TOWN OF WESTPORT
DESIGN REVIEW APPLICATION
GENERAL INFORMATION

Project: _____
Name: _____
Address: _____
_____
_____

Applicant:
Name: _____
Address: _____
_____
Phone: _____
Email: _____

Representative:
Name: _____
Address: _____
_____
Phone: _____
Email: _____

Date Submitted: _____
Review Period Ends: _____
Period Extended To: _____
Date of Plan Commission meetings: _____
Time of meeting: _____

I agree that the following information is true to the best of my knowledge, and to abide by Town of Westport Ordinance Provisions.

By: _____
Date: _____

DESIGN REVIEW AGREEMENT
FOR PRELIMINARY REVIEW IN THE
TOWN OF WESTPORT, DANE COUNTY, WISCONSIN

THIS AGREEMENT is entered into between the Town of Westport ("Town"), a Wisconsin municipal corporation, and _____, ("Petitioner").

WHEREAS, the Petitioner wishes to file for a Design Review described at Exhibit A attached hereto and incorporated herein by reference located within the Town and to obtain Town approval of this Design Review in accordance with applicable State laws and Town ordinances; and

WHEREAS, the Town agrees to review the proposed Design Review of the Petitioner in accordance with law and desires to have such review made without unreasonable expense to Town taxpayers; and

WHEREAS, other actions may become necessary after the Design Review review to allow the requested Design Review of the property.

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, and for good and valuable consideration, pursuant to the Town's ordinances, the parties agree as follows:

The Petitioner agrees to pay all administrative costs incurred by the Town for processing, study and review of the Design Review and/or other activities related to and made necessary by the proposed development of the property. Such costs include, without limitation because of enumeration, legal service costs, engineering fees and general administration costs incurred by the Town in connection with this review and related actions.

Said costs shall be payable to the Town within ten (10) days of invoice by the Town Clerk of the amount thereof. Interest at the rate of one and one-half percent (1-1/2%) per month shall be charged on invoices not paid within thirty (30) days of invoice.

IN WITNESS THEREOF, the parties have executed this Agreement on the ____ day of _____ , 20___.

TOWN OF WESTPORT

By: _____
Town Clerk

Petitioner

_____ _____

Witnessed By:

_____ _____

TOWN OF WESTPORT
DESIGN REVIEW APPLICATION
CHECK LIST
For further reference and details refer to the Ordinance

General

____ The proposed development and use have been approved by Zoning.

____ All required setbacks are met or exceeded.

____ Fee Paid.

Submittal

____ Fifteen (15) sets of required plans plus three (3) sets of full size scale drawings,with one (1) being colored.

____ Required photos.

____ Building materials samples with colors.

Site Plan Requirements

____ The land area in square feet of the lot or parcel is shown on the plan.

____ All existing trees over 3" in caliper are shown on the plan.

____ Existing property lines, street pavements, easements and utilities are shown.

____ Existing buildings on the site and within 50 feet adjoining the site are shown.

____ Existing and proposed contours are shown with drainage flow arrows.

____ Storm drainage, flooding, ponding, or other drainage problems will not occur on the property, on other properties, or on public streets as a result of this development.

____ All parking, service, and loading areas are paved.

____ All curbs are paved.

____ The auto and truck parking quantities are shown.

- ____ By zoning requirements.
- ____ By this plan.
- ____ By maximum demand at any one time.
- ____ By evening/weekend use.

____ All of the required information on exterior lighting had been provided.

____ Exterior lighting shall is established, directed, and maintained so as not be cast directly on occupied structures or adjacent properties or of an intensity or colors disturbing to adjacent properties or users of public rights of way. If these standards are not met in the opinion of the Plan Commission, the lighting must be immediately changed or removed at the owner's expense as may be ordered by the Commission or Town Board.

Landscape Plan Requirements

____ Existing trees (3" or more in size) been preserved to the extent practicable.

____ There is screening of parking lots.

____ There is decorative landscape treatment at the perimeter of the site/lot.

____ Storage areas, refuse containers, detached equipment, (e.g. transformers) and structures shown are screened from the common view of adjoining properties and public rights-of-way.

____ Existing and proposed lawn areas are shown.

____ Detailed tree and shrub planting list and specifications are shown on plan, including at least one shade tree of 3" or more caliper or a four foot minimum conifer tree per 9,000 square feet of lot area.

____ The landscape planting will be of sufficient height and density within five years or less to provide buffering to adjacent properties.

____ All ground mounted identification/advertising signs are landscaped.

____ All lawns and plantings will be in place and maintained attractive and heathy for the duration of the use of the development.

