

SITE PLAN REVIEW/PLAN COMMISSION APPLICATION

PURPOSE: THE INTENT OF THIS DOCUMENT IS TO PROVIDE A USER-FRIENDLY GUIDE TOWARD NEW DEVELOPMENT STANDARDS AND PRACTICES IN THE TOWN OF ALGOMA. THE TOWN OF ALGOMA ADMINISTERS LAND USE STANDARDS AND RELIES ON CHAPTER 23 TOWN AND COUNTY ZONING STANDARDS THROUGH WINNEBAGO COUNTY.

CONTACTS: **TOWN OF ALGOMA**
 (920) 235-3789
 15 N. OAKWOOD ROAD
 OSHKOSH, WI 54904
 WWW.TOWNOFALGOMA.ORG

WINNEBAGO COUNTY PLANNING/ZONING
 (920) 232-3344
 112 OTTER AVENUE
 OSHKOSH, WI 54901
 WWW.CO.WINNEBAGO.WI.US

WORK IN THE RIGHT-OF-WAY: VACANT (920) 235-3789
BUILDING INSPECTIONS: DAVE FRANK - (920) 233-1999

REGULATIONS: **TOWN OF ALGOMA MUNICIPAL CODE: CHAPTER 225 LAND USE**
[HTTP://TOWNOFALGOMA.ORG/RESIDENT-INFO/TOWN-ORDINANCES/](http://townofalgoma.org/resident-info/town-ordinances/)
WINNEBAGO COUNTY CHAPTER 23 TOWN/COUNTY ZONING CODES
[HTTPS://WWW.CO.WINNEBAGO.WI.US/GENERALCODE](https://www.co.winnebago.wi.us/generalcode)

FEE STRUCTURE

SITE PLAN REQUIREMENTS

REVIEW TYPE	FEE
Certified Survey Map (CSM) Review	200.00
Preliminary Plat Review	TBD*
Final Plat Review	500.00
Condominium Review	350.00
Replat and Assessor's Plat Review	TBD*
Conditional Use Permit Review	350.00
Rezone Review	350.00
Comprehensive Plan Amendment	800.00
Planned Development District Review	1,000.00**
Site Plan Review	2,000.00**

General Requirements: A site plan shall be submitted prior to an application for a building permit. For conditional uses under the Winnebago County Zoning Ordinance, a site plan shall be submitted and reviewed by the Town Planning Commission and Town Board prior to the hearing before the County Planning and Zoning Committee. Any Town of Algoma conditions regarding the conditional use permit would become part of the County's conditional use permit (in non-shoreland areas).

Required Information, A site plan will contain the following:

- Location Map, which must be legible to indemnify the location within the town
- Names of adjacent or surrounding streets
- A survey of the property, drawn to scale of sufficient size to show boundaries (lot lines) of the parcel, include dimensions
- Location and dimensions of structures and yards
- The location and dimensions of all parking/loading areas/driveways/intersections
- Internal traffic patterns, lighting patterns, landscaping patterns, internal signage
- Location of public and private easements
- Location of public and private utilities
- Other relevant information to show compliance with Town of Algoma Municipal Code and Winnebago County Zoning Ordinance

* Fee will be part of the Developer's Agreement. Total fee charged will be based on actual cost of services rendered by the town and town agents required to review the application and plat.

** Minimum fee due at time of application submittal. Additional fee charges may occur based on the actual cost of services rendered by the town and town agents required to review the application.



Town of Algoma
15 N. Oakwood Road
Oshkosh, WI 54904
(920) 235-3789

Visit us at www.townofalgoma.org

M-Th 9:00-5:00 F 9:00-1:00

Site Plan Review/Plan Commission General Application

APPLICANT INFORMATION

Petitioner: _____ Date: _____

Petitioner's Address: _____ City: _____ State: _____ Zip: _____

Telephone #: () _____ Fax: () _____ Other Contact # or Email: _____

Status of Petitioner (Please Check): Owner Representative Tenant Prospective Buyer

Petitioner's Signature (required): _____ Date: _____

OWNER INFORMATION

Owner(s): _____ Date: _____

Owner(s) Information: _____ City: _____ State: _____ Zip: _____

Telephone #: () _____ Fax: () _____ Other Contact # or Email: _____

Ownership Status (Please Check): Individual Trust Partnership Corporation

Property Owner Consent (required)

By signature hereon, I/We acknowledge that Town officials and/or employees may, in the performance of their functions, enter upon the property to inspect or garner other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Town of Algoma for incomplete submissions or other administrative reasons.

Property Owner's Signature: _____ Date: _____

SITE INFORMATION

Address/Location of Proposed Project: _____

Current Use of Property: _____ Zoning: _____

Land Uses Surrounding Your Site: North: _____

South: _____

East: _____

West: _____

Projected Timeline: _____

Project Description: _____

Note: The Town of Algoma or a duly appointed official maintain the right to cancel this agreement if the applicant has been deemed in violation of this agreement or Town of Algoma Municipal Code. No refund will be provided.



Town of Algoma
15 N. Oakwood Road
Oshkosh, WI 54904
(920) 235-3789

Visit us at www.townofalgoma.org

M-Th 9:00-5:00 F 9:00-1:00

Site Plan Review/Plan Commission General Application Continued

SITE INFORMATION CONTINUED

Development Characteristics Gross Acreage/ Square Feet: _____

Development Area and Percentage: _____

of Employees/#of Residential Units: _____

of Proposed Parking Space: _____

Traffic Count Projections (attach documentation): _____

Percent Impervious (attach documentation): _____

Description of Required Landscaping (attach landscape plan): _____

Additional Information: _____

OFFICE USE ONLY

Received By: _____ Date: _____ Fee: _____ Paid: Yes No

Note: The Town of Algoma or a duly appointed official maintain the right to cancel this agreement if the applicant has been deemed in violation of this agreement or Town of Algoma Municipal Code. No refund will be provided.