets and intersections, and the location of parking lots, sidewalks, bike paths and impervious surfaces (excluding single family residences). Map(s) shall clearly differentiate pre-developed and post-developed surfaces.
- ☐ Delineation and dimensions of all pre-developed and post-developed property boundaries, easements, right-of-way, building setbacks, maintenance easements, and other restrictions.
- ☐ Pre-developed and post-developed land use boundaries, including cover type and condition.
- ☐ Post-developed land use cover totals for Impervious and Pervious areas as well as permanent water surface area of all stormwater management facilities.
- ☐ Delineation of pre-developed and post-developed watershed and sub-watershed boundaries used in determination of Peak flow discharges and discharge volumes from the site. (If the watershed extends beyond the site boundaries, a separate watershed map can be supplied.)
- ☐ Location of the pre-developed and post-developed discharge points.
- ☐ Pre/Post developed directional Flow Paths used to calculate existing/proposed time of concentrations.
- ☐ Location of the Emergency Overland Flow.
- ☐ Location of any Regional Treatment Options, if applicable.
- ☐ Identify all pre-developed land cover features, such as, natural swales, natural depressions, native soil infiltrating capacity and natural groundwater recharge areas.
- ☐ Location of any protective areas within the site.
- ☐ Location of wells located within 1,200 feet of pre-developed and post-developed Stormwater Detention Basins, Infiltration Basins, or Infiltration Trenches.
- ☐ Delineation of Wellhead protection areas defined under NR 811.16

Supportive Information and Calculation summaries shall be supplied for all stormwater management requirements as dictated in the checklist under Design Requirements:

- ☐ Pre-developed and post-developed watershed, sub-watersheds, and land use areas (acres, watershed shall be delineated by property lines).
- ☐ Pre-developed and post-developed impervious areas (acres).
- ☐ Pre-developed and post-developed Runoff Curve Numbers.
- ☐ Pre-developed and post-developed Time of Concentration.
- ☐ Pre-developed and post-developed peak flows for the 2-year, 10-year and 100-year, 24-hour storm events for each discharge points.

STORMWATER MANAGEMENT PLAN WORKSHEET	
	☐ Total suspended solids removal computations to show compliance. ☐ Design computations for the runoff volume of the pre-developed and post-developed conditions to show compliance with the infiltration requirements. ☐ Design computations for all stormwater drainage facilities such as, but not limited to, inflow/outflow rates, hydrographs, water surface elevations, outlet design computations, runoff discharge volume, velocities, and stage/storage data. ☐ Design computations for the 10-year Rational Method flows for all proposed storm conveyance systems. ☐ Computation of the available downstream capacity flowing full, overflow level of ditches and the top of the upstream end of the pipe for any culverts. ☐ Computation of the downstream capacity using the 5 year rational storm. ☐ Design computations to illustrate compliance with pollutant loading criteria (Stormwater Quality Management practices) with pre- and post-stormwater management facilities. ☐ Narrative describing all assumptions that were deemed appropriate for design. ☐ Explanation of provisions to preserve and use natural topography and land cover features. ☐ Explanation of restrictions on Stormwater Management practices by wellhead protection plans, if applicable. ☐ Results of investigations of soil and groundwater required for installation of Stormwater Management practices. ☐ Impact assessment results on Wetland Functional Values, if applicable. ☐ Stormwater Management practices installation schedule . ☐ Cost estimate for the construction, operation and maintenance of each Stormwater Management practice. ☐ Any additional information that the City Engineer, or designee, may need to evaluate the impacts of the stormwater discharge quality and quantity on the existing area and existing utilities.

APPENDIX H

CITY GOVERNMENT PERSONNEL OVERVIEW

ADMINISTRATION

John Antaramian, Mayor
- 262.653.4000

John Morrissey, City Administrator
- 262.653.4000

MEMBERS OF THE COMMON COUNCIL

Alderperson Eric Haugaard	District 1	721.8245
Alderperson Bill Siel	District 2	657.3434
AlderPerson Jan Michalski	District 3	652.0948
Alderperson Holly Kangas	District 4	818.1855
Alderperson Rocco LaMacchia, Sr.	District 5	945.7280
Alderperson Dave Paff	District 6	496.1591
Alderperson Shayna Griffin	District 7	484.3601
Alderperson Bruce Fox	District 8	652.0577
Alderperson Keith Rosenberg	District 9	914.5337
Alderperson Anthony Kennedy	District 10	496.1460
Alderperson Rollin Pizzala	District 11	705.6463
Alderperson Mitchell Pedersen	District 12	287.8304
Alderperson Curt Wilson	District 13	654.1445
Alderperson Daniel Prozanski, Jr.	District 14	237.0971
Alderperson Jack Rose	District 15	605.9038
Alderperson Dominic Ruffalo	District 16	945.0442
Alderperson David Bogdala*	District 17	697.8385

* Common Council President

MEMBERS OF THE CITY PLAN COMMISSION

Mayor John Antaramian, Chairman
Alderperson Daniel Prozanski, Jr., Vice Chairman
Alderperson David Bogdala
Alderperson Jan Michalski
Charles Bradley
Vacant
Veronica Flores
Michael Foster
Craig Free
Lydia Spottswood

DEPARTMENT HEADS

Tim Casey, Director of City Development
- 262.653.4030

Shelly Billingsley, Director of Public Works
- 262.653.4050

Curt Czarnecki, Director of Kenosha Water Utility
- 262.653.4300

Pete Krystowiak, City Assessor
- 262.653.4480

John Morrissey, Director of City Inspections
- 262.653.4263

MEMBERS OF THE PLAN REVIEW COMMITTEE

Brian Wilke, Development Coordinator
- 262.653.4030

Rich Schroeder, Deputy Director of City Development
- 262.653.4030

Brian Cater, City Engineer
- 262.653.4156

Greg Holverson, Assistant City Engineer
- 262.653.4152

David Fliess, Commercial Building Inspector
- 262.653.4268

Adam Dow, Kenosha Water Utility Engineer
- 262.653.4304

Jeff Warnock, Parks Superintendent
- 262.653.4095

Dirk Nelson, City Forester
- 262.653.4080

Guy Santelli, Fire Prevention Bureau Division Chief
- 262.653.4109