



CITY OF JANESVILLE

Wisconsin's Park Place

DEVELOPMENT GUIDE

City of Janesville, Wisconsin

DEPARTMENT OF PUBLIC WORKS

* Planning Division * Building Division

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INTRODUCTION

The purpose of this guide is to assist you in following the development processes of the City of Janesville. We strive to maintain quality development that not only meets your needs, but also the needs of the City and its residents. This guide is not intended to be a comprehensive handbook of all the requirements and approvals necessary for all development; however, it will provide you with the basic steps to get your project started. Included in this guide is a listing of various application requirements for new developments, redevelopments and other land use projects in the City of Janesville.

Regardless of the complexity of your project, the following steps should be followed in order to ensure its success:

1. **Pre-Application Meeting:** A pre-application meeting with a staff member will allow you to understand City requirements, including land use regulations, processes, and/or potential issues with your proposed development project. Please call (608) 755-3085 to schedule a meeting.
2. **Stay Transparent with Neighbors:** When possible, keep neighbors and neighborhood groups up-to-date with your project. It may be beneficial to hold a neighborhood meeting in order to discuss the project before a public hearing is scheduled. For more information, go to page [19](#).
3. **Plan Ahead:** Submit your application well before the date you want to begin construction. Projects which require public meetings need to be accounted for in the review timeline.
4. **Complete Application:** Submit a complete application. Failure to submit a complete application or the required fee will result in delays.
5. **Follow Other Regulations:** Make sure that all City, State, and Federal regulations are being followed. It is the applicant's responsibility to determine what ancillary regulations may apply.
6. **Public Improvements:** Determine if your project will require public improvements such as new streets, sidewalks, street lights, sewer lines, etc. For more information, go to page [22](#).
7. **Expiration Dates:** Keep track of all expiration dates and time limits on City approvals.
8. **Inspection Times:** Request the necessary inspections at the right times.

ZONING DISTRICTS

What is Zoning?

Regulating the use of land in the City of Janesville is important to ensure incompatible land uses are avoided and potential negative impacts to other land uses are limited. Zoning is accomplished by designating zoning districts to different parts of the City. Within each zoning district, certain land uses are permitted. The Zoning Ordinance lists the uses permitted in each district along with other requirements such as minimum lot size, building setbacks and maximum building heights. To find out more about the City's Zoning Ordinance, visit [Mini TOC: Chapter 42 - ZONING | Code of Ordinances | Janesville, WI | Municode Library](#) or call (608) 755-3085.

To find out what your property is zoned, visit <http://www.janesvillewi.gov/maps>. This interactive mapping site will allow you to search for your property and determine its zoning classification.

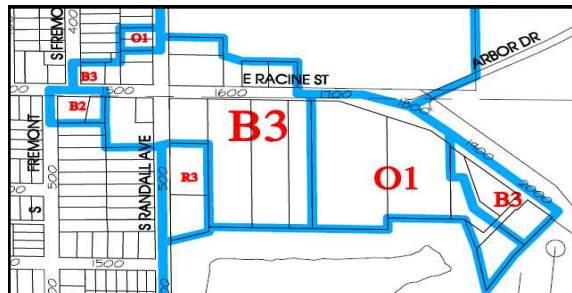
- R1—Single-Family Residence District
- R1D—Two-Family Residence District
- R2—Limited General Residence District
- R3—General Residence District
- R3M—Medium Density Residence District
- R4—Central Residence District
- O1—Office/Residence District
- O2—Central Office/Residence District
- O3—Neighborhood Office District
- B1—Neighborhood Convenience District
- B2—Community Shopping District
- B3—General Commercial District
- B4—Business Highway District
- B5—Central Office District
- B6—Central Service District

- M1— Light Industrial District
- M2— General Industrial District
- M3— Central Light Industrial District
- M4— Central General Light Industrial District

Special Districts

- Agriculture District
- Mining District
- Conservancy
- Parking Overlay District
- Historic Overlay District
- Floodplain Overlay District
- Airport Overlay District

Zoning Districts



REZONING (ZONING MAP AMENDMENT)

What is the Purpose of a Rezoning Amendment?

The zoning amendment (rezoning) provides a process which allows an individual to request a change in the zoning classification on land.

Who may Initiate a Rezoning Amendment?

A rezoning amendment may be proposed by the City Council, the Plan Commission, the Zoning Board of Appeals, or any interested person or organization. A rezoning amendment is usually submitted by the property owner, contract purchaser, proposed tenant or lease holder.

How Long Does the Process Take?

Typically, an application takes eight weeks for final action from the date of applying for a zoning change.

What is the Application Fee?

The fee for rezoning of a property to R1, R2, Conservancy, or Agriculture is \$400. The fee for rezoning to Multi-Family, Office, Commercial, or Industrial is \$600; however, sites with 10 or more acres will be charged an additional \$50 per acre, not to exceed \$1,000.

Rezoning Steps:

1. **Pre-application Meeting**—Prior to application for a rezoning, the applicant should meet with Planning Division staff to discuss the zoning change.
2. **Submit a Rezoning Application** and fee. The applicant may file the completed application with the Planning Division together with the required fee.
3. **City Council**—The application is presented to the City Council and subsequently referred to the Plan Commission.
4. **Plan Commission**—The Plan Commission schedules its public hearing on the proposed amendment.
5. **Public Notification**—All property owners within 400 feet of the property being rezoned and all tenants adjoining or directly opposite the subject property will be notified by mail of the Plan Commission and City Council public hearing dates. A legal notice is also published in the newspaper to announce the public hearing and requested action.
6. **Staff Report**—Within the week preceding the public hearing, Planning Division staff prepares a report and recommendation (with or without conditions) on the application and forwards copies to the applicant and Plan Commission members.
7. **Plan Commission**—At the scheduled meeting, Staff will present the request and the recommendation. The Plan Commission may ask questions of Staff, followed by the public hearing, at which time the applicant and interested parties may speak to the Commission. After the public hearing is closed, the Plan Commission may discuss the proposal and vote to forward a recommendation (favorable or for denial) to the City Council.
8. **City Council**—The City Council holds a public hearing and acts to approve or deny the ordinance rezoning the property. The City Council is the final authority for zoning amendments.
9. **Final Notification**—The applicant is notified in writing of City Council action.

LAND DIVISION (Less than Five Lots)

How do I Subdivide Land?

Land division in the City of Janesville is regulated through the City's Subdivision Ordinance and Zoning Ordinance. These Ordinances regulate the shape, size and area of lots, as well as the processes that are required for approval. The Plan Commission is responsible for reviewing applications, and the City Council ultimately grants approval.

What is a Certified Survey Map (CSM)?

Every division of land creating fewer than five parcels of land, any one of which is less than 15 acres in size, must be done through a certified survey map. The CSM must be filed by the subdivider for recording with the Rock County Register of Deeds after meeting all of the requirements of Chapter 236.34 of the Wisconsin State Statutes (adopted by reference). It is the responsibility of the property owner to obtain the services of a Registered Land Surveyor to prepare the CSM.

Standards for a Certified Survey

- Must comply with Section 236.34 of the Wisconsin State Statutes.
- Delineate all existing buildings, structures, watercourses, and drainage facilities and other physical features.
- Certificate of approval from the Secretary of Plan Commission and also from the City Clerk if a dedication of land or easements within the City are required or if special assessments are outstanding.
- File with the Register of Deeds and submit two copies to the Planning Division within 30 days of recording.
- Include a note indicating where all sidewalks are to be constructed unless otherwise deemed unnecessary by the Plan Commission or City Council.
- Master Site Grading and Drainage Plan may be required depending on the scope of the land division project.
- Land division assessments for storm sewer and street lighting may apply. Contact the Planning Division to find out whether land division assessments will apply to your survey.
- The dedication of public parkland and/or the payment of monies in lieu of parkland dedication may be required pursuant to the Subdivision Ordinance.

What is the Application Fee?

The preliminary CSM application fee is \$200 and the final CSM review fee is \$200.



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LAND DIVISION (Five or more lots)

What is a Subdivision Plat?

A plat is required when you want to subdivide land with five or more parcels for the purpose of sale or for building development. A subdivision plat is required when the land division creates five or more parcels or building sites, any one of which is less than 15 acres in size or less than 15 acres in area by successive divisions within a period of five years. It is the responsibility of the property owner to obtain the services of a Registered Land Surveyor to prepare the subdivision plat.

What are the Application Fees?

The application fee for a preliminary plat review is \$500 or \$15 per lot, whichever is greater. The review fee for the final plat is \$250 or \$10 per lot, whichever is greater.

