



# SITE PLAN/STORM WATER REVIEW, CONCEPT PLANS, & CERTIFIED SURVEY MAPS APPLICATION AND REVIEW PROCESS

**City of New Richmond**  
156 East First Street ❖ New Richmond, WI 54017  
Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

**Overview:** Concept Plan, Certified Survey Map, and Site Plan/Storm Water Review applications will be reviewed by the Development Review Committee (DRC) and discussed by the Plan Commission, which meets on the first Tuesday of each month. A decision by the Plan Commission is final for Site Plan/Storm Water Reviews. The Plan Commission makes a recommendation to approve or deny Certified Survey Maps and Concept Plans and the final decision is made by the City Council at its regular meeting on the second Monday of that month.

**Application Deadline:** Applications must be received by the close-of-business on the ***first Thursday of each month due to publication requirements for Certified Survey Maps***; applications for CSM or Concept Plan received after this date will not be heard at the Plan Commission meeting the following month. Wisconsin State Law requires that a decision be issued for each application within 60 days of the submission of a complete application.

**Submission Requirements:** The attached application form must be completed and submitted with all requested materials. Failure to submit all application materials may delay the review process described below.

**Escrow Deposit:** Because these applications can involve a significant amount of research and analysis by staff and/or outside consultants, the applicant must deposit \$1,500 in escrow in addition to the application fee. Unused escrow funds will be returned to the applicant at the conclusion of the review process.

## Example

**Applications are due on the first Thursday of a month.**

**The public hearing will be held by the Plan Commission on the first Tuesday of the following month.**

**The City Council will take action during its regular meeting on the second Monday of the month.**

## Timeline

application

MONTH A						
Su	M	Tu	W	Th	F	Sa
				●		

action

MONTH B						
Su	M	Tu	W	Th	F	Sa
		●				

**Initial Review:** Applications will be reviewed for completeness by City staff, and a determination of completeness will be provided to the applicant either by phone call, email, or letter. We will notify you of the items that are needed in order to complete the application; once all of the outstanding application materials are received, the 60-day action timeline will begin and the formal review process will begin as described below.

**Formal Review:** Concept Plan, Certified Survey Map, and Site Plan/Storm Water Review applications will be discussed by the Development Review Committee (DRC), which consists of a panel of City staff representing various departments. The members of this panel will address points of concern based on their respective professional experience. A summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Plan Commission.

**Staff Report:** City staff will prepare a report summarizing the application, reviewing it against City ordinances and policies, and provide a recommendation for the Plan Commission. A copy of this report, along with the relevant meeting agenda, will be provided to the applicant prior to the public hearing at the Plan Commission meeting.

**Plan Commission Meeting:** Applicants are encouraged to attend and participate in the public hearing in order to present the application and respond to questions from the Plan Commission and/or members of the public. The meeting will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, videos, or other materials.

The Plan Commission Chairperson will call the meeting to order at the appointed time and the minutes of the previous meeting will be reviewed. Items requiring public hearings are next. The applications that do not require a public hearing, will follow after any items requiring the public hearing. The Chairperson will introduce an application, and City staff will review the issues and recommendations detailed in the staff report. Commissioners may ask questions about the application to be answered by City staff and the applicant. The Commissioners will discuss the application and make a recommendation for City Council action if applicable.

- **Plan Commission Action:** The Plan Commission does not approve or deny an application for Certified Survey Map or Concept Plan; instead, it makes a recommendation of approval or denial to the City Council. The application, along with the recommendation of the Plan Commission, is then brought to the City Council which has authority to approve or deny the application. The Plan Commission has the authority to approve or deny Site Plan/Storm Water Review applications.

**City Council:** At the scheduled time, the Mayor will call the meeting to order and it will progress similar to the Plan Commission meeting. Based on the recommendation from the Plan Commission, the City Council may approve or deny the proposal as an item on the agenda. At its discretion the City Council may instead choose to review the application in greater detail and take public comment, similar to the public hearing, before ultimately approving or denying the request.



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CITY ORDINANCE SECTION 117 & 121  
[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

- |   |                 |                           |
|---|-----------------|---------------------------|
| <input type="checkbox"/> <b>SITE PLAN/STORM WATER REVIEW FEE:</b> | <b>\$250.00</b> | <b>ESCROW: \$1,500.00</b> |
| <input type="checkbox"/> <b>CONCEPT PLAN FEE:</b>                 | <b>\$150.00</b> | <b>ESCROW: \$1,500.00</b> |
| <input type="checkbox"/> <b>CERTIFIED SURVEY MAP FEE:</b>         | <b>\$200.00</b> | <b>ESCROW: \$1,500.00</b> |
| <input type="checkbox"/> <b>AMENDED CERTIFIED SURVEY FEE:</b>     | <b>\$200.00</b> | <b>ESCROW: \$1,500.00</b> |

*Application fees should be made payable to City of New Richmond upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.*

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Please complete the application by typing or printing in ink. Use additional paper if necessary.

**1. Property Owner Information:**

Company name: \_\_\_\_\_  
Last name: \_\_\_\_\_ First name: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**2. Applicant Information: (if different from above)**

Company name: \_\_\_\_\_  
Last name: \_\_\_\_\_ First name: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**3. Address(es) of Property Involved: (if different from above)**

\_\_\_\_\_

**4. Zoning Designation:** \_\_\_\_\_

**5. Statement of Intent:** Briefly describe what will be done on or with the property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. Additional Required Information:**

- a. Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- b. Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City’s review of an application (e.g., traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.
- c. Other Information:** In addition to a full size site plan and an 11” x 17” copy, topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by City Staff. Please refer to Sec. 121-31 for further information on Site Plans.

**7. Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

*Property Owner:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Applicant:* \_\_\_\_\_

*Date:* \_\_\_\_\_

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

**Date:** \_\_\_\_\_

**Receipt #** \_\_\_\_\_

**Escrow Paid:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Receipt #** \_\_\_\_\_

**Zoning change applications must be received by the first Thursday of each month; applications received after this date cannot be heard at the Planning Commission meeting the following month.**