



City of Fitchburg
 Planning/Zoning Department
 5520 Lacy Road
 Fitchburg, WI 53711
 (608-270-4200)

ARCHITECTURAL & DESIGN REVIEW APPLICATION

Applicant/Contact Person: _____

Address: _____ **Phone Number of Contact Person:** _____

City, State, Zip Code: _____ **Email of Contact Person:** _____

Project Address: _____ **Lot:** _____ **Subdivision:** _____

Project Type: _____ **Multi-Family** _____ **Commercial** _____ **Industrial** _____ **Other**
 _____ **New** _____ **Addition**

Impervious Surface Ratio (ISR): _____ (City Standard: maximum 65% ISR)

please see the following email exchange with Dan Hauck below.

All items listed below must be included with the application to be considered complete. If an item is not included with the application, the applicant must provide in writing the basis for not including it. Building and site plans submitted to the Fitchburg Plan Commission for architectural and design review shall contain the following information:

Site Data:

- 1. Lot or property dimensions.
- 2. Orientation (to north).
- 3. Adjacent highways, roads, drive, etc.
- 4. Existing natural features (rivers, ponds, wetlands).
- 5. Existing buildings and/or improvements.
- 6. Existing and proposed site drainage.
- 7. Utility plans, including main/lateral sizes and existing fire hydrants on site or within 300 feet of the site
- 8. ISR shall be indicated on all plans.
- 9. Stormwater management plans and details, including grading plan.
- 10. Lighting plan in footcandles and light fixture cut sheets.

Building:

- 1. Building size, configuration and orientation.
- 2. Distance from lot lines.
- 3. Distance from other buildings, improvements and natural features.
- 4. Location of well, septic tank, drainfield, etc. (if applicable)
- 5. Additional proposed additions or new structures, including trash/recycling enclosure(s).
- 6. Construction type (wood frame, structural steel, etc.).
- 7. Foundation type (full basement, slab on grade, etc.).
- 8. Number of levels.
- 9. Siding/exterior covering type, color, texture, etc.
- 10. Roof type (gable, hip, shed, flat, etc.) and pitch.
- 11. Roofing material type, color, texture, etc.
- 12. Exterior door and window location, size, type, etc.
- 13. Fire protection sprinklers or fire alarm systems.

Ingress, Egress, Parking:

- 1. Location of highway and road access points.
- 2. Location, size, configuration of drivers and walks.
- 3. Number, size, location of parking spaces.
- 4. Location of handicapped parking and accessible building entrances.
- 5. Bicycle rack(s).

Landscaping:

- 1. Location, species, size of existing trees, shrubs, and plantings.
- 2. Location, species, size of proposed plantings.
- 3. Location and size of all paved, seeded/sodded and gravelled areas.
- 4. Location of all retaining walls, fences, berms and other landscape features.

***It is highly recommended that an applicant hold at least one neighborhood meeting prior to submitting an ADR application to identify any concerns or issues of surrounding residents.**

The preceding information is considered to be the minimum information for submission, and the City may require additional information for its review. Any interpretations provided by city officials as the result of submitting the attached information are based on the submitted plans, and any plan changes, may affect the interpretations.

It is the responsibility of the owner/applicant to insure compliance with all local and state requirements. The below signed applicant acknowledges the above information and hereby submits the attached information for the City's Architectural and Design Review Process.

Signed: _____ Date: _____
Applicant or Authorized Agent

***** Application shall be accompanied by one (1) sets of full-size plans, two (2) sets no larger than 11"x17", and one (1) pdf document of the complete submittal to planning@fitchburgwi.gov. Applications are due at least 4 weeks prior to the desired Plan Commission Meeting. The time frame assumes a complete set of plans is provided, and if it is not provided the Plan Commission date will be adjusted.**

FOR CITY USE ONLY

Date Received: _____ Plan Commission Date: _____

Comments:

Re: Proposed renovations/repairs at 2113 Red Arrow Trail

1 message

Planning <planning@fitchburgwi.gov>

Thu, Nov 20, 2025 at 12:54 PM

To: "ryan.schultz@openingdesign.com" <ryan.schultz@openingdesign.com>

If all 4 buildings are going to be the exact same, we are fine with one standard elevation. You do not need to provide interior floor plans.