Subdivision Steps

1. **Pre-Application Meeting:** Schedule a meeting with a Planning Division staff member to determine submittal requirements for your project. If deemed necessary, a topographic map with contour intervals of two feet may be required. At this meeting, you must identify any existing covenants, information describing the subdivision such as number of residential lots, typical lot width and depth, business areas, playgrounds, park areas, and proposed utilities and street improvements. Finally, submit a digitally rendered sketch plan showing the proposed layout of streets, lots and other features in relation to existing conditions.
 2. **Public Improvements:** Determine whether public improvements are needed. See page [22](#). The dedication of public parkland and/or the payment of monies in lieu of parkland dedication may also be required pursuant to the Subdivision Ordinance.
 3. **Water Pressure Investigation:** Staff will verify with the Director of Public Works that a desirable water pressure would be available to all newly divided lots. If water pressure is not sufficient, no preliminary plat shall be approved.
 4. **Submit a preliminary plat and Land Division Review Request Application:** Complete the application and submit one paper copy and one PDF copy of the preliminary plat no less than twelve days before the Plan Commission meeting. Complete the checklist and other items as directed on the application.
 5. **Plan Commission Meeting:** The Plan Commission shall review the preliminary plat and may approve, conditionally approve or deny the request. The decision of the Plan Commission shall entitle the subdivider to the approval of the layout shown on the preliminary plat if the final plat conforms substantially to such layout and conditions of approval have been met.
 6. **Submit a Final Plat:** One paper copy and one PDF copy of the final plat must be submitted not less than twelve days prior to the Plan Commission meeting and meet the requirements set forth in Section 36-106 of the Subdivision Ordinance. An electronic copy of the final plat is also to be submitted to the City Engineer.
 7. **Plan Commission Meeting:** The Plan Commission shall review the final plat and forward a recommendation to the City Council.
 8. **City Council Meeting:** The City Council makes the final decision to approve or deny the final plat. If applicable, the City Council will levy land division assessments for storm sewer and/or street lighting.
 9. **Submit digital copy:** A digital copy of the final plat must be submitted to the City as processed by the Wisconsin Department of Administration. A digital copy must be submitted to the City Engineer.
-

PLANNED UNIT DEVELOPMENT (PUD)

What is a Planned Unit Development?

The purpose of a planned unit development (PUD) is to encourage and provide a means for effectuating desirable development and to promote improved environmental design by allowing greater freedom, imagination, and flexibility in the development of land while insuring substantial compliance to the basic intent of the zoning ordinance and comprehensive plan. It is further intended to encourage more economical and efficient development of land with relationship to public services and to facilitate preservation of open land. A PUD can be Residential, Business or Office/Residential, Industrial, or Traditional Neighborhood Developments.

What is the Fee to apply for a PUD? Apply for a PUD on the Conditional Use Permit Application:

Less than 10,000 square feet of building area or 1 acre of land	\$750
10,000 to 25,000 square feet of building area or 1 to 5 acres of land	\$1,000
Greater than 25,000 square feet of building area or 5 acres land	\$1,500

Planned Unit Development Steps

- 1. Pre-application meeting with Staff:** Schedule a meeting with a Planning Division staff member to determine submittal requirements for your project.
- 2. Submit a Conditional Use Permit Application (select PUD):** Submit a signed/completed application and fee to the Planning Division.
- 3. Submit a preliminary development plan:**
 - A. See page [13](#) (Site Plan Review) for submittal requirements.
 - B. The Site Plan Review Coordinator will, within 15 days of receipt of an application, review and make recommendations to the applicant and Plan Commission.
 - C. Plan Commission Review: Upon receiving a recommendation from the Site Plan Review Coordinator, two paper copies and one PDF copy of the preliminary development plan shall be submitted to the Planning Division.
- 3. Plan Commission Meeting:** The Plan Commission may approve, conditionally approve, or deny the preliminary development plan application.
- 4. Submit a final development plan:**
 - A. Submit two paper copies and one PDF copy of the final plat or certified survey map of the boundary of the PUD.
 - B. A text agreement shall accompany the final development plans. The agreement shall describe the responsibilities and services of the owner/developer as it relates to maintenance and construction of the PUD.
 - C. Two paper copies and one PDF copy of the final development plan showing:
 1. Existing Features Map
 2. Site Plan
 3. Landscaping Plan
 4. Grading Plan
 5. Utilities Plan
 6. Zoning Plan
 7. Architectural Plan
- 5. Plan Commission Meeting:** The Plan Commission may approve, conditionally approve, or deny the PUD as a Conditional Use. If there is land dedication, the City Council must approve that before the Plan Commission can approve the PUD.
- 6. Recording of Final Development Plan:** After approval from the Plan Commission, the applicant shall record the approved final development plan, text agreement, and subdivision plat or certified survey map with the Rock County Register of Deeds.

CONDITONAL USE PERMIT

What is a Conditional Use?

The Zoning Ordinance lists uses for each zoning district which include permitted and conditional land uses. A permitted use is permitted by right and can be established within the zoning district for which it is listed if all zoning and other city code requirements are satisfied. Conditional uses are only allowed following review and approval by the City Plan Commission. Conditional uses are uses that, because of their unique or varying characteristics, are not appropriate as a permitted use without consideration in each case of the impact of the location and layout of the use upon neighboring land and of the public need for the particular use at the particular location.

Who May Apply?

An application for a conditional use permit (CUP) may be proposed by the owner of land upon which a conditional use is desired or by a contract purchaser or lease holder who wishes to establish a conditional use on the property. The application must be signed by the property owner.

What is Required for Application?

A Conditional Use Permit Application may be filed with the Planning Division. The application must be accompanied by the requisite filing fee, a site plan and a written statement by the applicant and evidence showing that the proposed conditional use shall conform to the standards set forth below. The site plan shall include the location of new and existing buildings, parking areas, green area, building setbacks, curb openings, screenings, trash area location, drainage, etc. For more detailed information regarding site plan review requirements and process, refer to page [13](#).

The Plan Commission must find that all the following conditions have been met prior to granting any conditional use:

1. That a review has been conducted and recommendations made by a Site Plan Review Coordinator.
2. That the uses, value, and enjoyment of other property in the neighborhood for purposes already permitted shall not be substantially impaired or diminished by the establishment, maintenance or operation of the conditional use.
3. That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4. That adequate utilities, access roads and drainage have been or are being provided.
5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the streets.
6. That the site for the proposed use is adequate in size and shape to accommodate said use.
7. That the conditional use shall conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the Plan Commission.

How Long Does the CUP Process Take?

The time required to review and act upon a CUP varies. Typically, action on a well prepared application and site plan can be completed within six weeks.



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CONDITONAL USE PERMIT (cont.)

What is the Fee for a Conditional Use Application?

Less than 10,000 square feet of building area or 1 acre of land	\$750
10,000 to 25,000 square feet of building area or 1 to 5 acres of land	\$1,000
Greater than 25,000 square feet of building area or 5 acres land	\$1,500
Conditional Use Amendments	\$500

Conditional Use Steps:

- 1. Pre-application Meeting**—Prior to filing an application, it is advised that the applicant meet with a Planning Division staff member regarding the desired conditional use. A sketch of the site plan of the proposed conditional use should be provided at that time.
- 2. Submit Application(s) and Fee(s)**—The applicant may file the completed application(s) with the Planning Division together with the required fee(s).
- 3. Site Plan Review**—The site plan and applicable plans are submitted to the Site Plan Review Coordinator for review and recommendation. Refer to page [13](#) for a detailed list of what is to be expected to be submitted.

4. Plan Commission

Meetings: Plan Commission meetings are held on the first and third Mondays of each month or by special exception. Your request will be placed on two Plan Commission agendas. At the first meeting, the proposal will be set for public hearing. Generally, this is not a meeting that you need to attend. The second meeting is usually two weeks later and includes a public hearing. It is important that you or a representative attend the second meeting.

Notice of Public Hearings: Ten days prior to the second meeting, a public hearing notice will be sent to all owners of property located within 400 feet of the subject property. In addition, notices will be mailed to tenants occupying properties which are immediately adjacent or directly opposite the subject property. Legal notice will also be published in the local newspaper to announce the public hearing and requested action.

Staff's Report: The week before the public hearing, you and the Plan Commission members will receive a copy of the staff report. The report is prepared in order to present and make recommendations pertaining to your request to the Plan Commission. If a site plan review is a prerequisite to the conditional user permit, the site plan review letter will be attached to Staff's report.

Plan Commission Procedure: On the night of your public hearing, Staff will present your request to the Commission and make a recommendation for approval (with or without conditions) or for denial. The Plan Commission may ask questions of Staff and then open the public hearing, at which time you and any interested parties may speak to the Commission. After the public hearing is closed, the Plan Commission may discuss the proposal. In most cases, a decision is made at this meeting; however, action could be postponed and the public hearing continued to a future meeting if the Plan Commission chooses.

