



## Site Plan Map Requirements for Preliminary Review Letter Checklist #1

The county storm water ordinance requires a **Preliminary Review Letter** from the Department of Land Conservation for the following projects:

- a) Commercial development that will increase the impervious area by .5 acres or more;
- b) Commercial development involving one or more acres of land disturbance;
- c) A proposed subdivision or condominium plat that involves disturbance of slopes in excess of 20%;
- d) Proposal involves disturbance or direct discharge to a water quality management area or a protective area;
- e) Development of certified survey maps that will potentially increase impervious area by .5 acres or more.

A site plan map and supporting data of site conditions at a scale of 1 inch equals no more than 100 feet (unless otherwise noted) shall delineate or display the items listed below. Items must be shown on the site and within 50 feet in each direction of the site boundaries. If necessary, items should be displayed on more than one map to ensure clarity. Each map must include proposed structures, setbacks, easements, right-of-ways, etc..

**All items on this list are required for the Preliminary Review Letter:**

1.	Development title, graphic scale and north arrow;
2.	Property location description by public land survey system (1/4 section, section, township, range, county);
3.	Location map (smaller scale) showing the site location within a public land survey section or subdivision, oriented the same as #4 below;
4.	Tax Parcel ID # and ownership boundaries and lengths that will accurately identify the site location;
5.	Lot numbers and dimensions, including outlots for all land divisions;
6.	Name and complete <b>contact information</b> for the applicant, landowner, developer;
7.	Surveyor's certificate, signed, dated and sealed for all land divisions;
8.	Sheet numbers and <b>revision dates</b> on every page;
9.	Existing <b>site topography</b> at a contour interval not to exceed .5 ft. in areas of slopes less than 5%, 2 ft. in areas of slopes less than 20%, or 5 ft. in areas of slopes of 20% or steeper. Include existing spot elevations for physical features such as culvert (invert elevations), retaining walls, road and ditch centerlines, and topographic high and low points;
10.	Location and name, if applicable, of all lakes, streams, channels, ditches, and other <b>water bodies</b> or areas of <b>channelized</b> flow on or adjacent to the site;
11.	Location and name, if applicable, of all <b>wetlands</b> and identification of source of delineation;
12.	Boundaries of <b>shoreland zones</b> and the ordinary high water mark (OHWM) for any navigable water body. The OHWM boundaries shall be field verified;
13.	Boundaries and elevation of the <b>100-year floodplains, flood fringes and floodways</b> ;
14.	Boundaries and soil symbol for each <b>soil mapping unit</b> and the identification of all <b>hydric soils</b> as defined by the USDA-Natural Resources Conservation Service;
15.	Location of all soil borings and <b>soil profile evaluations</b> with unique references to supplemental data report forms;
16.	Location and description of <b>isolated natural area</b> boundaries such as <b>woodland areas</b> and other <b>vegetative cover types</b> ;
17.	Location and descriptive notes for <b>existing and proposed structures</b> within 50 feet of the property boundaries and their proposed use, including, but not limited to buildings and foundations, roads, parking areas, fence lines, access lanes, culverts (include size and type), above ground utilities and retaining walls;
18.	Location and descriptive notes for other known <b>existing site features</b> including, but not limited to, rock outcrops, sink holes, tile drains, buried utilities, dumps, landfills, manure or other waste storage facilities;
19.	Boundaries and descriptive notes for all applicable setbacks and " <b>protective areas</b> ";
20.	Location and descriptive notes for any <b>existing or proposed easements</b> ;
21.	Location and descriptive notes for <b>existing and proposed public dedications</b> of parcels or right-of-ways;
22.	Location and documentation of any <b>existing well</b> and delineation of any applicable regulatory setbacks, in accordance with ch. NR 811 and 812 Wis. Admin. Code (i.e. 100 foot from infiltration basins, etc.); and
23.	Other site information that the DLC determines is necessary to administer this ordinance.

**Additional items must be shown on storm water management plans (see checklist #2).**