



City of Waukesha
 Department of Public Works
 201 Delafield Street
 Waukesha, WI 53188
 Waukesha-wi.gov

Site, Grading and Drainage Plan Conditional Use Permit Checklist

Attachment C
 (Rev 1/22)

Project Name: _____

Engineering & Design Firm: _____

General Requirements

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant's name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and location of development
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale and north arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of original and revisions noted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	License number and professional seal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Digital Drawings in AutoCAD format of the site layout & building plan layout
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pay impact fees Will pay at time of building permit submittal

Building Plans

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact Community Development Department

Site Plans

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of development site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, footprint, and outside dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed pedestrian access points
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed vehicular access points
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking lots, driveways shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Front, side and rear yard setbacks shown and labeled
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, identification and dimensions of all existing or planned easements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identification of all land to be dedicated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, elevation, and dimensions of walls and fences
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of outdoor lighting with lighting design plan and calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sign complies with City Code Book sign location as placeholder; separate sign package will be submitted for review/approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of existing and proposed signs

Site Access

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal description or certified survey of property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Development compatible with its zoning district
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalks to be shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site entrance drive dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual development vehicular entrances at least 125 feet apart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adjacent development share driveway where possible
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At least one vehicular and pedestrian access point to each adjoining site granted by cross easements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross access to be provided with minimum paved width of 24 feet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design detail for all new public streets

Parking/Traffic

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5-foot wide (min) paved walkway to building entrance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7-foot parking separation from front of building
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum parking spaces provided
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Service truck parking in designated service areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking spaces and layout dimensioned
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot paved with HMA or concrete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handicap parking provided
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum required stacking distance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Concrete curb and gutter around parking lot

Grading and Drainage Plans

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show existing tree lines and any obstructions (fences, structures, power poles, etc.) within the project limits.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All proposed lot lines and lot numbers or addresses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot line dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outline of buildable areas for each lot
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Typical setbacks of buildable area to front, side and back lot lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing buildings, structures and foundations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing drainage channels and watercourses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency overflow routes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage clarified by flow arrows, high points, sags, ridges, and valley gutters
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed retaining wall locations with top and bottom of wall elevations at key locations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100-year flood plain limit (both pre-and post-project)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100-year storm water surface elevation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wetlands. Wetland limits labeled with bearings and distances and dimensioned to lot lines. Bearings and distances may be shown in tabulated format.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All environmental corridors, & or environmentally sensitive areas as required by DNR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing and proposed easements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing topography of the site and all areas within 50 feet of the site shown at a one-foot contour interval using Survey documentation references- Horizontal: North American Datum of 1983/2011; Vertical: North American Vertical Datum of 1988 (12). Existing contours shown as thin, dashed screened or grey lines with a readily discernable heavier line used for the 5-foot contour intervals.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed grading shown at a contour interval of 1 foot using Survey documentation references- Horizontal: North American Datum of 1983/2011; Vertical: North American Vertical Datum of 1988 (12). Proposed contour lines shown as solid medium lines, with a discernible heavier line use for the 5-foot contour intervals.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The yard grade and first floor elevation of proposed building and any existing buildings located within 150 feet of the parcel boundary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed road(s), curb and gutter, all storm sewer grates and storm sewer manholes (or cross-culverts for open ditches). Show any off-road storm inlets and discharge locations with surface entry elevations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spot grades as necessary to ensure proper drainage and compliant ADA slopes and routing where applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At front setback line show a typical house shell on each lot and the proposed yard grade to the nearest tenth of a foot (assumed to be 0.7' below the top of block) for each building. Show proposed finished elevations to the nearest tenth of a foot at all lot corners and alongside lot lines adjacent to the front and back corners of the typical house. Show proposed finished elevations to the nearest tenth of a foot at high and low points along any side or back lot lines, and at high and low points if roads to demonstrate proposed drainage.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The grading plan for any house that will require special design due to topography, clearly show separate grades for the garage and yard grade if extra steps are needed. Separate spot finish elevations shown for rear or side exposure or walkout.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate minimum finished floor elevations adjacent to floodplains, ponds, creeks/channels, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed storm inlets shown on each grading plan. Each plan also includes specific details on all applicable retention/detention basins, ponds, overflows, etc. Separate sheets or notes as required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locations of existing and proposed streets, drives, alleys, easements, right-of-way, parking as required, vehicular and pedestrian access points, and sidewalks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outline of any development stages
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and details on any required emergency access roads
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soil characteristics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed topography shown for the site and or adjacent properties
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floodplain, shore land, environmental and wetlands shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of on-site storm water drainage facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and footprint of all existing buildings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locations and species of existing trees Species not noted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Berm detail
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot grades and swales shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage calculations provided

Erosion Control

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location Map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soils Survey Map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing Land Use Mapping
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Predeveloped Site Conditions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Existing contours
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Property lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Existing flow paths and direction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Outlet locations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Drainage basin divides and subdivides
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Existing drainage structures on and adjacent to the site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Nearby watercourses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Lakes, streams, wetlands, channels, ditches, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Limits of the 100-year floodplain
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Practice location/layout/cross sections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction Details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of receiving waters
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site description/Nature of construction activity
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sequence of construction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Estimate of site area and disturbance area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pre- and post-developed runoff coefficients
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of proposed controls, including
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Interim and permanent stabilization practices
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Practices to divert flow from exposed soils
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Practices to store flows or trap sediment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Any other practices proposed to meet ordinance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing topography of the site and all areas within 50 feet of the site shown at a one foot contour interval Survey documentation references- Horizontal: North American Datum of 1983/2011; Vertical: North American Vertical Datum of 1988 (12). Existing contours shown as thin, dashed screened or grey lines with a readily discernable heavier line used for the 5-foot contour intervals.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed grading shown at a contour interval of 1 foot using City of Waukesha datum using Survey documentation references- Horizontal: North American Datum of 1983/2011; Vertical: North American Vertical Datum of 1988 (12). Proposed contour lines shown as solid medium lines, with a discernible heavier line use for the 5-foot contour intervals.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List the total disturbed acreage including offsite areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide tree survey in accordance with City Erosion Control Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed limits of disturbance including proposed tree cutting areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of all temporary topsoil and dirt stockpiles.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of all appropriate best management practices (BMP).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phasing of BMP's with the construction activities listed / described.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule of anticipated starting and completion date of each land disturbing and land developing activity, including the installation of the BMP measures that are needed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all channels, pipes, basins or other conveyances proposed to carry runoff to the nearest adequate outlet, including applicable design assumptions and computations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Areas to be sodded or seeded and mulched or otherwise stabilized with vegetation, describing the type of final vegetative cover.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Areas of permanent erosion control (other than vegetation).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boundaries of the construction site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage patterns/slopes after grading activities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Areas of land disturbance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locations of structural and nonstructural controls
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage basin delineations and outfall locations

Optional Submittals as Determined by Review Authority

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic impact analysis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Environmental impact statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soil and Site Evaluation Report per DNR Technical Standard 1002
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plot of effect of exterior illumination on site and adjacent properties
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of any unusual characteristics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street perspectives showing view corridors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Historic site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Economic feasibility study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contaminated Waste Site

I hereby certify that I have reviewed the City ordinances and provided one (1) full-sized set of all required information along with all the required reduced copies of plans.

Applicant's Signature: _____