Decision: After consideration of all written documentation, testimony, discussion and Staff's recommendations, the Plan Commission will review your request against the ordinance standards which are listed under "[What is required for application?](#)". A final vote by the Commission will either approve, conditionally approve or deny your request. A tied vote results in automatic denial.



CONDITONAL USE PERMIT (cont.)

Do I Have to Appear at the Public Hearing?

The applicant is not required to attend the public hearing; however, it is advisable to do so.

What Does a CUP Allow Me to Do?

After the Plan Commission has approved a conditional use permit, the applicant may proceed with specific development plans in order to obtain a building permit or a certificate of occupancy. Development plans must reflect any approval conditions imposed by the Plan Commission.

May I Alter My CUP After Approval?

Alterations of a conditional use may be permitted upon approval by the Plan Commission if the alteration is compatible with the concept and consistent with the standards listed in this document. Permits may be issued for minor alterations which are approved by the Planning Director. In the event your proposed changes are not consistent with the standards, an *Amendment to the Conditional Use Permit* is required in order to implement those changes. The process is very much the same as that of a CUP; however, the application fee is less and a public hearing may not be necessary at the discretion of the Planning Director.

How Long is a CUP Good For?

A conditional use permit is valid as long as the use fulfills all conditions of approval and remains in operation. A conditional use permit may be transferred to a subsequent property owner or lease holder and a similar conditional use may be established in its place without additional City approval. For example, a drive-in restaurant which has a valid conditional use permit is sold to an individual who wishes to establish another drive-in restaurant which would require no change in operation. In this case, only an occupancy permit would be required. However, if the drive-in operation is altered or the desired conditional use is different from the use which the original permit was issued for, Plan Commission approval would be required. If an approved conditional use has not been implemented within one year or an established conditional use is discontinued for a period of one year, then without further action by the Plan Commission and without notice to the permit holder, the CUP shall become null and void.

Can a Conditional Use Permit Approval be Extended?

If the conditional use has not been established within one year of approval and substantial building construction has not commenced, the permit holder may apply to the Plan Commission for an extension of permit approval. The Plan Commission may, in its discretion, grant, deny, condition or modify such time extension request, but such extension shall not exceed one year.

ELECTRONIC MESSAGE CENTER SIGNS

Most electronic message centers (EMC) are approved administratively through the sign permit process. On rare occasion, a Conditional Sign Permit may be required if the EMC would be located in Sign District E and the sign would be positioned within 500 feet of a residential building.

Owners of EMC's must follow operating rules as set forth in Chapter 28 Sign Ordinance:

- ◆ EMC's are permitted on Ground Signs Only.
- ◆ An EMC may comprise up to 30% of the overall sign area.
- ◆ No EMC may interfere with visibility of any traffic signal.
- ◆ No EMC may be illuminated to a level of brightness that exceeds adequate visibility. The City may require brightness to be adjusted.
- ◆ EMC's may advertise for those occupants & events which are located only on the premises.
- ◆ No message or graphic may be displayed for less than 4 seconds.
- ◆ Animation, flashing, traveling messages, and any form of movement is prohibited.
- ◆ Any EMC located within 50' of a traffic control signal shall display in "white" only.
- ◆ EMC's may be mounted no higher above curb height than the code allows: 10' in Sign District E, 20' in Districts C & D, 25' in District B, and 40' in District A.
- ◆ EMC's proposed to be located in Sign District E must meet a 500' separation distance from any residential building.
- ◆ EMC's visible within 500' of any residential building shall not operate between the hours of 10PM and 6AM. All EMC's located in Sign District E shall not operate between these hours.

SITE PLAN REVIEW

When is Site Plan Review Required?

The purpose of the Site Plan Review is to promote the orderly development of the City of Janesville, the stability of land values and the general welfare by reviewing plans and making recommendations on new buildings and building additions. Site Plan Review is required for all new construction, additions, conditional uses or change of use applications. The *Site Plan Review Coordinator* reviews all applications for building permits and conditional use permits for which site plan review is required and makes recommendations based upon that review.

Where can I find the Site Plan Review Application?

The two-page application can be found online at [Development Guide & Applications | Janesville, WI \(janesvillewi.gov\)](#) and in the Appendix of this guide, pages [33-34](#).

The application includes three separate reviews: site plan, erosion control and stormwater design. Fees are listed on the application on page [33](#).

[Page 2](#) of the application is a checklist of items and details which are necessary in order for your submittal to be complete and review of your project to proceed. The process begins by scheduling a *pre-application meeting* with staff, you and your Designer. At this meeting, the Architect or Designer would present preliminary site/project plans and the intended project scope of work. Staff assists to identify potential missing elements and processes moving forward. When the submittal is packaged and ready to submit, a second appointment (*Submittal Meeting*) with is required in order for staff to verify that all details have been provided. The submittal meeting is typically short in duration and limited to completion of the site plan review checklist to ensure that the submittal is complete. Incomplete submittals will not be accepted.

LANDSCAPING PLAN

When is a landscaping plan required to be submitted?

Every *Site Plan Review* requires a review of landscaping. All plants/shrubs/trees must be illustrated either on the site plan or a separate *Landscape Plan* may be submitted. The general intent of the landscaping and screening requirements is to buffer incompatible uses from each other, mitigate the environmental and aesthetic impacts associated with building and paving activities and to enhance the quality of life in Janesville. Since landscaping is reviewed as an element of site plan review, there is not a separate application or fee.

Where do I find the landscape standards? The city zoning code includes two sections referencing landscape standards. They are described under “Off-Street Parking” and under “Physical Development Standards”. Which set of standards you use will depend upon the scope of your development or redevelopment project. All new developments and redevelopments which double the size of the building fall under the “Physical Development Standards”. All industrial projects, developments predating July 2001, and redevelopments or expansions which comprise less than 50 percent of the building area fall under the “Off-Street Parking” standards. More landscaping details below:

Landscaping guidelines which apply to ALL development/redevelopment projects:

- **The Landscaping Plan:** must have a legend showing calculations (point system) and how the site will meet the minimum ordinance requirements. The plan must show the location, type of plant and size of all proposed landscaping on the site. Credit may be granted for existing plants that are properly identified on the plan. Review and approval of your landscaping plan is required prior to issuance of an occupancy permit for the project.
- **Street trees:** One large deciduous tree for every 50 feet of street frontage must be planted on the site within 10 feet of property line(s) which adjoin streets. Street trees must be of a variety which reaches at least 25 feet in height at maturity and a minimum of 2 1/2 inches in diameter at the time of planting. The City of Janesville maintains a list of recommended tree species and this is available upon request.
- **Planting Point Credits:** Credit is granted for landscaping under the following schedule: 150 points (pts) credit for each deciduous tree (minimum 2.5" diameter); 60 pts for each small deciduous (minimum 1.0" diameter), evergreen or conifer tree (minimum 4 feet tall); 20 pts for each shrub (minimum 18 inches tall) and 20 pts for each Annual/Perennial bed (20 square feet each). Sizes are minimums required at the time of planting.
- **Plants/Trees/Fences:** which are located in the required building setbacks along public streets must be maintained at a height of 30 inches or less. Trees must be of a character that their lowest branches may be pruned above seven feet.
- **Screening:** is required when a development site adjoins residential property. To create a buffer, a 10 foot wide landscaping strip is required between any paved surface area and the lot line which adjoins residential property. Please note that plantings used for screening must be at least three feet high and wide at the time of planting and of a species that will attain a height and width of at least five feet within four years following planting. A privacy fence may be provided as screening in lieu of plantings.
- **Greenspace:** is required as a percentage of the lot area, based upon the zoning district in which the development project is located. All parking lots shall have a landscaping strip at least five feet in width along all adjoining property lines. The landscape plan must clearly depict green and impervious areas on the site and the legend must show calculations demonstrating that the greenspace requirement is met.

Landscaping standards specific to the “Off-Street Parking” section of the code: The “Off-Street Parking” requirements apply to all industrial developments, developments predating July 2001, and redevelopments or expansions which less than double the size of an existing building. In addition to the landscaping guidelines listed above, there is one additional requirement:

- **Paved area landscaping:** equal to five percent of the paved surface area of a site be provided on the site. For example, if a parcel is 43,000 square feet, then 2,150 points of landscaping are required.

Landscaping standards specific to “Physical Development Standards” section of the code: (all new projects and redevelopments which double in size or greater)

- **Paved area landscaping:** is required at the ratio of 150 points for every 3000 square feet of paved area. At least one third of the required landscaping must be located in landscape islands within the interior of the parking lot and one half of the paved area requirement must include large deciduous trees.
- **Foundation plantings:** are required at a ratio of 300 points for each 100 lineal feet of foundation. This landscaping is required to be located within 20 feet of the building foundation and may not include large deciduous trees. If the property is located on a corner lot; one half of the street tree points may be credited toward the paved area landscaping.

