



City of Brillion

Plan Data Review Check-Off List

ZONING CODE – SECTION 106-242 (see back of this page for municipal code)

Administration: Plan data shall be submitted to the Building Inspector or City Administrator who shall transmit all applications and their accompanying plans to the Plan Commission for their review. Plan data to be submitted with all plan review applications shall include the following unless waived by the Building Inspector:

Project Name _____ Anticipated Start Date: _____

Developer: _____

Three (3) sets of complete plans shall be submitted to the City two (2) weeks prior to the next regularly scheduled Plan Commission meeting.

Review	Item	Completed	Requirement
C	1	<input type="checkbox"/>	Site Plan drawn to a recognized engineering scale.
C	2	<input type="checkbox"/>	Name of project noted.
C	3	<input type="checkbox"/>	Owner's and/or developer's name and address noted.
C	4	<input type="checkbox"/>	Architect and/or engineer's name and address noted.
C	5	<input type="checkbox"/>	Date of plan submittal.
C	6	<input type="checkbox"/>	Scale of drawing noted on plan.
C	7	<input type="checkbox"/>	Existing and proposed topography shown at a contour interval not less than two (2) feet.
M	8	<input type="checkbox"/>	The characteristics of soils related to contemplated specific uses. (may or may not be required)
C	9	<input type="checkbox"/>	Total number of parking spaces noted.
C	10	<input type="checkbox"/>	The type, size, and location of all structures with all building dimensions shown.
C	11	<input type="checkbox"/>	Height of buildings indicated.
C	12	<input type="checkbox"/>	Existing and proposed street names indicated.
M	13	<input type="checkbox"/>	Existing and proposed public rights-of-way and widths indicated.
C	14	<input type="checkbox"/>	North arrow shown.
M	15	<input type="checkbox"/>	Locate existing and general location of proposed sanitary sewers, storm sewers, and water mains.
M	16	<input type="checkbox"/>	Locate any proposed storm water management facilities, including detention/retention areas. (drainage plan)
C	17	<input type="checkbox"/>	Locate existing trees.
C	18	<input type="checkbox"/>	Note location, extent, and type of proposed plantings.
C/M	19	<input type="checkbox"/>	Note location of pedestrian sidewalks and walkways.
C/M	20	<input type="checkbox"/>	A graphic outline of any development staging/phases which is planned is required to be shown on the site plan.
C/M	21	<input type="checkbox"/>	Architectural plans, elevations, and perspective drawings and sketches illustrating the design and character of proposed structures. Building façade material shall also be shown.
M	22	<input type="checkbox"/>	Benchmark referenced to USGS Datum.

C = City of Brillion
M = McMahon Associates, Inc.

REVIEW AND FINDINGS: The Plan Commission shall review the referred plans at the first regular meeting of that body following submittal of the plans. The Plan Commission shall render a decision no later than the following regular meeting. The Plan Commission shall not approve any plans unless they find after viewing the application that the structure or use, as planned, will not violate the intent and purpose of this Ordinance.

City of Brillion Municipal Code (excerpt)

ARTICLE X. APPROVAL OF PLAN DATA

Sec. 106-242. Administration.

Plan data shall be submitted to the building inspector who shall transmit all applications and their accompanying plans to the plan commission for their review. Plan data to be submitted with all plan review applications shall include the following unless waived by the building inspector:

- (1) Site plan drawn to a recognized engineering scale.
- (2) Name of project noted.
- (3) Owner's and/or developer's name and address noted.
- (4) Architect and/or engineer's name and address noted.
- (5) Date of plan submittal.
- (6) Scale of drawing noted on plan.
- (7) Existing and proposed topography shown at a contour interval not less than two feet.
- (8) The characteristics of soils related to contemplated specific uses.
- (9) Total number of parking spaces noted.
- (10) The type, size and location of all structures with all building dimensions shown.
- (11) Indicate height of buildings.
- (12) Existing and proposed street names indicated.
- (13) Indicate existing and proposed public rights-of-way and widths.
- (14) North arrow shown.
- (15) Locate existing and general location of proposed sanitary sewers, storm sewers and water mains.
- (16) Locate any proposed stormwater management facilities, including detention/retention areas.
- (17) Locate existing trees.
- (18) Note location, extent, and type of proposed plantings.
- (19) Note location of pedestrian sidewalks and walkways.
- (20) A graphic outline of any development staging/phases which is planned is required to be shown on the site plan.
- (21) Architectural plans, elevations and perspective drawings and sketches illustrating the design and character of proposed structures. Building facade material shall also be shown.

(Ord. No. OR98-24, § I(106.1003), 10-26-1998)

Sec. 106-243. Review and findings.

The plan commission shall review the referred plans at the first regular meeting of that body following submittal of the plans. The plan commission shall render a decision no later than the following regular meeting. The plan commission shall not approve any plans unless they find after viewing the application that the structure or use, as planned, will not violate the intent and purpose of this chapter.

(Ord. No. OR98-24, § I(106.1004), 10-26-1998)

Sec. 106-244. Sureties.

The plan commission may impose time schedules for the completion of buildings, parking areas, open space utilization and landscaping. The plan commission may require appropriate sureties to guarantee that improvements will be completed on schedule.

(Ord. No. OR98-24, § I(106.1005), 10-26-1998)

Sec. 106-245. Appeal.

Any person aggrieved by any decisions of the city plan commission related to plan review may appeal the decision to the zoning board of appeals. Such appeal shall be filed with the city administrator within 30 days after filing of the decision with the building inspector.

(Ord. No. OR98-24, § I(106.1006), 10-26-1998)

Sec. 106-246. Approval expiration.

All plan approvals of the plan commission shall expire if the proposed project has not started construction within 12 months of the date of approval and finished construction within 18 months of the date construction started unless otherwise agreed upon at the time of approval.