From: Ryan Schultz <ryan.schultz@openingdesign.com>**Sent:** Thursday, November 20, 2025 12:11 PM**To:** Planning <planning@fitchburgwi.gov>**Subject:** Re: Proposed renovations/repairs at 2113 Red Arrow Trail

Sure, can you see the following?

1. Building size, configuration, and orientation (Do you need interior floor plans, of all 4 buildings, or can we just show the footprint outline of the exterior walls, as they related to the site)
2. Distance from lot lines
3. Distance from other buildings, improvements, and natural features
4. Location of well, septic tank, drainfield, etc. (if applicable)
5. Additional proposed additions or new structures, including trash/recycling enclosure(s)
6. Construction type (wood frame, structural steel, etc.)
7. Foundation type (full basement, slab on grade, etc.)
8. Number of levels
9. Siding/exterior covering type, color, texture, etc.
10. Roof type (gable, hip, shed, flat, etc.) and pitch
11. Roofing material type, color, texture, etc.
12. Exterior door and window location, size, type, etc. would it be okay to just submit a partial elevation/section/plan outlining the proposed work? That is, verses having to draw up all the elevations and exterior floor plans for every single building.
13. Fire protection sprinklers or fire alarm systems

Thanks, Ryan



ryan schultz - architect

ryan.schultz@openingdesign.com

c: 773.425.6456

17 s fairchild st, fl 7

madison, wi 53703

On Thu, Nov 20, 2025 at 11:25 AM Planning <planning@fitchburgwi.gov> wrote:

Hi Ryan,

I'm unable to see your questions. Could you post them in your response?

From: Ryan Schultz <ryan.schultz@openingdesign.com>**Sent:** Thursday, November 20, 2025 9:31 AM

To: Planning <planning@fitchburgwi.gov>

Subject: Re: Proposed renovations/repairs at [2113 Red Arrow Trail](#)

Thank you Dan. A few more questions, highlighted in **green** below.

Thank you, Ryan



ryan schultz - architect

ryan.schultz@openingdesign.com

c: 773.425.6456

[17 s fairchild st, fl 7](#)

[madison, wi 53703](#)

On Wed, Nov 19, 2025 at 3:16 PM Planning <planning@fitchburgwi.gov> wrote:

Ryan,

6-9: not needed.

10: if lighting is being added, yes. Otherwise no.

Only add a landscaping plan if landscaping is being proposed.

A survey map is not needed, but we would ask for a site plan drawn up rather than a screen capture from google maps. Please let me know if you have further questions.

Dan

From: Ryan Schultz <ryan.schultz@openingdesign.com>

Sent: Monday, November 17, 2025 6:27 PM

To: Planning <planning@fitchburgwi.gov>

Subject: Re: Proposed renovations/repairs at [2113 Red Arrow Trail](#)

Thank you, Dan.

Since they are only planning on adding new siding and removing some facade features, are the following items highlighted in **red** required?

Site Data

1. Lot or property dimensions
2. Orientation (to north)
3. Adjacent highways, roads, drives, etc.
4. Existing natural features (rivers, ponds, wetlands)
5. Existing buildings and/or improvements
6. Existing and proposed site drainage
7. Utility plans, including main/lateral sizes and existing fire hydrants on site or within 300 feet
8. ISR indicated on all plans
9. Stormwater management plans and details, including grading plan
10. Lighting plan in footcandles and light fixture cut sheets

Building

1. Building size, configuration, and orientation (Do you need interior floor plans, of all 4 buildings, or can we just show the footprint outline of the exterior walls, as they related to the site)
2. Distance from lot lines
3. Distance from other buildings, improvements, and natural features

