

**Town of Russell - Sheboygan County, Wisconsin**  
**APPLICATION for**  
**SITE PLAN REVIEW**

This Application form must be completed in full and include a paid Application Fee before it will be accepted for review by the Town of Russell.

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

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Tax Key Number: \_\_\_\_\_ Years in Operation: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Business Operator (if different from Property Owner): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Is the proposed use consistent with the town of Russell Comprehensive Plan?    Yes \_\_\_\_\_    No \_\_\_\_\_

Explain: \_\_\_\_\_

\_\_\_\_\_

Zoning of Property: \_\_\_\_\_

Adjacent Properties:

- Zoning and use of property to the north: \_\_\_\_\_

- Zoning and use of property to the east: \_\_\_\_\_

- Zoning and use of property to the south: \_\_\_\_\_

- Zoning and use of property to the west: \_\_\_\_\_

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Type of Business (detailed explanation of business):

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Specific use of each building:

Building A: \_\_\_\_\_

Building B: \_\_\_\_\_

Building C: \_\_\_\_\_

Building D: \_\_\_\_\_

List of chemicals stored on site: \_\_\_\_\_

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Maximum number of employees:      Full-time: \_\_\_\_\_      Part-time: \_\_\_\_\_

Days of operations: \_\_\_\_\_

Hours of operation: \_\_\_\_\_

Is this an expansion of an existing operation?    Yes: \_\_\_\_\_    No: \_\_\_\_\_

If yes, are there currently any permits under another name, other than those indicated on this application?

Names: \_\_\_\_\_

Parking:

Number of spaces available: \_\_\_\_\_

Dimensions of parking lot: \_\_\_\_\_

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Parking lot construction: Paved: \_\_\_\_\_ Gravel: \_\_\_\_\_ Grass: \_\_\_\_\_

Employee parking included in number of spaces available: Yes \_\_\_\_\_ No \_\_\_\_\_

Type of screening:  
Fencing (describe): \_\_\_\_\_  
\_\_\_\_\_

Plantings (describe): \_\_\_\_\_  
\_\_\_\_\_

Will there be outdoor storage on site? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, where will it be located: \_\_\_\_\_

What type of items will be stored? \_\_\_\_\_

Will it be screened from public view? \_\_\_\_\_

Where will refuse containers be located: Indoors: \_\_\_\_\_ Outside: \_\_\_\_\_

If outdoors, how will it be screened? \_\_\_\_\_

**Building / Property Signs:**

Type (check all that apply): Free standing: \_\_\_\_\_ Attached to building: \_\_\_\_\_

Lighted: \_\_\_\_\_ Mobile: \_\_\_\_\_

Single-faced: \_\_\_\_\_ Double-faced: \_\_\_\_\_

Size: \_\_\_\_\_

Location: \_\_\_\_\_

Content: \_\_\_\_\_

Material: \_\_\_\_\_

**Outdoor Lighting:**

Type: \_\_\_\_\_

Location: \_\_\_\_\_

Is there a need for any special type of security fencing: Yes \_\_\_\_\_ No \_\_\_\_\_

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If yes, where? \_\_\_\_\_

What type? \_\_\_\_\_

Are there any food service or vending machines incorporated into this proposal?

Yes \_\_\_\_ No \_\_\_\_

Are there any game machines included in this proposal? Yes \_\_\_\_ No \_\_\_\_

If yes, how many? \_\_\_\_ What type? \_\_\_\_\_

Will any type of music be part of this proposal? Yes \_\_\_\_ No \_\_\_\_

If yes, type: Pre-recorded: \_\_\_\_ Live: \_\_\_\_

Days of week: \_\_\_\_\_

Will a liquor license or any other special license be required? Yes \_\_\_\_ No \_\_\_\_

If yes, explain the nature of the use of the license: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will there be any potential issues or problems related to odor, smoke, noise, light, or vibration resulting from the operation?

Yes \_\_\_\_ No \_\_\_\_

If yes, explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will a highway access permit be required from the State, County, or Town?

