



City of New Richmond Development Review Packet

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CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

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WELCOME

Thank you for your interest in developing in the City of New Richmond. It’s no secret that our growing and vibrant community is a desirable place to live, start or expand a business, and enjoy a great quality of life with a unique sense of place. While we’re very proud of our schools, hospital, parks and trails system, airport, local businesses, and more, much of our past and future success relies on relationships and collaboration – including with private developers such as yourself who seek to invest in our community.

With this in mind, City staff are committed to working closely with you throughout the development review process. We seek to establish open communication, streamline processes, avoid surprises or delays, answer questions, problem-solve, and collaborate with you to create a high quality, lasting development that will serve the community for years to come. We look forward to our work together!

Sincerely,

Noah Wiedenfeld
Director of Planning



INTRODUCTION

The purpose of this packet is to serve as a guide to assist you in better understanding the development processes of the City of New Richmond. While not inclusive of each and every local or state requirement, we hope this document provides a detailed overview of the application, review, and approval processes for our most common residential and commercial developments.



We have an experienced and dedicated team that is committed to serving the public and assisting you at various stages of your respective project. We are also committed to ensuring that information is easily available and your questions can be answered as easy as one phone call or two clicks on your computer. With this customer service approach in mind, one staff member, generally the Director of Planning, will serve as the primary point of contact for you throughout the various processes and will gather and compile information from other staff members as needed.

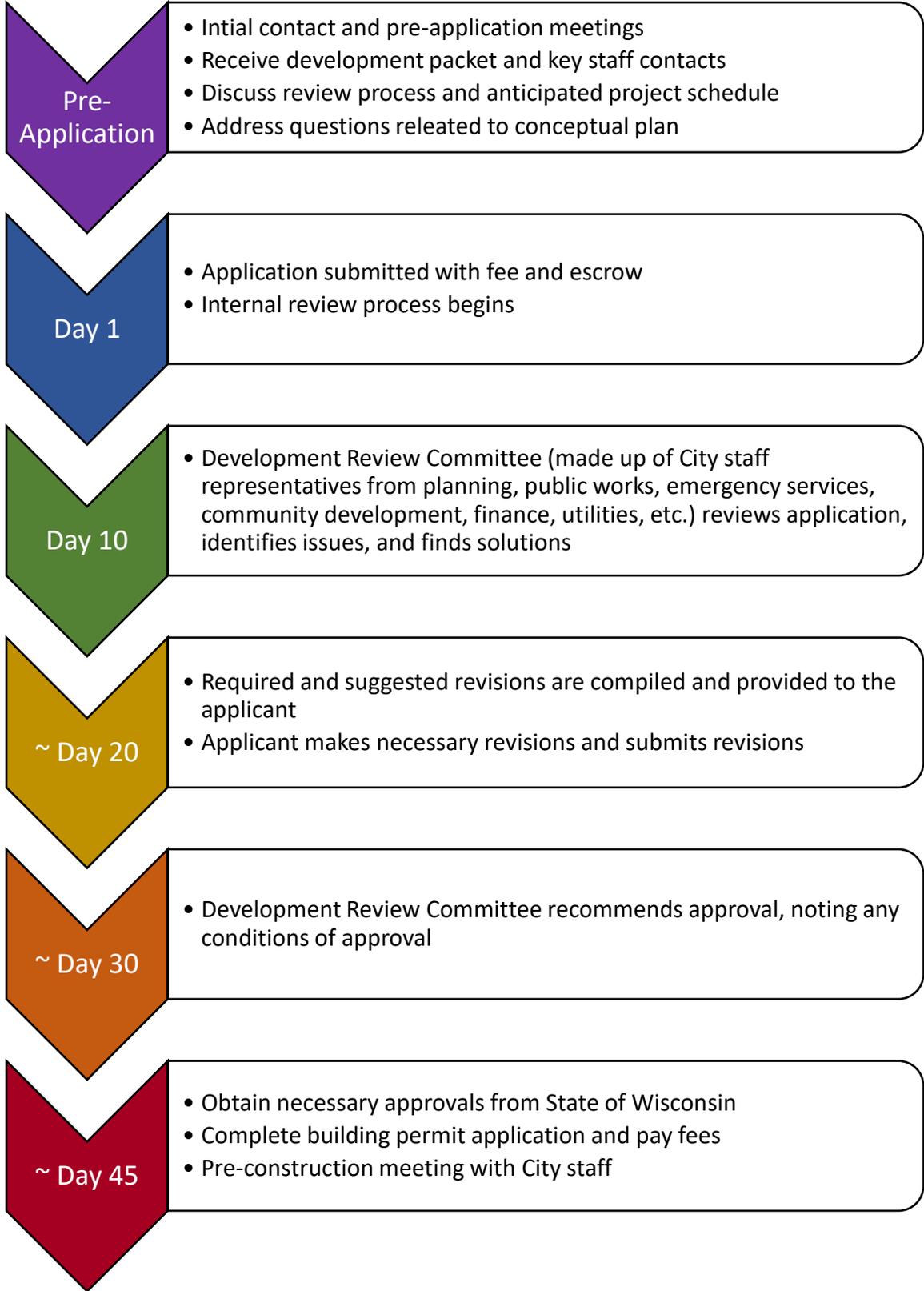
PRIMARY CONTACT – DEVELOPMENT REVIEW PROCESS