4. Location of well, septic tank, drainfield, etc. (if applicable)
5. Additional proposed additions or new structures, including trash/recycling enclosure(s)
6. Construction type (wood frame, structural steel, etc.)
7. Foundation type (full basement, slab on grade, etc.)
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9. Siding/exterior covering type, color, texture, etc.
10. Roof type (gable, hip, shed, flat, etc.) and pitch
11. Roofing material type, color, texture, etc.
12. Exterior door and window location, size, type, etc. would it be okay to just submit a partial elevation/section/plan outlining the proposed work? That is, verses having to draw up all the elevations and exterior floor plans for every single building.
13. Fire protection sprinklers or fire alarm systems

Ingress, Egress, Parking

1. Location of highway and road access points
2. Location, size, configuration of drives and walks
3. Number, size, location of parking spaces
4. Location of handicapped parking and accessible building entrances
5. Bicycle rack(s)

Landscaping

1. Location, species, size of existing trees, shrubs, and plantings
2. Location, species, size of proposed plantings
3. Location and size of all paved, seeded/sodded, and graveled areas
4. Location of all retaining walls, fences, berms, and other landscape features

Does an official survey need to be done of the entire lot?

Or can a site plan be pulled together based on a google aerial view, for example?

Thank you kindly for your help,

Ryan



ryan schultz - architect

ryan.schultz@openingdesign.com

c: 773.425.6456

17 s fairchild st, fl 7

madison, wi 53703

On Mon, Nov 17, 2025 at 5:06 PM Planning <planning@fitchburgwi.gov> wrote:

Hi,

Thanks for sending over the project information. This will need to be submitted for Architectural Design Review for the January Plan Commission meeting. The submission deadline is December 15th. See this [link](#) for what will be needed for the ADR submittal, but please use OpenGov to submit, as all applications are processed via OpenGov.

Thanks,
Dan

From: Dena Uselmann <Dena.Uselmann@fitchburgwi.gov>

Sent: Friday, November 14, 2025 11:05 AM

To: Jack Pearson <Jack.Pearson@fitchburgwi.gov>; Planning <planning@fitchburgwi.gov>
Cc: ryan.schultz@openingdesign.com <ryan.schultz@openingdesign.com>
Subject: FW: Proposed renovations/repairs at 2113 Red Arrow Trail

Jack and Dan/Deanna,

Please see email below and attached project info. Could you each respond as to what you will need for this project? Thank you.

Sincerely,

Dena Uselmann

Administrative Assistant – Public Works & Building Inspection

City of Fitchburg, WI | 5520 Lacy Road | Fitchburg, WI 53711

dena.uselmann@fitchburgwi.gov



From: Ryan Schultz <ryan.schultz@openingdesign.com>
Sent: Friday, November 14, 2025 10:57 AM
To: Dena Uselmann <Dena.Uselmann@fitchburgwi.gov>
Subject: Proposed renovations/repairs at 2113 Red Arrow Trail

EXTERNAL EMAIL: BEWARE OF UNKNOWN ATTACHMENTS AND LINKS.

Hi Dena,

I'm an architect looking to help a landlord (Josh Gierach) do some exterior repair and renovations to their (4) multifamily buildings at [2113 Red Arrow Trail](#).

[Here's](#) a street view of one of the buildings.

I've attached a sketch of the scope that is proposed.

...

Question: Since all these buildings are repetitive, for the permit documents, would it be okay to just submit a partial elevation/section/plan outlining the proposed work? That is, verses having to draw up all the elevations and exterior floor plans for every single building.

Happy to chat on the phone, as well, to discuss nuances.

Thank you kindly, Ryan

|

ryan schultz - architect

ryan.schultz@openingdesign.com

c: 773.425.6456

17 s fairchild st, fl 7

madison, wi 53703