GRADING, STORMWATER MANAGEMENT & EROSION CONTROL PLANS

Local and state building codes require that measures be taken to control stormwater runoff from development activity. All storm water generated from a site must be collected on that site and discharged into the City's storm sewer system if it is available. If storm sewer is unavailable, other methods of collection and discharge may be required. Erosion control measures are also required during development stages until all stormwater management practices are in place.

What reviews/fees are required? If applicable, these fees are due at the same time as the site plan review fee:

Erosion Control Fees: \$102 for <1 acre; \$388 for 1-5 Acres; \$775 for >5 Acres

Stormwater Design Review Fees: \$240 for 1-5 Acres; \$720 for >5 Acres

Can the site grading/utilities/erosion control methods be combined and shown on one site plan?

Yes. Grades must be provided wherever a site plan review is required. Erosion control measures are required to be implemented in accordance with state and local ordinances.

Storm Water Management:

If your project "disturbed" area is less than one acre: If storm sewer is available to the site from public facilities located in the adjoining street, an on-site catch basin(s) must be connected to the public storm sewer for all new parking areas. The grading and drainage plan must contain sufficient existing and proposed spot elevations, based on city datum, to evidence that all storm water run-off is managed accordingly. All other proposed utility connections to public facilities must be shown on the plan. Please note that any storm sewer connection must be constructed of concrete pipe within the right-of-way. Storm sewer on private property may be constructed of plastic pipe and all fire lines must be made of ductile iron.

If your project "disturbed" area is greater than one acre: State and local stormwater regulations require that the two, 10 and 100 year storm events be detained on site and released at the pre-development rate. Stormwater is also required to have suspended solids and other pollutants removed prior to discharge, and a proportion of the stormwater must be infiltrated into the ground. The pollutant removal and infiltration standards vary depending upon the site being an infill site or a redevelopment site. A detailed drainage report demonstrating that the site design will meet the standards is required to be submitted and approved prior to approval of your site plan. Reports are evaluated by the Engineering Division. If your project requires conditional use review, this component may also be evaluated by the Plan Commission.

Other details to be shown on the plans:

- Property lines with dimensions.
- Grades referenced to a known City benchmark or an existing street curb elevation for the following locations:
 1. Existing curb and sidewalk grades for adjoining streets. Include proposed curb opening grades.
 2. Existing and proposed grades for all property corners and intermittently along property lines as may be necessary to determine no off-site flow.
 3. Finished floor elevations for all existing and proposed structures.
 4. Proposed elevations at the corners of all areas to be paved for sidewalks, parking, loading or open storage. Spot elevations for other locations in paved areas should be provided as necessary to evidence positive drainage to catch basins.
 5. Proposed rim and invert elevations for all catch basins.
- Location of storm sewer lateral and connection to City storm sewer main.
- Utilities: Local regulations prohibit the use of private interceptor sanitary sewer or water mains. Each individual building must be connected directly to public sanitary sewer and water mains by individual lateral connections. There is a limit to the number of taps allowed on water mains and this detail must be researched.
- Soil stockpiles & erosion control measures such as silt fence, tracking pads, and storm drain inlet protections.

PHYSICAL DEVELOPMENT STANDARDS

When do Physical Development Standards Apply?

Physical Development Standards apply to the physical development of all vacant land and the redevelopment of all other lands that are zoned O1, O2, O3, B1, B2, B3, B4, B5, B6, and BT. Redevelopment is defined as the removal of any building, structure and/or improvement for the purpose or intent of constructing, erecting, creating, or otherwise improving the underlying land area with new buildings, structures, uses and/or improvements. These standards shall also apply to building additions which double the gross floor area of any existing buildings.

The following standards are listed in a brief overview. For full description of each standard, please review Section 42, Article XI of the Zoning Ordinance.

Architectural Standards

- Size, bulk and shape of buildings shall be compatible with surrounding buildings in the neighborhood.
- Buildings, particularly large structures, shall be designed to reduce the physical and visual scale and/or appearance of said structures through the use of varied design elements including but not limited to varied setbacks, building height, roof treatments, door and window openings, and other structural and decorative elements.
- All buildings shall have entrances clearly defined with roofs, canopies, porticos, arches or other features that identify them and invite users of the site. At least one entrance shall be located on the front side of buildings that is visible from the public right-of-way.
- Exterior building materials shall be durable and low maintenance. Buildings must consist primarily of wood, glass, brick, decorative concrete block, stucco and/or similar materials.
- Building design and architectural elements shall be applied to all sides of buildings in the O3 and B1 Districts and only those sides and rears of buildings in the remaining office and commercial districts which are clearly visible from public lands, public streets and residential areas.
- Primary building facades shall have storefront window or window like displays or details in quantities sufficient to create a recognizable architectural element from the adjoining parking lots, pedestrian ways and public streets.
- Colors used on exterior buildings should be non-reflective, subtle or neutral tones. Bright, vibrant or highly reflective colors or surfaces should be used sparingly as accent features and not applied copiously as an attention getting device.
- In O3 and B1 Districts, standard corporate buildings, signage and images may be inappropriate in size, scale, color and image. Any use of such elements must be subtly incorporated into the overall character of the development and the area.
- All permanent loading facilities and trash/recyclable storage areas shall be completely screened from view by an opaque vertical wall or fence that is a minimum of five feet in height or greater as necessary to adequately screen the trash enclosure(s). Note that enclosures must be located at least ten feet from combustibles or provide fire protection measures.
- Roofs and tops of building walls shall be designed to sufficiently break planes and horizontal lines, reflect sunlight, and add interest to the structures they are a part of and to minimize buildings from appearing as big, flat boxes.



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PHYSICAL DEVELOPMENT STANDARDS (cont.)

Architectural Standards Cont.

- Roof-mounted mechanical equipment shall be located behind screening walls or covers that are similar or complimentary in material to those used on the facades of the building. Ground or wall mounted mechanical equipment shall be placed out of site from adjoining public streets and screened with landscaping, walls or fences.
- Buildings designed and converted for multiple tenant occupancy shall be designed with roofs, canopies, trellises and/or other roof like structures intended to provide maximum covered areas over sidewalks connecting the entrances to the multiple tenant space.
- Lots, parcels, sites or developments containing multiple buildings shall incorporate varied building setbacks from the property lines adjoining public streets. Said setback variations must generally be no less than 50 feet.

Landscaping Standards

(Refer to page [14](#))

Lighting Standards

- All exterior lighting fixtures shall be full cut-off fixtures as defined by the Illuminating Engineering Society of North America (IESNA). All lighting shall be designed and fixtures selected to prevent glare.
- Illumination of sites and improvements thereon shall be designed to avoid competition with illumination on adjoining or neighboring properties.
- Illumination levels shall be appropriate for the intended improvement, area and/or function to be illuminated.
- In no event shall any exterior illumination exceed an average illumination level of 20.0 foot-candles for the surface to be illuminated.
- The illumination uniformity ratio (the ratio of the average illumination to the minimum illumination) for the surface to be illuminated shall not exceed 4:1.
- The illumination level at any property line shall not exceed 0.5 foot-candle above the ambient lighting conditions on a cloudless night.
- In no instance shall an outdoor lighting fixture be mounted or oriented such that the lighting element is visible from any residence located in a residential zone district.
- Maximum mounting height for respective lighting fixture:
 - Parking lot light fixtures in lots containing 100 or fewer stalls—18.0 feet
 - Parking lot light fixtures in lots containing more than 100 stalls—25.0 feet
 - Building or security lighting—10.0 feet
 - Any other site lighting fixture—18.0 feet
- Hours of operation: When a use is not in operation, only building mounted security lighting and up to 25% of all outdoor lighting fixtures may remain illuminated.
- A lighting plan, specifications for all proposed fixtures and photometric plan or other plans delineating illuminance levels that evidence compliance with the established standards are required for all developments.



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PHYSICAL DEVELOPMENT STANDARDS (cont.)

