

This chart and corresponding information has been created to help applicants better understand the Plan of Operation/Site Plan Application process and give an approximate timeline for approval. While this chart can't possibly cover all situations, this is a good starting-off point to help applicants understand what to expect.



Step 1

Call the Town at 608.364.2980 for information on zoning and ordinance regarding your proposed business.

Complete this step **BEFORE** signing a lease or purchase agreement to ensure that your business has a suitable home within the Town



Step 2

Fill out the Plan of Operation/Site Plan Application for your business and gather all necessary supporting documents and information

You may need to fill out additional permit forms for building renovations or construction, signage, etc. Town Staff can help you identify these as needed



Step 3

Town Staff will review your application and materials and perform a site inspection.

Staff will present any issues or conditions to be considered to the Plan Commission at the soonest possible meeting if the application submission is timely



Step 4

The Plan Commission must approve the Plan of Operations/Site Plan

After Plan Commission approval, contact the Town Building Inspector for a final occupancy inspection

Open your business and enjoy success!!!

Step 1- It is very important to us that all businesses in the Town are successful. To that end, we would warn against any business buying or renting land or facilities before making sure that your intended business or use is in keeping with the Town's Zoning Code. Please contact Town Staff with questions or, at the very least refer to the Town Zoning Code on the Town's Website at www.townofbeloit.org.

Step 2- Work with Town Staff to ensure that you have covered all your bases, completed all necessary applications and/or permit forms and paid any necessary fees. Having all forms fully completed prior to going before the Plan Commission can make a huge difference in the amount of time it may take to get through the approval process and will show the Commission that you mean business.

Step 3- The Plan Commission meets on the second (2nd) Wednesday of each month at 4:15 p.m. Applications and supporting materials for all permits must be received no later than the close of business two (2) weeks prior to this meeting date to allow for review by Town Staff. With larger projects, review time may be longer.

Step 4- If approval is granted, conditions may be attached to the approval and must be completed PRIOR to the open of business or within a specific timeframe outlined by the Plan Commission. Some conditions may be attached as a part of ongoing operations.

We want you to succeed, part of that is making sure everyone is informed and on the same page. Starting on the correct footing is important.

REQUIRED INFORMATION:

- a. A plat of survey drawn by a registered land surveyor including the site plan information drawn to a recognized engineering scale of not more than 100 ft. to 1 (This may be obtained through the Town or County Register of Deeds. Be sure to investigate prior to contracting for a new survey).
 - i. Name of project.
 - ii. Owners and developer's/business owner's name, address, phone number and e-mail.
 - iii. Architect and/or engineer's name and address.
 - iv. Date of plan/application submittal.
 - v. Scale of drawing noted on plan.
 - vi. Existing and proposed topography shown at a contour interval not less than two (2) ft. Topography shall extend 40 ft. onto adjacent property or to the building on the adjacent lot, whichever is greater. ***
 - vii. The characteristics of soils related to contemplated specific uses. ***
 - viii. Total number of parking spaces and layout, including driveways shall be shown on the plan. The drawing shall indicate whether parking area is paved or unpaved. Please note that, in accordance with Town Ordinance, all commercial parking must be paved.
 - ix. The type, size and location of all structures with all building dimensions shown
 - x. Indicate height of building(s).
 - xi. Indicate existing and proposed street locations on the site plan.
 - xii. Indicate existing and proposed public right-of- ways and widths.
 - xiii. North arrow shown.
 - xiv. Locate existing and general location of proposed septic systems, sanitary sewers, storm sewers and water mains as applicable.
 - xv. Submit a storm water management plan indicating all facilities, including detention/retention areas. The design criteria shall meet the requirements as stated in the Erosion Control and Storm Water Management section of this ordinance. ***
 - xvi. Locate existing trees that are eight (8) inches in diameter or larger. ***
 - xvii. Note location, extent, and type of proposed plantings. ***
 - xviii. Note location of pedestrian sidewalks and walkways.
 - xix. A graphic outline of any development staging that is planned is required to be shown on the site plan.
 - xx. Architectural plans, elevations and perspective drawings and sketches illustrating the design and character of proposed structures. These plans shall include proposed building colors and buildings materials. ***
 - xxi. Landscaping plan including the location of all proposed and existing trees, the species (including common and botanical names), size at planting, size at maturity and quantity for all proposed new plants.
 - xxii. Lighting plan and photometric plan may be required upon Plan Commission or Zoning Administrator/Planner request.