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While the Director of Planning is the primary point of contact, projects are reviewed from multiple lenses from key leaders from several departments, including but not limited to: Administration, Community Development, Electric, Finance, Fire & Rescue, Police, and Public Works. Some projects require review by our City Attorney and hired consultants with expertise in stormwater management, traffic impact analyses, etc.

In addition to our professional staff, the City of New Richmond depends on several citizens who generously give back to the community by serving on various boards and committees, including the Plan Commission, Historic Preservation Commission, Forward New Richmond, and City Council. We sincerely appreciate these citizens for sharing their time, talent, and expertise. Depending on the project type and corresponding approvals required, you may have an opportunity to meet and interact with some of these leaders.

DEVELOPMENT REVIEW PROCESS



What type of application is needed?

The development review process differs depending on the type of project that is being proposed. For example, the proposed construction of a commercial building will have a different review and approval process than a new residential subdivision. The table below provides a basic overview.



Application Type	Purpose
Certified Survey Map	Subdivide a parcel of land into 4 or less parcels
Preliminary & Final Plat	Subdivide a parcel of land into 5 or more parcels
Administrative	City staff review a project that only requires a building permit, and no action from local boards or elected officials
Site Plan/Stormwater Review	Formal site review procedure that evaluates a proposed plan for compliance with the City's Comprehensive Plan and site design standards, as well as the Wisconsin State Building Code
Conditional Use Permit	Authorize and regulate uses which may be beneficial in a specific instance to the general welfare of the community, yet ensure that such uses are not detrimental to surrounding property and are consistent with the purpose of the zoning district
Annexation	Transfer territory from a township to the City for the benefit of receiving City services
Rezoning	Due to a mapping error or changing conditions, rezoning changes the City's official zoning map and the corresponding regulations and restrictions of an area as reasonably necessary to promote the public health, safety, or general welfare
Certificate of Appropriateness	Ensure that the proposed construction, alteration, or demolition of designated historic structures conforms to the historic character and preservation objectives of the district in which the site is located



All applications are available electronically for your convenience on the City of New Richmond website, www.newrichmondwi.gov. City staff are glad to assist and answer any questions that you might have.

DEVELOPMENT REVIEW CHECKLIST – SITE PLAN

Site plan applications shall be submitted in the following formats:

- a) Five (5) full-size, hard-copy sets of civil and landscaping plans
- b) One set of electronic plans (PDF format)
- c) Digital copies of stormwater management plans are acceptable

The checklist below is intended to serve as a simple guide to assist you with submitting a complete application. Please use this as a resource as you prepare your materials.

CHECK	INFORMATION REQUIREMENT
	Signed and Completed Application Page, with Fee and Escrow
	Project Narrative
	Address, Legal Description, and Property ID of the Parcel
	<p>Site Plan</p> <ul style="list-style-type: none"> • Contact information for developer/owner and engineer/architect • Date of plan preparation • Name of project/development • Scale of plan (engineering scale only, one inch = 50' or less) • North point indication • Lot dimension, area, building coverage percentage • Required and proposed setbacks • Location and dimension of all buildings (existing and proposed) • Location, number, and dimensions of existing and proposed parking • Curb cuts and driveways • Bicycle and pedestrian accommodations • Location of rooftop equipment and proposed screening • Provisions for storage and disposal of refuse and recycling • Existing and proposed easements • Location, sizing, and type of water and sewer system mains and proposed service connections
	<p>Grading/Stormwater Drainage Plan</p> <ul style="list-style-type: none"> • Existing contours and proposed grade elevations at max. 2' intervals • Drainage plan (incl. configuration of drainage areas & calculations) • Impervious surface area calculation • Storm sewer, catch basins, invert elevations, type of castings, and type of materials • Spot elevations • Proposed driveway grades • Surface water ponding and treatment areas • Erosion control measures • Location of street lights and utilities (incl. telephone, cable, fiber) • Stormwater maintenance agreement (if applicable)