Pedestrian and Site Amenity Standards

- At least one five-foot wide sidewalk shall be provided between the primary entrance to any building and existing or planned public sidewalks, mid-block walkways and bike trails.
- If more than one building is proposed on a site or multiple adjoining sites are proposed for building development, on-site sidewalk links shall be provided between buildings.
- All parking, sidewalks, plazas, patios, and any other hard surfaced site improvement shall comply with the standards of the Americans With Disabilities Act.
- Accommodations shall be made for bicycle access and parking. Refer to Guidelines on page [31](#).
- If more than one building is proposed on a site or multiple adjoining sites are proposed for building development, the site plan shall be reviewed by the Janesville Transit System (JTS) for consideration of creating a transit stop.
- If more than one building is proposed on a site or multiple adjoining sites are proposed for building development, site improvements shall include amenities such as:

<i>Receptacles for refuse and recyclables</i>	<i>Works of Art</i>	<i>Benches</i>
<i>Flower beds, boxes or hanging baskets</i>	<i>Portable water fountains</i>	<i>Smoking Shelters</i>
<i>Comprehensively designed newspaper boxes</i>	<i>Employee lunch areas</i>	<i>Information kiosks</i>

Motor Vehicle Standards

- Vehicle access for non-residential development is prohibited from a local residential street unless said point of access is within 500 feet of a Through or Connecting Arterial Street.
- The parking of trucks, trailers of any motor vehicle weighing in excess of 1.5 tons for more than a 24 hour period is prohibited.
- Off-street parking and loading shall be as provided in Sections 42-359 and 42-360. No more than 110% of the minimum number of parking stalls required by the aforesaid sections may be provided.
- No more than half of the parking stalls provided on a site shall be located between the front of the principal building or buildings and public street frontages.
- Consideration shall be given to the use of non-reflective parking lot surfacing materials.
- All parking lots, driveways and other paved surfaces shall be properly striped, marked and signed to adequately define parking stalls, drive lanes, turning movements, fire lanes, prohibited movements or parking and any other such instructions necessary to facilitate safe pedestrian and motor vehicle movement.
- Consideration shall be given to the use of best management practices for stormwater run-off. The use of on-site retention, rainwater gardens and other mitigation methods or strategies designed to reduce off-site stormwater run-off shall be incorporated into site development plans.
- For parking lots containing more than 25 stalls, poured in placed concrete or equivalent curbing shall be installed in all high vehicle volume areas of the lot in order to define traffic movements, protect pavement edges and prevent disturbance or destruction of green areas and landscaping, to prevent erosion and to protect pedestrians. Said curbing shall be six inches tall and shall contain barrier-free design facilities where necessary and appropriate.

Streets, Highway and Traffic Studies

- A traffic impact analysis (TIA) shall be completed for every Large Development as defined by the applicable zoning district regulations if determined necessary by the City Engineer. See page [20](#).

Neighborhood Meetings

PURPOSE

City staff routinely suggest that neighborhood meetings be scheduled and conducted to diffuse public uncertainty and answer questions regarding development proposals. This provides an opportunity for the applicant/developer to provide information and convey to area residents and land owners more specific details about a particular project in advance of commencing the formal public review process. This also provides staff and applicants the opportunity to obtain input and feedback from neighborhood residents.

CRITERIA

The following criteria serves as a guide that staff intends to utilize in determining when neighborhood meetings are necessary. A neighborhood meeting should be conducted based on the scale and intensity of the proposed use, if:

- Uses that, based on staff's experience in the past, have been deemed controversial such as those adjoining residential areas or involving activities such as cell towers, mining/gravel operations, multi-family apartment buildings, auto body, drive-thru uses, etc.
- A development proposal warrants compilation of a traffic study. A project deemed sufficient to require a traffic study poses impacts to the traveling public, the existing transportation network and those in the immediate vicinity. Such impacts and recommendations for improvements affect surrounding land uses and owners and may involve other elements of neighborhood concern.

AREA OF NOTIFICATION

Notification of a neighborhood meeting shall be distributed to all owners of land within 400 feet of the development site. That boundary may be expanded based upon the circumstances of the project and its perceived area of impact.

WHO RECEIVES NOTIFICATION

All residential and commercial property owners (and tenants adjoining the site) shall receive notification of the neighborhood meeting.

WHEN TO CONDUCT NEIGHBORHOOD MEETING

Notification shall be sent out, and said meeting shall be held, prior to scheduling of any items for review before Plan Commission and City Council. Meetings should be held at a location within the neighborhood if possible.

For all development proposals not satisfying the above-criteria, staff shall continue to advise applicants to notify all owners and residents within the immediate area of their proposed development plans to solicit input on their proposals.

TRAFFIC IMPACT ANALYSIS

A traffic impact analysis (TIA) shall be completed for every Large Development or development as defined by the applicable zoning district regulations if determined necessary by the City Engineer.

The TIA shall:

- Analyze the existing transportation network in the area surrounding the Large Development site. This would entail identifying or collection traffic volumes for all arterial, collector, and non-residential local streets, conducting turning counts at major intersections, and a review of all planned transportation system improvements within an area surrounding the Large Development site as determined appropriate by the City Engineer.
- Identify existing and projected traffic volumes and turning movements for the aforesaid transportation network components. Traffic projections should be based on the full build out of all lands within the study area using city land use plans for those area that are undeveloped.
- Determine the existing and project the anticipated Levels of Service for all components of the transportation network within the study area as such Levels of Service are defined in the most recent edition of the Transportation Research Board's Highway Capacity Manual.
- Make recommendations for all improvements that may be necessary to maintain a Level of Service of D or better for all components of the transportation network.
- Prorate on a percentage basis the portion of the need for any such improvements that can be attributed to the proposed Large Development covered by the study.

TRAFFIC IMPACT ANALYSIS (TIA) POLICY

This policy was developed to assist City staff and prospective developers in determining whether and what type of TIA or study should be required of a developer. Such analysis may also be necessary to provide adequate information to the Plan Commission to make a conditional use permit finding as required under Zoning Ordinance Section 42-272, specifying that adequate measures are present or planned to minimize traffic congestion which may result from a proposed development. This policy follows the practice recommended by the Institute of Transportation Engineers (ITE) and expanded on by WisDOT.

Analysis Thresholds:

A TIA will likely be required if a proposed development is expected to generate:

- 100 or more new total trips during the adjacent roadways' peak hour, or
- 50 new vehicle trips exiting the development in any one hour, or
- 500 total trips in an average day.

According to the ITE Trip Generation Guide, developments likely to exceed the thresholds include:

- All big box retail (any single user exceeding 50,000 SF)
- Gas stations, grocery stores, drive-thru pharmacies and fast food restaurants
- Residential developments > 100 houses or 125 multifamily units;
- Sit-down Restaurant developments > 8,000sf;
- Commercial/retail developments > 15,000sf;
- Warehouse development > 210,000sf;
- Office development > 40,000sf;
- Hotels > 150 rooms.
- Churches > 50,000-square feet or 150 members;
- Industrial development > 55,000sf
- Dental/medical office development > 20,000sf;

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TRAFFIC IMPACT ANALYSIS (cont.)

Analysis Type: The City may require:

- A full TIA for developments expected to generate more than 500 total trips per day;
- An abbreviated TIA or specify appropriate improvements in lieu of a full TIA for developments expected to generate 100 to 500 total trips per day;
- No TIA if the City staff finds that the development is proposed for an area which has been designed and improved to accommodate the expected traffic.
- Regardless of the trip thresholds identified above, greater consideration may be given to requiring a TIA on an already congested/high-volume roadway.

TIA Contents:

An **abbreviated TIA** shall consist of a technical memorandum analyzing the development's access points and nearby major intersections in the build out year.

If a **full TIA is required**, it shall be prepared per the general requirements of the most recent WisDOT TIA guidelines. All full TIA's shall include:

- *An existing conditions analysis,*
- *Initial build conditions analysis and total build conditions analysis (for multi-phase developments).*
- *At the City's discretion, a +10-year future analysis may be included. Typically, a +10-year future analysis will be considered if the development is expected to generate 500 or more peak hour trips.*
- *Trip Generation, Trip Distribution & Trip Assignment*
- *Capacity/Level of Service & Queuing Analysis*
- *Recommendations to achieve LOS D (per WisDOT guidelines)*
- *Traffic Signal Warrants and Sight Distance Analysis may also be required depending on the specific situation.*
- *A signal progression analysis may be required if traffic signal timing/phasing is proposed to be modified and the subject intersection is part of a signal system.*

Peak periods to be studied (additional analysis hours may be added depending on development location and details of development):

- *Big Box Retail – weekday AM (6-9), weekday PM (3-6) & SAT (10-2)*
- *Restaurants – weekday midday (11-1) & weekday PM (3-6) (if fast food, also include weekday AM (6-9))*
- *Commercial/Mixed Use Commercial/Grocery – weekday PM (3-6) & SAT (10-2)*
- *Residential - weekday AM (6-9) & weekday PM (3-6)*
- *Churches/Religious – Service peak hours*
- *Warehouse – weekday AM (6-9) & weekday PM (3-6)*
- *Industrial, Office - weekday AM (6-9) & weekday PM (3-6)*
- *Dental/Medical Office – weekday PM (3-6) and possibility weekday AM (6-9) depending on hours of operation & location.*
- *Hotel – weekday AM (6-9) & weekday PM (3-6) & potentially Friday night or Saturday night if the Hotel includes banquet rooms/conference center.*
- *Institutional (School, hospitals, government) – weekday AM (6-9) & weekday PM (2-6, depending on dismissal hours)*

The TIA will be prepared by the City's on-call Traffic Consultant upon pre-payment by the Developer.

