

## Checklist #1 Site Plan Map Requirements

The following existing and proposed site features must be provided for all permit applications. Items listed below must be shown on the site and within 50 feet in each direction of the site boundaries. The county stormwater ordinance requires a **Preliminary Review Letter** from the Land Resources Division (LRD) for projects that: a) Disturb a total land surface area of 1 acre or more; b) Involve the construction of a new public or private road of any length; c) Ultimately result in the addition of 0.5 acres or greater of impervious surfaces or; d) Other projects that may have significant negative impacts on adjacent properties or water resources due to soil erosion or stormwater runoff.

**All items on this list are required for the Preliminary Review Letter.** Additional items must be shown on erosion control plans (see checklist #2) and stormwater management plans (see checklist #3). A site plan map and supporting data of site conditions at a scale of 1 inch equals no more than 100 feet (unless otherwise noted) shall delineate or display the following applicable items:

**Note:** In addition to a paper copy, provide site map items in a digital format georeferenced to the State Plane Coordinate System, Wisconsin South Zone, NAD 27, NGVD-29.

- \_\_\_ 1. Development title, graphic scale and north arrow;
- \_\_\_ 2. Property location description by public land survey system (1/4 section, section, township, range, county);
- \_\_\_ 3. Location map (smaller scale) showing the site location within a public land survey section or subdivision, oriented the same as par. 4 below;
- \_\_\_ 4. Ownership boundaries, bearings, lengths and other survey references that will accurately identify the site location, in accordance with s. 236 Wisconsin Statutes and county mapping standards for all land divisions;
- \_\_\_ 5. Lot numbers and dimensions, including outlots for all land divisions;
- \_\_\_ 6. Name and complete **contact information** for the applicant, landowner, developer and project engineer or planner;
- \_\_\_ 7. Surveyor's certificate, signed, dated and sealed for all land divisions;
- \_\_\_ 8. Sheet numbers and **revision dates** on every page;
- \_\_\_ 9. Existing **site topography** at a contour interval not to exceed 2 feet, including **spot elevations** for physical features such as culvert (invert elevations), retaining walls, road and ditch centerlines and topographic high and low points;
- \_\_\_ 10. Location and name, if applicable, of all lakes, streams, channels, ditches, and other **water bodies** or areas of **channelized flow** on or adjacent to the site;
- \_\_\_ 11. Location and type, if applicable, of all **wetlands** and identification of source of delineation including delineator's first and last name. These boundaries shall be field verified prior to approval of final land divisions, erosion control plans or stormwater management plans;
- \_\_\_ 12. Boundaries of **shoreland zones** and the ordinary high water mark (OHWM) for any navigable water body as defined by the Waukesha County Shoreland and Floodland Protection ordinance. For final land divisions, the OHWM boundaries shall be field verified;
- \_\_\_ 13. Boundaries and elevation of the **100-year floodplains, flood fringes and floodways**, as defined by the Waukesha County Shoreland and Floodland Protection ordinance. For final land divisions, these boundaries and elevations shall be field verified;

- \_\_\_ 14. Boundaries and soil symbol for each **soil mapping unit** and the identification of all **hydric soils** as defined by the USDA-Natural Resources Conservation Service;
- \_\_\_ 15. Locations of all soil borings and **soil profile evaluations** with unique references to supplemental data report forms;
- \_\_\_ 16. Location of **primary and secondary environmental corridors**, as defined by the Southeastern Wisconsin Regional Planning Commission. For final land divisions, these boundaries shall be field verified;
- \_\_\_ 17. Location and description of **isolated natural area** boundaries as defined by the Southeastern Wisconsin Regional Planning Commission, **woodland areas**, as defined in the stormwater ordinance and other **vegetative cover types**;
- \_\_\_ 18. Location and descriptive notes for **existing and proposed structures** within 50 feet of the property boundaries and their proposed use, including, but not limited to buildings and foundations, roads, parking areas, fence lines, access lanes, culverts (include size and type), above ground utilities and retaining walls;
- \_\_\_ 19. Location and descriptive notes for other known **existing site features** including, but not limited to, rock outcrops or other karst features, tile drains, buried utilities, dumps, landfills, historical/cultural resources, gravesites/headstones, manure or other waste storage facilities;
- \_\_\_ 20. Boundaries and descriptive notes for all **applicable setbacks** and for “**protective areas**” (see ordinance or checklist #3 for more information);
- \_\_\_ 21. Location and descriptive notes for any **existing or proposed easements**, right-of-ways, vision corners or other known site restrictions. Road right-of ways and building setbacks shall be in compliance with all applicable administrative codes, adopted plans and ordinances;
- \_\_\_ 22. Location and descriptive notes for **existing and proposed public dedications** of parcels or right-of-ways;
- \_\_\_ 23. Location and descriptive notes for **preplanned building or waste disposal sites**, when limited by site features;
- \_\_\_ 24. Location and documentation of any **existing well** and delineation of any applicable **regulatory setbacks**, in accordance with ch. NR 811 and 812 Wis. Admin. Code (i.e. 100 foot from infiltration basins, etc.);
- \_\_\_ 25. Notes describing **source documents, date and measure of accuracy** for all applicable mapping features noted above;
- \_\_\_ 26. Other site information that the LRD determines is necessary to administer this ordinance.

***Note:*** *If necessary items should be displayed on more than one map to ensure clarity. Each map must include proposed structures, setbacks, easements, right-of-ways, etc.*