DEVELOPMENT REVIEW CHECKLIST (CONTINUED)

CHECK	INFORMATION REQUIREMENT
	<p>Vehicular Circulation Exhibit</p> <ul style="list-style-type: none"> • Turning radius and circulation routes for emergency response vehicles and large semi-trailers (if applicable)
	<p>Signage Plan</p> <ul style="list-style-type: none"> • Location, type, material, dimensions, and height of all temporary and permanent signage to be located on the building or property
	<p>Lighting Plan</p> <ul style="list-style-type: none"> • Location, size, height, and shielding for all outdoor lighting fixtures • Illumination (in foot candles) as measured at the property line
	<p>Landscaping Plan</p> <ul style="list-style-type: none"> • Location, quantities, sizes, common and botanical names of trees/shrubs • Location, size, height, and construction materials for all fences, walls, berms, or other screening device, including trash enclosures
	<p>Color Building Elevations</p> <ul style="list-style-type: none"> • Show all sides, including details on all exterior building materials
	<p>**Other Important Questions**</p> <p><i>Note: These questions are intended to help make you aware of some other possible approvals necessary, to avoid delays further in the process.</i></p> <ul style="list-style-type: none"> • Is the building volume greater than 50,000 cubic feet? Y/N _____ • Have you applied for a grading permit from the DNR? Y/N _____ • Did you submit a public water system plan to the DNR? Y/N _____ • Did you submit a wastewater system plan to the DNR? Y/N _____ • Did you submit a fire suppression plan or fire alarm plan to the State of Wisconsin? Y/N _____ • Did you submit plumbing plans to the State? Y/N _____ • Are you proposing to abandon a private well? Y/N _____ • Will your project include public improvements? Y/N _____ • Have you obtained all necessary licenses from the City or County related to alcohol or commercial kitchens? Y/N _____

The City’s Municipal Code is available online at www.newrichmondwi.gov. When completing a development review, City staff ensure the submitted plans comply with all of the requirements identified in the Municipal Code. The majority of the relevant code sections can be found in Chapter 117 (Sub-Division Ordinance) and Chapter 121 (Zoning Ordinance). Fire and building codes will also be taken into consideration during review. If you or the professionals working on your project plans have any questions regarding the requirements, please don’t hesitate to contact City staff.

FREQUENTLY ASKED QUESTIONS



How do I schedule an appointment with the building inspector?

Please contact Jeanne Bergman, Administrative Assistant, at 715-246-4268 or jbergman@newrichmondwi.gov to schedule an appointment, as our inspectors are in and out of the office on a daily basis on field inspections. We request a minimum notice of 24 hours in advance.

How long is a building permit good for?

2 years

Can I start any work prior to full approval by the City?

The following activities may be permitted only if the required plans and approvals are first obtained by the applicant, and then they may only proceed at their own risk.

- Grading/Excavation: Requires a Wisconsin DNR land-disturbing permit and approval by the Director of Public Works
- Installation of Water/Sewer Laterals: Requires an exterior plumbing plan approved by the State of Wisconsin or a “permission to start” letter for plumbing from the State
- Footing and Foundation: Requires a building plan approved by the State of Wisconsin or a “permission to start” letter from the State

Do you have additional information available online?

Yes. Please go to www.newrichmondwi.gov and click on the tab for the Building & Zoning Department. The page contains a guide to permits, schedule of fees, online and printable permit applications, a new home packet, and several useful handouts.

How do I organize a groundbreaking or ribbon-cutting ceremony?

A groundbreaking and/or ribbon-cutting ceremony is a great way to celebrate your project, recognize people who helped make your project possible, meet local community members, and create some “buzz” about your project online and with local media. Contact Beth Thompson, Community Development Director, at 715-246-4268 or bthompson@newrichmondwi.gov for more information.

Is there a Chamber of Commerce for the local business community?

Yes, the New Richmond Area Chamber of Commerce is one of the largest and most active chambers in Northwest Wisconsin. The Chamber advocates for the interests of its members and promotes economic and community development. Contact the Chamber at 715-246-2900 or info@newrichmondchamber.com for more information.

HELPFUL TIPS



HELPFUL TIPS

1. Meet with City staff before submitting an application

Before making investments in your project, meet with City staff as early as possible to better understand the feasibility of your project, local ordinances which will apply, the type of review process there will be, and how to prepare a complete application. This is important to avoid unnecessary hurdles later in the review process, and will save time, money, stress, and frustration for everyone involved.

2. Submit a complete and thorough application

Submit a complete, detailed, and well-organized application in accordance with local ordinance requirements. Utilize the development review checklist to help make sure your application is complete, and contact City staff with questions before submitting.