Required Submittals: The developer shall provide:

- Development Description and Site Location
- Proposed Site Plan, Land Use & Intensity (with building sizes)
- Development Phasing & Timing
- Proposed access locations
- Other project specific information as may be requested to conduct an analysis

City staff may supplement the developer provided information with:

- Potential Off-site development (as identified by the City)
- Study Area, including description of existing transportation system
- Traffic Volumes (turning movement counts required within the past three years)

PUBLIC IMPROVEMENTS

Public improvements are those improvements located within the City right-of-way adjoining a property or properties and may include new sidewalks, grading and graveling, paving, water mains, sanitary sewer, storm sewer, and street lighting.

Process for Constructing Public Improvements for New Developments

Preliminary Steps

1. Developer obtains site control (purchase or option to purchase).
2. Developer submits preliminary plat and grading/drainage plan with review fees to the City.
3. City begins review process and Developer holds a neighborhood meeting if recommended by the City.
4. Developer revises preliminary plat based on City's comments prior to Plan Commission meeting.
5. Plan Commission reviews and acts on preliminary plat.
6. Developer prepares final plat and final grading/drainage plans and submits to City for review.
7. City prepares a memorandum of understanding (MOU), which will serve as the Developer's Agreement. The MOU identifies the responsibilities of the City and the Developer in constructing the public improvements.

Review by Plan Commission and City Council

8. Plan Commission reviews and makes recommendation on Developer's Agreement and final plat.
 - If rezoning is required, Plan Commission conducts a public hearing prior to making a recommendation to the City Council.
 - If annexation is required, Developer petitions for annexation, and Plan Commission reviews prior to making a recommendation to the City Council.
9. City Council reviews final plat and acts upon Developer's Agreement.
 - If rezoning is required, City Council conducts a public hearing prior to acting on Developer's Agreement.
 - If annexation is required, City Council must also review and act upon annexation.
10. If approved by City Council, Developer's Agreement is executed by the Developer, City Manager, and City Clerk-Treasurer.

Design and Bidding

11. Developer pays design fees and other assessments, as identified in the Developer's Agreement.
12. City designs public improvements and prepares specifications for bidding.
13. The public improvement plans and specifications are provided to the Developer.
14. Bids obtained and contract(s) awarded in accordance with Developer's Agreement.

Construction

15. Public improvements constructed in accordance with Developer's Agreement and City Specifications.
16. City's representative inspects construction and invoices the Developer monthly for construction staking and inspection costs.
17. Upon completion of all punch list items, City conditionally accepts the public improvements.
18. Developer provides City with deliverables in accordance with Developer's Agreement (letter of credit, USPS mode of delivery agreement, bid tabulations for establishing infrastructure asset values, etc.).

Post-Construction

19. City's representative completes a one-year warranty walk-through of the public improvements and notifies Developer of corrective action items.
20. Developer arranges to have all warranty items corrected.
21. Upon correction of all warranty items, City releases the letter of credit back to Developer, and City assumes future maintenance responsibility of the public improvements.

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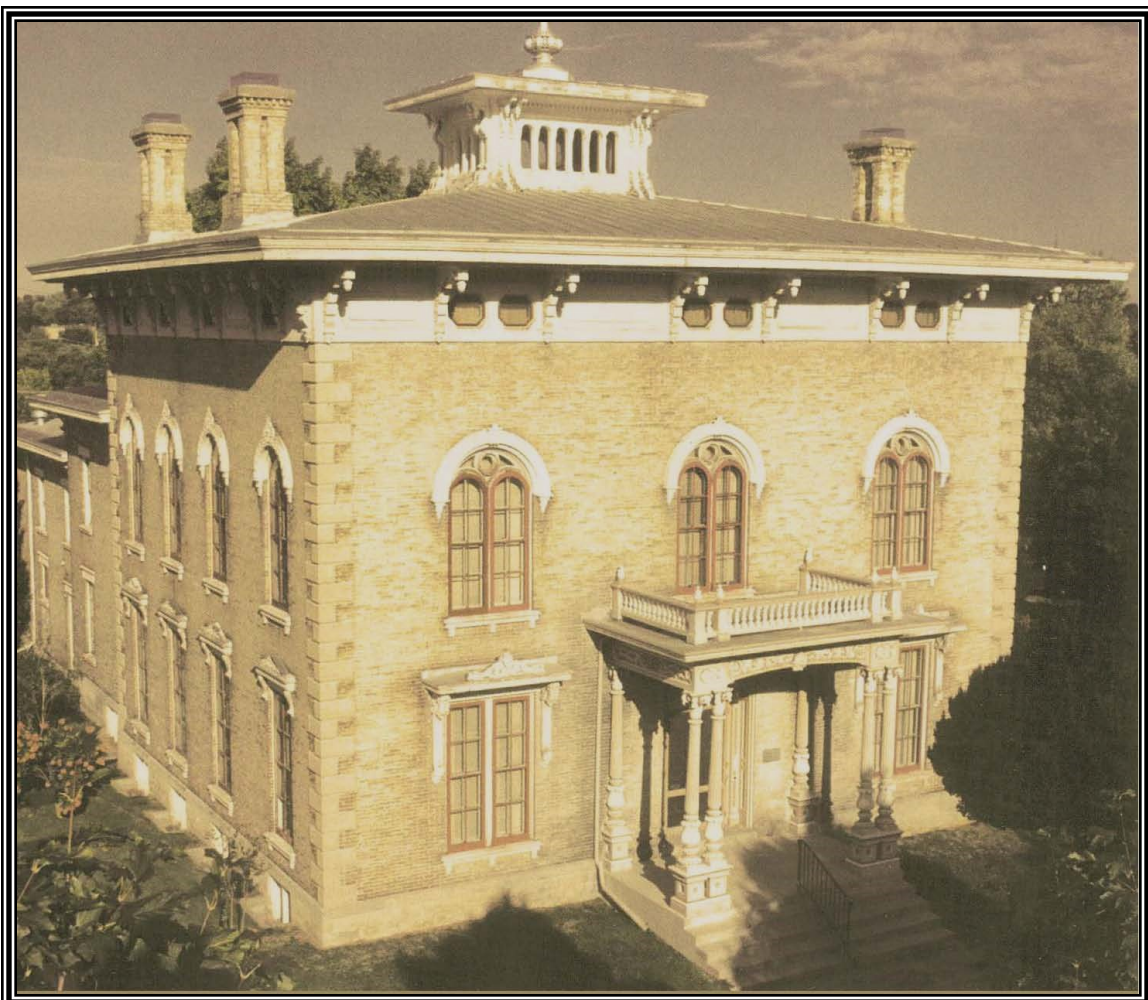


HISTORIC COMMISSION

In 1981, the City Council adopted historic overlay district regulations as part of the City's Zoning Ordinance and established the Historic Commission. Through the creation of historic overlay districts, the Historic Commission is given the authority to review and make recommendations for a building permit for any construction, alteration, or demolition of an improvement within an historic overlay district. When applying for a building permit within a Historic Overlay District that requires Historic Commission review, you will receive an application for a Certificate of Appropriateness.

Owners of homes within the Historic Overlay District are also required to obtain building permits for the installation of siding, windows and the removal of original architectural details representative of an architecture style, a unique design element or material. These particular items require permits only in the Historic Overlay districts and not anywhere else in the city.

Further information on the Historic Commission and the building permit review process can be found in the Historic Overlay Ordinance Brochure.



VARIANCE

What is a Variance?

A variance is a relief from a City's Zoning Ordinance standard due to a regulation creating an unnecessary hardship or particular difficulty for a property owner. Variance requests are reviewed by the Zoning Board of Appeals. Some variances may be reviewed by the Plan Commission through the Conditional Use Permit process.

Variances may be granted only in the following instances:

- To permit a reduction in a required setback between a structure and property lines or other structures.
- To permit a use of a lot or lots that is otherwise prohibited solely because of the insufficient area or width of the lot or lots, but only when the respective area and width of the lot or lots is at least as great as required in the zoning district of the same category most immediately less restrictive than the subject district. For this purpose, residence, office/residence, business and industrial are separate categories of districts. (***Lot area and width***)
- To permit off-street parking and loading standards that are less than required by this title. (***Parking and loading***)
- To allow an increase of from one to forty percent in the maximum distance that required parking spaces are permitted to be located from the use served. (***Distance of location of parking***)
- To allow the reduction or elimination of area or dimensional requirements and the reduction or elimination of standards.

What is the Fee for a Variance Application?