Yes \_\_\_\_ No \_\_\_\_

If yes, has a permit been secured? Yes \_\_\_\_ No \_\_\_\_

Date of approval by the Department of Natural Resources of the well for the proposed use:

\_\_\_\_\_

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What type of sanitary facilities will be utilized by this operation? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the means by which erosion shall be managed during construction: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the means by which stormwater will be managed on the site post-construction (a detailed description of the facilities must be included on the site plan): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval date for existing sanitary systems (if relevant) by Sheboygan County: \_\_\_\_\_

Did the Wisconsin Department of Safety and Professional Services (formerly, Department of Commerce), approve building plans: Yes \_\_\_\_ No \_\_\_\_

Additional information to be considered during site plan review: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Site Plan:**

Three (3) copies of the detailed site plan shall be prepared on standard 24" x 36" sheets, with continuation on 8 1/2" x 11" sheets as necessary for written narrative. The Town may require any of the following items as part of the formal site plan submission (please check):

- Name of the project, boundaries, and location maps showing the site's location in the community, date, north arrow and scale of the plan \_\_\_\_\_
- Name and address of the owner of record, developer, and seal of the engineer, architect or landscape architect \_\_\_\_\_
- Names and addresses of all owners of record of abutting parcels and those within three hundred feet (300') of the property line \_\_\_\_\_
- All existing lot lines, easements, and rights-of-way. Include area in acres or square feet, abutting land uses and the location and use of structures within three hundred feet (300') of the site \_\_\_\_\_
- The location and use of all existing and proposed buildings and structures within the development. Include all dimensions of height and floor area, and show all exterior entrances, and all anticipated future additions and alterations \_\_\_\_\_
- The location of all present and proposed public and private ways, parking areas, driveways, sidewalks, ramps, curbs, fences, paths, landscaping walls and fences \_\_\_\_\_
- Location, type, and screening details for all waste disposal containers shall also be shown \_\_\_\_\_
- The location, height, intensity and coverage area of all external lighting fixtures and indication of compliance with the Town of Russell Exterior Lighting Ordinance \_\_\_\_\_
- The direction of illumination and methods to eliminate glare onto adjoining properties must also be shown \_\_\_\_\_
- The location, height, size, materials, and design of all proposed signage \_\_\_\_\_
- The location of all present and proposed utility systems including sewage system; water supply system; telephone, cable and electrical systems; storm drainage system including existing and proposed drain lines, culverts, catch basins, headwalls, endwalls, hydrants, manholes and drainage swales \_\_\_\_\_
- Soil logs, percolation tests and storm runoff calculations for large or environmentally sensitive developments \_\_\_\_\_
- Plans to prevent the pollution of surface or groundwater, erosion of soil both during and after construction, excessive runoff, excessive raising or lowering of the water table, and flooding of other properties as applicable \_\_\_\_\_
- Existing and proposed topography at two-foot (2') contour intervals. If any portion of the parcel is within the 100-year floodplain, the area shall be shown and base flood elevations given. Indicate areas within the proposed site and within fifty feet (50') of the proposed site, where ground removal or filling is required, and give its approximate volume in cubic yards \_\_\_\_\_

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- A landscape plan showing all existing natural land features, trees, forest cover and water sources, and all proposed changes to these features including size and type of plant material. The Town will encourage the use of regionally native plant species. Water sources will include ponds, lakes, brooks, streams, wetlands, floodplains and drainage retention areas
- Zoning district boundaries within five hundred feet (500') of the site's perimeter shall be drawn and identified on the plan
- Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts on the site and within one hundred feet (100') of the site
- For new construction or alterations to any existing building, a table containing the following information:
  - Area of building(s) to be used for a particular use such as retail operation, office, storage, etc
  - Maximum number of employees
  - Maximum seating capacity, where applicable
  - Number of parking spaces existing and required for the intended use
  - Elevation plans for all exterior facades of the proposed structure(s) and/or existing facades, plus addition(s) showing design features and indicating the type and color of signs to be used

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Application Fee:  
(\$300.00)

Check Number: \_\_\_\_\_  
Total Amount: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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

Professional Services: All costs of professional services such as legal, engineering, and planning review; research; and, recording fees related to any action initiated by the Applicant to be reviewed or acted upon by the Town of Russell Plan Commission, Town Board, or its designees shall pass to the Applicant.