

VILLAGE OF SALEM LAKES

Department of Planning and Development

VILLAGE OF SALEM LAKES SITE PLAN REVIEW PROCEDURES

1. Contact the Kenosha County Department of Planning & Development and check with staff to determine if your proposed zoning change meets the requirements of the Multi-Jurisdictional Comprehensive Plan for Kenosha County: 2035, Village of Salem Lakes General Zoning and Shoreland/Floodplain Zoning Ordinance and the Village of Salem Lakes Land Division Control Ordinance.

2. Contact the Kenosha County Department of Planning & Development and schedule a pre-conference meeting, which is required for all site plan review requests.

Meeting Date: _____

3. Contact the Village of Salem Lakes to determine if your site plan review application requires concept review by the Village Plan Commission. If so, contact the Village of Salem Lakes clerk to schedule a concept meeting with the Village Plan Commission.

Meeting Date: _____

4. Complete and submit to the Kenosha County Department of Planning & Development the Village of Salem Lakes Site Plan Review Application by the filing deadline.

Filing Deadline: _____

5. Upon submission you will be given two copies of the date-stamped application. Submit a copy of the date-stamped application to the Village of Salem Lakes clerk for placement on the agendas of the Village of Salem Lakes Plan Commission and the Village of Salem Lakes Board. Keep the other copy for your records.

7. Attend the Village Plan Commission and the Village Board meetings. **NOTE:** You must attend or the Village will not be able to act on your request. At these meetings you will be asked to brief the committee on your request.

Village Plan Commission meeting date (tentative): _____

Village Board meeting date (tentative): _____

8. Village clerk will provide written notice of final action to property owner/applicant.

SITE PLAN REVIEW
CHECKLIST

Owner: _____ Date _____

Mailing Address: _____ Phone # _____

_____ Phone # _____

Agent: _____ Phone # _____

Mailing Address: _____ Phone # _____

Architect/Engineer: _____ Phone # _____

Mailing Address: _____ Phone # _____

Tax Parcel Number(s): _____ Acreage of Project: _____

Existing Zoning: _____ Proposed Zoning: _____

Conditional Use Permit: _____

Description of Project: (include the following when applicable):

Description of project: _____

Size of existing building(s): _____

Size of new building(s) and/or addition(s): _____

Number of current and projected full-time and part-time employees, number of shifts: _____

Number of proposed units: _____ Description of units: _____

Density: _____

Plat of Survey Submitted:

Covenants and Restrictions Submitted

A. BUILDING PLANS SUBMITTED? (BUILDING APPEARANCE)

No building shall be permitted the design or exterior appearance of which is of such unorthodox or abnormal character in relation to its surroundings as to be unsightly or offensive to generally accepted taste and community standards.

No building shall be permitted the design or exterior appearance of which is so identical with those adjoining as to create excessive monotony or drabness.

No building shall be permitted where any exposed facade is not constructed or faced with a finished material which is aesthetically compatible with the other facades and presents an attractive appearance to the public and to surrounding properties.

Building Scale and Mass. The relative proportion of a building to its neighboring buildings, to pedestrians and observers, or to other existing buildings shall be maintained or enhanced when new buildings are built or when existing buildings are remodeled or altered.

Building Rooflines and Roof Shapes. The visual continuity of roofs and their contributing elements (parapet walls, coping, and cornices) shall be maintained in building development and redevelopment.

Since the selection of building colors has a significant impact upon the public and neighboring properties, color shall be selected in general harmony with existing neighborhood buildings.

No building or sign shall be permitted to be sited on the property in a manner which would unnecessarily destroy or substantially damage the natural beauty of the area, particularly insofar as it would adversely affect values incident to ownership of land in that area, or which would unnecessarily have an adverse effect on the beauty and general enjoyment of existing structures on adjoining properties.

The facade of all buildings which face upon a street right-of-way shall be finished with an aesthetically pleasing material. A minimum of 50 percent of a facade facing an existing or future street shall be finished with a combination of brick, decorative masonry material, decorative pre-cast concrete panels, decorative glass panels, wood, or decorative metal or vinyl siding. Such finished material shall extend for a distance of at least 10 feet along the sides of the structure. All buildings on corner lots shall have the required finished facade facing each street.