The fee for a variance application is \$300.

What criteria does the Zoning Board use to decide cases?

Your request must meet four criteria in order to be approved:

- The variance request is not contrary to the public interest, is consistent with the intent of City ordinances and will not compromise public safety and welfare.
- The variance request will not serve as a special privilege and is justified based on special conditions of the property, which are not shared by other properties in the same locality or district (for example: lot shape, elevation or topography).
- A strict and literal interpretation of the ordinance will result in a practical difficulty and no reasonable use of the property on the property owner. (Financial hardship is not grounds for a variance.)
- The variance is not requested because of a self-imposed hardship.

Variance Steps:

1. **Pre-application Meeting**—Prior to filing an application, it is advised that the applicant meet with Building Division staff regarding the desired variance.
 2. **Submit a Variance Application and Fee**—The applicant may file the completed application with the Building Division together with the required fee. The applicant must also submit a plot plan, color photographs of the subject property and a completed building or sign permit application.
 3. **Public Notification**—All property owners within 400 feet of the subject property and all tenants adjoining or directly opposite the subject property will be notified by mail of the public hearing date. A legal notice is also published in the newspaper to announce the public hearing and requested action.
 4. **Staff Report**—Within the week preceding the public hearing, Building Division staff prepares a report and recommendation (with or without conditions) on the application and forwards copies to the applicant and Zoning Board members.
 5. **Zoning Board of Appeals**—At the scheduled meeting, Staff will present the variance request and make recommendations. The Zoning Board may address questions of Staff, followed by the public hearing, at which time the applicant and interested parties may speak to the Board. After the public hearing is closed, the Zoning Board may discuss the proposal and vote to approve, conditionally approve or deny the request. A tie vote constitutes an automatic denial.
-

APPEALS

What is an appeal?

An appeal may be taken by any person aggrieved by any officer or department of the City affected by any decision of the administrative official. Such appeal shall be taken within 30 days after such order or decision. The Zoning Board of Appeals hears all appeal cases.

What is the Cost of an Appeal Application

The appeal application cost is \$500.

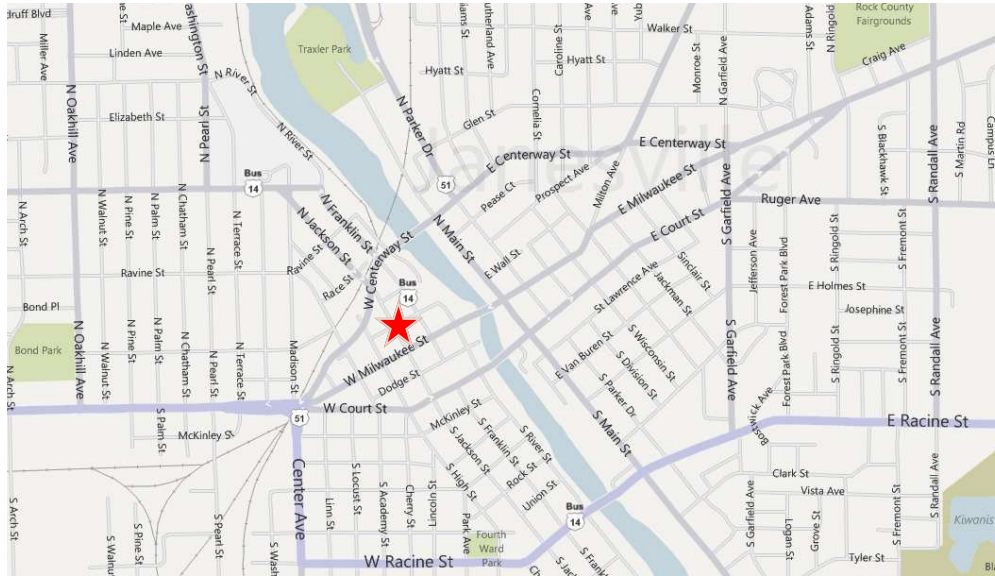
Appeal Steps:

1. **Pre-application Meeting**—Prior to filing an application, it is advised that the applicant meet with Planning Division or Building Division staff regarding the desired appeal request.
 2. **Submit an Appeal Application and Fee**—The applicant may file the completed application with Building Division Staff together with the required fee. The applicant must also submit all supporting documents of the appeal request.
 3. **Public Notification**—All property owners within 400 feet of the subject property and all tenants adjoining or directly opposite the subject property will be notified by mail of the public hearing date. A legal notice is also published in the newspaper to announce the public hearing and requested action.
 4. **Staff Report**—Within the week preceding the public hearing, Planning Division or Building Division staff prepares a report and recommendation (with or without conditions) on the application and forwards copies to the applicant and Zoning Board members.
 5. **Zoning Board of Appeals**—At the scheduled meeting, Staff will present the variance request and make recommendations. The Zoning Board may address questions of Staff, followed by the public hearing, at which time the applicant and interested parties may speak to the Board. After the public hearing is closed, the Zoning Board may discuss the proposal and vote to uphold or reverse the decision of the administrative official.
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CITY CONTACTS

Planning Division	(608) 755-3085
Building Division	(608) 755-3060
Engineering Division	(608) 755-3160
Janesville Transit System	(608) 755-3150
Neighborhood and Community Services	(608) 755-3065
Economic Development	(608) 755-3059
Recreation Division	(608) 755-3030
Fire Department	(608) 755-3050
Police Department	(608) 755-3100
City Assessor	(608) 755-3045

MEETING SCHEDULE



Janesville City Hall: 18 N. Jackson Street, Janesville, WI 53545

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Plan Commission 6:00pm	Historic Commission 5:00pm Alcohol License Advisory Committee 8:00am			
Week 2	City Council 6:00pm				
Week 3	Plan Commission 6:00pm	Historic Commission 5:00pm			
Week 4	City Council 6:00pm	Zoning Board of Appeals 6:00pm and on call			

***Transportation Committee meets quarterly. Call Engineering Division for details at (608) 755-3160**

FEE SCHEDULE

Airport Overlay District Zoning/Building Permit	\$70 min
Conditional Use Permit (Variable/PUD)	
Less than 10,000 square feet of building space or 1 acre of land	\$750
10,000 to 25,000 square feet of building space or 1 to 5 acres of land	\$1,000
Greater than 25,000 square feet of building space or 5 acres of land	\$1,500
Conditional Use Permit (Amendment)	\$500
Land Division	
Preliminary CSM	\$200
Final CSM	\$200
Preliminary Plat	\$500 ²
Final Plat	\$250 ³
Nonconforming Use Change Application	\$250
Release of Easement	\$250
Rezoning (Variable) Application	
To R1, R2, Conservancy or Agriculture	\$400
To Multi-Family, Office, Commercial, or Industrial	\$600 ¹
Site Plan Review	
Additions and Other Changes	\$400 ⁴
New Building	\$400 ⁴
Erosion Control Plan Review (<1 Acre)	\$102
Erosion Control Plan Review (1-5 Acres)	\$388
Erosion Control Plan Review (>5 Acres)	\$775
Stormwater Design Review (1-5 Acres)	\$240
Stormwater Design Review (>5 Acres)	\$720
Vacation of a Street or Alley	\$500
Zoning Board of Appeals—Appeal of Admin. Decision	\$500
Zoning Board of Appeals—Variance Request	\$300
Zoning Ordinance Text Amendment	\$600

¹ Base fee used for Rezoning multi-family, office, commercial, or industrial; sites with 10 acres or above have \$50 added charge per acre (up to \$1,000 maximum)

² \$500 or \$15 per lot. Whichever is greater.

³ \$250 or \$10 per lot. Whichever is greater.

⁴ Fee is waived if the project requires a Conditional Use Permit

Note: Building permit fees are not addressed in this manual. Refer to the Building Permit Fee Schedule in the official city website www.janesvillewi.gov.

APPLICATIONS AND FORMS

All applications and permit forms may be found and downloaded from the official City of Janesville website: <https://www.janesvillewi.gov/departments-services/public-works/planning-division/development-guide-applications>.

In addition to applicable fees, your development project may require the following:

Plan Commission Review:

- CUP—Conditional Use Permit Application (Including PUD)
- CUP AMENDMENT—Amendment to a Conditional Use Permit Application
- Land Division Application [CSM—Certified Survey Map; PPA—Preliminary Plat Application]
- Rezoning Application [Zoning Map Amendment]

Zoning Board of Appeals:

- Appeal of an Administrative Decision Application
- Variance Application

Site Plan Review:

- Site Plan Review Application (Includes Erosion Control and Stormwater Design Reviews)
- Stormwater Utility Application
- Traffic Impact Analysis

Historic Commission:

- Certificate of Appropriateness

Other Permits— Commercial:

- Commercial Building Permit Application
- Commercial Building Plan Review: Go to eplanexam.com/submit-a-project
- Sign Permit Application

Appendix A: Recommended Bicycle Racks and Dimensional Guidelines

Bicycle parking facilities should be located in a visible and convenient location. Parking should be within 50 feet of the main entrance. The design and location of such a facility should be harmonious with the surrounding environment.