***Not required with existing structure unless requested by the Zoning Administrator/ Planner or the Plan Commission.

Review Procedure. Upon receipt of the complete site plan/plan of operations with the required information, accompanied by a letter of submittal and application, the Zoning Administrator/Planner shall review it to determine whether it is in proper form, contains all the required information, shows compliance with this chapter and all other ordinances of the Town, and demonstrates the adequacy of utility service. Within 30 days from the date of submittal, the Planning Commission shall review the application and issue an approval or denial in writing, setting forth in detail the reasons, which shall be limited to any defect in form or required information, any violation of any provision of this chapter or any other ordinance, the inadequacy of any utility and any changes that would make the plan acceptable.

Decision Criteria. In reviewing an application for a site plan/plan of operation, the Planning Commission shall consider all relevant factors specified in other sections of this chapter including standards for specific requirements for certain land uses and activities. The following are the criteria to be used in the review of site plan/plan of operation requests:

- a. Consistency with Comprehensive Plan. The relationship of the proposed use to the objectives of the Town of Beloit Comprehensive Plan.

- b. Project/Business Compatibility. The compatibility of the proposed use with existing development within 300' of the proposed use and within 500' along the same street and development anticipated in the foreseeable future within the neighborhood and conditions that would make the use more compatible.

Site Plan.

- a. Site Organization. The organization of buildings, driveways, parking areas, open spaces, pedestrian facilities, landscaping, fences, lights, signs and other structures should achieve a functional, safe, and harmonious site relationship. At the same time, the site organization should be compatible with existing positive characteristics of the site.
- b. Location of Buildings. The setback of buildings from streets, the spacing between buildings, and arrangement of buildings shall be considered in relation to the prevailing development in the area.
- c. Drives, Parking and Circulation. Special attention shall be given to limiting the number of vehicular access points and their location, general on-site vehicular circulation, separation of pedestrian and vehicular traffic flows, and the arrangement of parking areas that are safe and convenient. The screening and landscaping of parking lots needs to be addressed to minimize the visual impacts. The number of available parking stalls should comply with the minimum requirements for the intended use.
- d. Grading and Drainage. The existing and proposed grades and drainage patterns are to be reviewed to ensure that proper storm water drainage can occur.
- e. Utility Service. The installation of underground electric, telephone and other utilities is encouraged whenever feasible. Remaining aboveground utilities should be designed to have a harmonious relationship to neighboring properties and the site.
- f. Views. Important views within the site and the immediate area as well as more distant scenic vistas shall be protected and enhanced with the new development.
- g. Landscaping. The landscape shall be preserved in a natural state insofar as practicable by minimizing tree and soil removal. Grade changes shall be in keeping with the general appearance of or an improvement upon the neighboring area. Plant species and composition should be compatible with the site.
- h. Signs and Lighting. The size, location, design, color, texture, lighting, and materials of all signage shall be complimentary to the site. All lighting shall be designed to avoid excessive illumination onto adjacent residential properties.

Building Design. All buildings shall be designed to be compatible with or an improvement to existing adjacent structures. Factors to be reviewed include building heights, exterior materials, and building forms including roof shapes and pitches.

Other Factors. Other factors pertinent to the proposed use, site conditions, or surrounding area considerations that the Zoning Administrator/Planner or Plan Commission feel are necessary for review to make an informed decision.

Site Plan Revisions. Any revisions to the site plan/plan of operation after initial approval shall be reviewed and approved as an amendment to an active site plan/plan of operation by the Planning Commission prior to the issuance of a Zoning Permit and will follow the same review process.

Certificate of Occupancy. No certificate of occupancy shall be granted until all improvements shown on an approved site plan have been completed in accordance therewith; provided that upon a finding by the Building Inspector that certain improvements cannot be completed due to seasonal or other factors beyond the control of the developer, and that temporary occupancy prior to completion will involve no health or safety hazard, the Building Inspector may issue a temporary certificate of occupancy bearing an expiration date, which date shall allow reasonable time for completion of all required improvements prior to the date of expiration of the temporary certificate of occupancy.

Temporary Certificate of Occupancy. Acceptance of a temporary certificate of occupancy implies consent to make completion of any required improvements not completed prior to the expiration date of the temporary certificate of occupancy and forfeiture of any portion thereof not so applied, but no action or inaction by the Town in respect to any required improvement shall serve to extend the time of validity of any temporary certificate of occupancy or excuse any violation of this chapter.

Extension. A temporary certificate of occupancy may be extended from time to time for good cause shown and any such extension shall extend for the same period the time for completion under the terms of the site plan.

Payment of Fees. The applicant shall pay all professional fees incurred by the Town for review of the request by the Zoning Administrator/Planner, Town Administrator, Town Clerk, Building Inspector, Town Attorney, or consultants serving the Town in accordance with the Town's Fee Schedule. The Town Board may require cash escrow, an irrevocable letter of credit, or other form of surety to ensure payment of fees.