



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

## Site, Grading and Drainage Plan Conditional Use Permit Checklist

Attachment C  
 (Rev 12/18)

Project Name: Landmark Credit Union - Fox Run

Engineering & Design Firm: Jahnke + Jahnke

### General Requirements

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

### Building Plans

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

### Site Plans

YES	NO	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of development site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, footprint, and outside dimensions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed pedestrian access points
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed vehicular access points
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking lots, driveways shown
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Front, side and rear yard setbacks shown and labeled
<input checked="" 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 checked="" type="checkbox"/>	Identification of all land to be dedicated
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, elevation, and dimensions of walls and fences
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location of outdoor lighting with lighting design plan and calculations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sign complies with City Code Book
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of existing and proposed signs

## Site Access

YES	NO	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal description or certified survey of property <i>Already submitted</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Development compatible with its zoning district
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalks to be shown
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site entrance drive dimensions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Individual development vehicular entrances at least 125 feet apart <i>113'</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adjacent development share driveway where possible
<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	Design detail for all new public streets

## Parking/Traffic

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

## Grading and Drainage Plans

YES	NO	N/A	
<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All proposed lot lines and lot numbers or addresses
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot line dimensions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outline of buildable areas for each lot
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Typical setbacks of buildable area to front, side and back lot lines
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing buildings, structures and foundations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing drainage channels and watercourses
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency overflow routes
<input checked="" 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 checked="" type="checkbox"/>	Proposed retaining wall locations with top and bottom of wall elevations at key locations
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100-year flood plain limit (both pre-and post-project)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100-year storm water surface elevation
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All environmental corridors, & or environmentally sensitive areas as required by DNR
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing and proposed easements.
<input checked="" 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 City of Waukesha datum. Existing contours shown as thin, dashed screened or grey lines with a readily discernable heavier line used for the 5-foot contour intervals.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed grading shown at a contour interval of 1 foot using City of Waukesha datum. Proposed contour lines shown as solid medium lines, with a discernible heavier line use for the 5-foot contour intervals.
<input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	Indicate minimum finished floor elevations adjacent to floodplains, ponds, creeks/channels, etc.
<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	Outline of any development stages
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location and details on any required emergency access roads
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soil characteristics <i>Already submitted</i>
<input checked="" 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 checked="" type="checkbox"/>	Floodplain, shore land, environmental and wetlands shown
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location and dimensions of on-site storm water drainage facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location and footprint of all existing buildings <i>Demo in other contract</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Locations and species of existing trees
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Berm detail
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot grades and swales shown
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drainage calculations provided

## Erosion Control

YES	NO	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location Map
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soils Survey Map <i>Already Submitted w/ SWMP for Fox Run</i>
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Existing contours</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Property lines</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Existing flow paths and direction</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Outlet locations</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Drainage basin divides and subdivides</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Existing drainage structures on and adjacent to the site</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Nearby watercourses</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Lakes, streams, wetlands, channels, ditches, etc.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Limits of the 100-year floodplain</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Practice location/layout/cross sections
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction Details
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of receiving waters <i>SWMP</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site description/Nature of construction activity
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sequence of construction
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Estimate of site area and disturbance area
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pre- and post-developed runoff coefficients <i>SWMP</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of proposed controls, including
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Interim and permanent stabilization practices <i>Notes</i></li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Practices to divert flow from exposed soils</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Practices to store flows or trap sediment <i>Notes</i></li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Any other practices proposed to meet ordinance <i>Notes</i></li> </ul>
<input checked="" 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 City of Waukesha datum. Existing contours shown as thin, dashed screened or grey lines with a readily discernable heavier line used for the 5-foot contour intervals.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed grading shown at a contour interval of 1 foot using City of Waukesha datum. Proposed contour lines shown as solid medium lines, with a discernible heavier line use for the 5-foot contour intervals.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List the total disturbed acreage including offsite areas.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide free survey in accordance with City Erosion Control Ordinance
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proposed limits of disturbance including proposed tree cutting areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location and dimensions of all temporary topsoil and dirt stockpiles. <i>- in Fox Run Lot 4</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location and dimensions of all appropriate best management practices (BMP). <i>SWMP</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phasing of BMP's with the construction activities listed / described. <i>- in other contract</i>
<input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	Areas of permanent erosion control (other than vegetation).
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Boundaries of the construction site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage patterns/slopes after grading activities
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Areas of land disturbance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locations of structural and nonstructural controls
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Drainage basin delineations and outfall locations <i>in other contract</i>

**Optional Submittals as Determined by Review Authority**

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