Bicycle racks that support the frame of the bicycle in two places are strongly recommended. The following racks are examples of hitching post style racks that hold two bikes.



Where bike parking demand is high, one large bicycle rack may be more appropriate than one or more hitching post style racks. The following racks are recommended because they support the frame of the bicycle in two places.



Madrax Spartan Rack



Madrax Sentry Rack



Saris City Rack

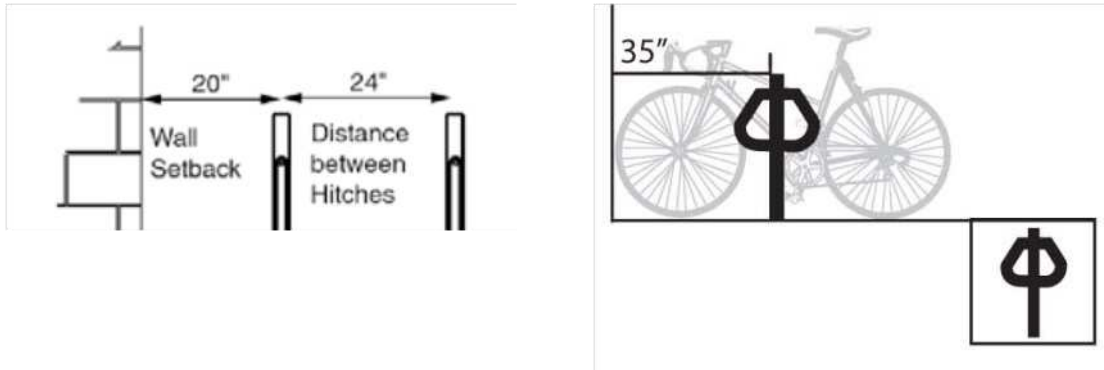


Dero Campus Rack

Continue to the next page

Dimensions Based on Industry Standards

Racks may be installed to park bikes either parallel or perpendicular to buildings. Parallel parking configurations are best for sites with narrow walkways. A parallel parking configuration requires the hitch to be at least 20" from the wall. A perpendicular configuration requires 35". See figures below.



- Location of bike racks must be shown on the site plan and approved by the City of Janesville.
- Accessible walkways must also be maintained.



Bike Size: 72" L X 44" H X 24" W

Questions? Contact the Planning Division at (608) 755-3085



SITE PLAN REVIEW PERMIT APPLICATION

CITY OF JANESVILLE - BUILDING DIVISION 608-755-3060
18 N. JACKSON ST., P.O. BOX 5005, JANESVILLE, WI 53547-5005

Site Plan Review: _____ Page 1 of 2

Erosion Control Review: _____

Stormwater Review: _____

PARCEL # _____

Applications will not be processed unless all required information for the specific application type is submitted and applicable fees are paid. No partial applications will be accepted and final acceptance will be determined by the Building Director at the time of initial submission.

CONTACT INFO	Company Name	Contact Name	Address	Phone #	E-Mail
Applicant:					
Property Owner:					
Contractor:					
Architect:					

PROJECT LOCATION BUILDING ADDRESS: SUITE # (Attach legal description for the Airport Overlay District ONLY)	ZONING DISTRICT
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DESCRIPTION OF PROPOSED PROJECT/SCOPE OF WORK:		CITY USE ONLY	
Project: (check one) <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Other: _____		Date Submitted: _____	
Questions: (Circle one) Y N Will the site include outside refuse facilities? Y N Is this property located in the airport overlay? Y N Is this property located in the well head district? Y N Is this property located in a floodplain? Y N Is this property located in a historic district? Y N Is the proposed occupancy a change in use?		Site Plan Review Fees \$400.00 New Bldg. \$ _____ \$400.00 Addn-Other \$ _____	
Setbacks: (per site plan) Front _____ Rear _____ Left _____ Right _____ Comeryard _____	Sprinklering: (Circle one) Partial _____ Complete _____ None _____	Erosion Control Fees \$110.00 < 1 Acre \$ _____ \$388.00 1-5 Acres \$ _____ \$775.00 > 5 Acres \$ _____	
Parking (# of stalls): Existing # on Site _____ Total # Required _____ # which will be improved _____ # which will be "reserved" _____		Stormwater Design Review Fees \$240.00 1-5 Acres \$ _____ \$720.00 > 5 Acres \$ _____ \$100.00 Re-Review \$ _____ TOTAL \$ _____	
Site Plan Details: _____ sf Total Lot/Parcel Area _____ sf Project disturbed area _____ sf Greenspace required _____ sf Greenspace provided _____ sf Tot. Impervious Area (post construct.)		Project Assigned to: _____	
Existing Use: _____		New Use (If applicable): _____	
Construction Type: _____			

AIRPORT OVERLAY DISTRICT ONLY: I accept mitigating responsibility to ensure that any use, construction or alteration of such use is compatible with the City of Janesville Ordinance Chapter 42, Article XVI, Airport Overlay Zoning District. I agree to secure all necessary permits from all federal, state and local agencies. A signed and recorded Affidavit to this effect is attached for the City of Janesville.

The applicant agrees to comply with the Wisconsin Administrative Codes and the City of Janesville General Ordinances and with the conditions of this permit. The applicant further understands that the issuance of the permit creates no legal liability, expressed or implied, for the City of Janesville. The applicant certifies the information submitted is accurate. The applicant agrees to allow the Building & Planning Division and Fire Department personnel the right to inspect the property for code compliance during normal business hours. The applicant states that he/she has the property owner's authority to execute this agreement and permit.

The Site Plan Review Application Checklist (Page 2) is completed and attached.

X _____
PROPERTY OWNER OF RECORD AUTHORIZATION (Required) DATE Print or Type Name

X _____
APPLICANT SIGNATURE DATE Print or Type Name

Pre-Application Meeting: Set up an appointment with a Site Plan Review Coordinator. Bring in your preliminary site plan and any other supporting documents you may have. If a conditional use permit or variance is required, Staff will provide you with the applications and scheduling information. PRE-APPLICATION MEETING DATE: _____

- Submit a completed site plan review application and application fees.
- Submit a scaled site plan (1 inch = 50 feet or less) including (two paper sets and an electronic copy)
 - North arrow, all property lines, parcel dimensions and easements
 - Existing and proposed buildings and structures: location, size, height, and proposed uses;
 - Walls, fences, plantings (except when a landscaping plan is submitted), open space and green area by location, height and materials;
 - Off-Street parking: location, number of spaces, dimensions of parking areas and circulation patterns;
 - Points of ingress/egress showing widths of planned and existing curb openings at property/curb lines;
 - Off-street loading: location/dimensions and delineation through the use of turning path templates that the proposed loading area is of sufficient size to accommodate the intended vehicles.
 - Directional traffic flow arrow markers or directional signage placement proposed for the site
 - Location of trash containers: dimensions, elevations and type of screening;
 - Sidewalks, fire hydrants, lighting poles, street dedications and any other such improvements.

Other items required to be submitted along with the site plan (two paper sets and an electronic copy):

- Architectural scaled drawings indicating building foundation/floor plans, exterior elevations and proposed exterior building materials and colors; When the Physical Development Standards apply, color renderings are preferred and may be required.
- Landscaping plan.
 - Foundation Planting Legend - Species/planting height/points required/points provided. (Applies only to the Physical Development Standards)
 - Paved Area Planting Legend - Species/planting height/points required/points provided
 - Street Tree Legend: # required & # provided
 - Existing Plantings: may be shown and calculated points applied.
 - Greenspace Legend: % required & % provided.
 - Screening: fences or landscape buffers.
- Signs: location, type, materials, color renderings showing dimensions.
- Exterior Lighting Plan: location, type and a photometric analysis indicating that the proposed illumination levels are consistent with the zoning standards; Exterior light fixture cut-sheets must be provided.
- Grading and drainage plan;
- Stormwater management report and calculations (if disturbed project area is one acre or more);
- Utility plan showing all existing and proposed utilities onsite;
- Stormwater Utility Application showing the total post-development impervious area. (No fee.)
- Erosion control plan;
- Other data as may be required by the building official or Plan Commission to make their findings
- For parcels with area included in the shoreland-wetland overlay district, provide information as regulated by Article XV of the Zoning Ordinance.

Set up an appointment with Staff to verify the submittal is complete. SUBMITTAL MEETING DATE: _____

This checklist is completed by:

Signature

Title/Co.Name

Date / Print Name