B. SITE PLAN SUBMITTED?

Building locations shall maintain required setbacks from property lines and road rights-of-way.

Buildings and uses shall provide for safe traffic circulation and safe driveway locations.

Buildings and uses shall be provided with adequate public services as approved by the appropriate utility.

SITE PLAN REVIEW CHECKLIST

Buildings and uses shall provide adequate parking and loading areas. No loading dock or overhead doors shall face upon a street right-of-way without approval of the zoning administrator.

Parking areas shall maintain required setbacks and parking spaces shall be of minimum required size (10' x 20'). Aisle widths within parking lots shall be a minimum of 24' between the ends of the parking spaces.

Each parking space shall be on the same lot or parcel as the principal use, and all parking lots shall have the same zoning district as the principal use. Parking spaces and driveways shall be a minimum of 20 feet from the established highway right-of-way and a minimum of 10 feet from all rear and side lot lines. Curbs or barriers shall be installed so as to prevent vehicles from extending beyond designated parking or driving areas.

Parking areas for five or more vehicles adjoining a residential use, shall be screened from such use by a solid wall, fence, evergreen planting of equivalent visual density or other effective means, and built and maintained at a minimum height of four feet at the time of planting or installation.

Adequate access to a public or private roadway shall be provided for each parking space. For all non-residential properties, driveways for vehicular ingress and egress shall be a minimum of 10 feet in width and not exceed 35 feet in width at the property line.

All off-street parking of more than five vehicles shall be graded and surfaced with asphalt or concrete.

C. LANDSCAPING AND LIGHTING PLAN SUBMITTED?

Buildings and uses shall make appropriate use of open spaces. The zoning administrator or Village Board may require appropriate landscaping and planting screens. A landscaping maintenance program, together with appropriate assurances, shall be submitted.

Dumpsters and other trash receptacles shall be fenced and/or screened from view from street rights-of-way and adjacent residential uses.

Exterior lighting used for parking lots, recreation facilities, product display, and security shall not spill-over on operators of motor vehicles, pedestrians, and/or adjacent residential property (cut-off type luminaries only).

Appropriate buffers shall be provided between dissimilar uses.

D. SEWER VERIFICATION/SANITATION EVALUATION OR APPLICATION SUBMITTED?

E. UTILITY PLANS SUBMITTED?

F. STORMWATER DRAINAGE AND EROSION CONTROL PLAN SUBMITTED?

Appropriate erosion control and stormwater management measures shall be utilized in all new development. Buildings and uses shall maintain existing topography, drainage patterns, and vegetative cover insofar as is practical. The zoning administrator or Village Board may require that drainage easements be executed.

IMPORTANT TELEPHONE NUMBERS

Kenosha County Center
Department of Planning & Development
19600 - 75th Street, Post Office, Suite 185-3
Bristol, Wisconsin 53104-9772

Division of County Development (including Sanitation & Land Conservation)..... **857-1895**
Facsimile #..... 857-1920

Public Works Division of Highways 857-1870

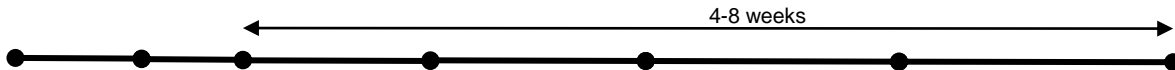
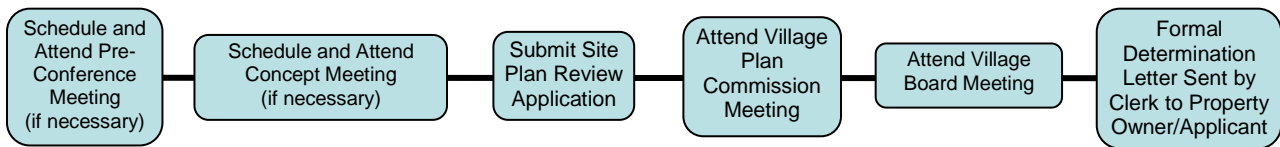
Administration Building
Division of Land Information..... 653-2622

Village of Salem Lakes 843-2313

Wisconsin Department of Natural Resources - Sturtevant Office 884-2300

Wisconsin Department of Transportation - Waukesha Office 548-8722

Site Plan Review Procedure Timeline



For Reference Purposes