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*"In the Spirit of Town Government"*

**TOWN OF BUCHANAN**  
**N178 COUNTY RD N, APPLETON, WI 54915**  
**Phone: (920) 734-8599 Fax: (920) 734-9733**

**APPLICATION FOR: SITE PLAN**

Application Date: \_\_\_\_\_

Site plans for all new commercial and industrial buildings and for all additions to commercial and industrial buildings in excess of 2,000 square feet shall be reviewed by the Plan Commission and approved by the Town Board prior to issuance of a building permit. A preliminary review of a site plan can be provided by the Town Zoning Administrator prior to final submittal if requested.

**Applicant**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Owner**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Engineer/Surveyor** (if applicable)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Legal Description of Property:** \_\_\_\_\_

(Parcel No. or platted Subdivision Name with Lot No.)

**Current Zoning District:** \_\_\_\_\_

**Current Use of Property:** \_\_\_\_\_

**Proposed Use of Property:** \_\_\_\_\_

**Submittal Requirements:**

- Statements of ownership and control of the proposed development.
- Statement described in detail the character and intended use of the development.
- A site plan based on an exact survey of the property drawn to scale of sufficient size to show the following:
  - Title of the project
  - Date
  - Names of the project planner and developer
  - Boundaries of the project
  - North arrow
  - Existing streets
  - Existing buildings
  - Water courses
  - Easements
  - Section lines
  - Exact location of all buildings and structures
  - Access and traffic flow
  - Off-street parking
  - Off-street loading areas
  - Recreation facilities locations
  - Access of utilities
  - Points of utility hookups
- Tabulations of total gross acreage in the project and the percentages thereof proposed to be devoted to the various uses.
- Tabulations showing the derivation of numbers of off-street parking and loading spaces and total project density in dwelling units per gross acre.
- Architectural definitions for buildings in the development; exact number of dwelling units, sizes, and types, together with typical floor plans of each type.
- Storm drainage and sanitary sewage plans.
- If common facilities (such as recreation areas or structures, common open space, etc.) are to be provided for the development, statements as to how such common facilities are to be provided and permanently maintained. Such statements may take the form of proposed deed restrictions, deeds of trust, home owners associations, surety arrangements, or other legal instruments providing adequate guarantee to the Town such common facilities will not become a future liability for the Town.
- Plans for signs, if any.
- In the Industrial Districts, plans for exterior walls of all buildings, lighting, outside storage and industrial processes and materials pertinent to conformance with the industrial performance standards in Town ordinances.
- Such additional data, maps, plans or statements as may be required for the particular use or activity involved or as the applicant, Zoning Administrator or Plan Commission may believe is important.
- Non-refundable fee paid per Buchanan Fees & Licenses Schedule.
- Completed application form and attachments.
- Total of eight (8) copies of application and attachments.

This is to certify that the information on this form is COMPLETE, TRUE, and CORRECT and the under signed is authorized to make this application. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.

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Signature of Applicant

Date

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Signature of Owner

Date

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OFFICE USE ONLY

File No.: \_\_\_\_\_

Plan Commission Meeting: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Town Board Meeting: \_\_\_\_\_

Fee Paid: \_\_\_\_\_