3. Work with an experienced and qualified professional to prepare plans

Professional engineers, architects, surveyors, and landscape architects are familiar with standard development review processes and expectations. They are capable of providing high-quality plans that will ultimately save you time and money in the long run. Projects that require site grading, stormwater management, utility work, significant remodeling, and building remodeling or expansion generally requires professionals. For less complicated projects, it is acceptable to prepare plans yourself. However, keep in mind that less complex projects must still be reviewed to ensure your proposal meets all ordinance and building code requirements.

4. Keep lines of communication open

Reach out to City staff as often as needed to ask questions or receive updates.

5. Provide timely plan revisions

Work with City staff to address comments and submit revisions in a timely manner to ensure that the project proceeds on schedules. Keep in mind that local municipalities must follow public meeting notice requirements and have regularly scheduled meeting dates; a delay in submitting plan revisions can easily delay a project a whole month.

6. Hold a public meeting for large or potentially controversial projects

The City of New Richmond strongly encourages hosting a meeting for surrounding neighbors. This provides you with an opportunity to describe your proposal, respond to questions, and address issues in a less formal environment than a Plan Commission meeting. City staff will help coordinate a meeting date and location, notify neighbors, and summarize the outcomes of the meeting with your application.

DEVELOPMENT FEES

There are several costs associated with development projects. Please familiarize yourself with these fees early on in the process, to avoid delays or unbudgeted project expenses. As always, please reach out to City staff if you have any questions.



Application Fee & Escrow

When an application is made to the City, a non-refundable fee and escrow are required. The escrow is intended to cover costs associated with the review of the project, including but not limited to planning, legal, and engineering services. The remaining balance is returned to the developer.

Cost of Public Improvements

Developers are responsible for the cost of public improvements, including but not limited to the construction of public streets, bicycle and pedestrian accommodations, utilities, street lighting, and boulevard trees. These items are identified through a written agreement between the developer and the City, called a development agreement. A bond or letter of credit equal to 125% of the estimated cost of construction of public improvements is required prior to the issuance of a building permit.

Building Permit

Fees are determined according to the project valuation, via an annual fee schedule approved by the City Council.

Impact Fees

Growth is expensive, as it leads to an increased demand for services, such as streets, parks, library, emergency services, and utilities. Impact fees are designed to help defray the costs associated with future capital improvements, and are determined on an annual basis by the City Council. Fees are determined according to water meter size.

Landscaping Deposit

New developments require a two-year landscaping deposit or letter of credit equal to 125% of the estimated cost of landscaping. All landscaping shall survive at least two winter seasons, after which time this financial guarantee is returned to the developer.

FINANCIAL ASSISTANCE AVAILABLE



The City of New Richmond offers the following tools to assist with project financing:

Tax Increment Financing

The City of New Richmond has six active tax increment districts (TIDs). Tax increment financing is a mechanism designed to attract business investment by dedicating property tax revenue from the district to finance public improvements in the district. TIDs typically have a lifespan of 15-30 years. The City's TIDs have historically performed well and advanced projects that provide public benefit and further the general welfare of the residents and taxpayers of the City.

Downtown Façade Grants

The City of New Richmond provides a façade grant program for commercial properties located in the downtown business district. Funds must be approved prior to the start of the project. The program will generally cover 25% of eligible project costs, with a maximum award of \$5,000.

Regional Business Fund Loan Program

The City of New Richmond participates in a 7-county revolving loan program administered by the West Central Wisconsin Regional Planning Commission. Several low-interest loan programs are available to businesses.

WPPI Energy New Construction Design Assistance

As a member of WPPI Energy, construction projects that will become nonresidential electric customers of New Richmond Utilities/WPPI Energy may be eligible to receive technical assistance and financial incentives for developing energy-efficient designs and adopting electric energy-saving measures. A project must enter the program during the design process, so it's important to apply early on with the support of our local Energy Services Representative.

Focus on Energy

New construction and renovation projects for buildings over 5,000 square feet can be eligible for the Design Assistance Program, which identifies energy-saving options for the design of new buildings and offers incentives which can be used to reduce the upfront cost of high efficiency measures. Design teams can receive \$0.016/kWh saved to \$0.019/kWh saved depending on the level of effort required by the program. Building owners receive an incentive based on forecasted energy savings and estimated incremental costs. The incentive rate is \$0.13/kWh and \$0.75/therm.

State Grant Funding

As a local unit of government, the City of New Richmond is eligible to apply for state and federal grant funding on behalf of a private development, such as programs through the Wisconsin Economic Development Corporation.