Building Floor Plan Requirements

____ The gross area of the floor is shown on the plan in square feet.

____ The respective component floor use areas are designated and shown in square feet.

Exterior Building Elevations and Roof Plan Requirements

____ The requirements of the Ordinance have been fulfilled.

____ All rooftop equipment, etc., are covered and screened as an integral part of the design.

____ All exterior roof and facade material have been designated on the plans.

____ Existing buildings to remain have been shown and the exterior materials have been designated.

____ Proposed wall mounted signs have been shown on the building elevation plans.

Detailed Sign Plan Requirements

____ The design, size, material, color, and lighting of all proposed signs are included. Signs may not be changed or added to the building or site without another design review and approval by the Plan Commission except for changes to approved signs where the lettered message or logo are the only change while color, size of the sign, letters or logo, and materials remain unchanged.

Design Standards

____ The Design Standards of Ordinance are met.

Design Standards means the standards that proposed development must meet. Design standards shall be in accordance with all applicable Town ordinances, including but not limited to driveway and culvert requirements. Design standards include the following:

a. Land forms and landscape shall be preserved in their natural state, insofar as practicable, by minimizing soil and tree removal that is not essential to project development and by retaining grades and contours in keeping with the general appearance of neighboring developed areas.
b. Building masses and long, straight building fronts and sides that are visually accessible may be broken up and made more variegated with staggerings and offsets, and with landscaping or surficial features. The front facade and street side facades shall be of brick, stone, architectural metal or wood and/or glass including curtain walls. Unfaced concrete block, structural concrete, prefabricated metal siding and the like are discouraged for such facade areas.
c. Within residential development, parking areas that are located in front or street side yards shall have landscape screening and/or screening by fencing having decorative character to soften views of parked vehicles, and shall have decorative landscape treatment at the perimeter of the lot, and, for multi-family residential lots containing five (5) or more parking spaces, island areas within the lot to provide break-up of the expanse of paving.
d. Rooftop mechanical equipment, communication dishes and signal receiving antennas that are readily visible when viewed from ground level of adjacent properties or from major public ways shall be softened by screening or covered in a manner that forms an integral part of the building design.
e. External garbage or refuse containers shall be screened from common view by walls, beams or effective landscaping, or combinations thereof.
f. Each development shall provide landscaping, at the time of development of sufficient height and density to accomplish buffering to adjacent properties within five (5) years.
g. Each development shall be so planned and constructed that all surface drainage flows from structures and neighboring properties and follows natural drainage patterns.
h. Outside storage of materials, fuel, scrap, inoperative vehicles and similar objects in places that are readily visible from public rights-of-way or neighboring properties shall be prohibited.
i. Exterior lighting, when used, shall be established, directed and maintained so as not to be cast directly on occupied structures or adjacent properties or be lighted in intensity or colors seriously disturbing to adjacent properties.
j. Each development shall allow for proper ingress and egress from roads to site. Internal traffic safety shall be provided by adequate driveway widths, separations between drives, access points, visual clearances and queuing requirements.

Submittal Requirements

____ The submittal requirements of the Ordinance as follows are met.

a. All exhibits required for the permanent file (noted in the following paragraphs) must be submitted reduced in size to 8-1/2" x 14". However, larger mounting boards, material samples, or other exhibits not meeting this criteria may be used for Commission presentation.

b. Twelve (12) black or blue-line prints (one of which shall be colored) of the following required drawings shall be submitted to the Town Administrator for presentation to the Commission:

1. A scaled floor plan with rooms/uses labeled.

2. A complete set of building plans.

3 An adequate number of color photographs (Polaroid-type) required to illustrate the site, including buildings and other existing features. Photos may also be used to illustrate installations on other sites that are similar to the applicant's proposal.

c. A site plan for review is required, containing the following information:

1. Scale and north arrow.

2. Location of site and address if available.

3. All property and street pavement lines.

4. Existing and proposed contours.

5. Building heights.

6. Gross area of building stated in square feet.

7. Net area utilized or devoted to patrons.

8. Total square feet of office area.

9. Density (building and occupants).

10. Setbacks for side yards, front and back yards, and setback from high water mark, if appropriate.

11. Gross area of parcel(s) stated in square feet.

12. If parking is involved, show calculations for determining the required number of off-street parking spaces as required by applicable zoning ordinance. Give the number of spaces actually proposed. Give the maximum number of employees, customers, and office vehicles that would be at the facility at any one time.

13. Proposed ingress and egress to the site, including on-site parking area(s), parking stalls, and adjacent streets. Delineate traffic flow with directional arrows and indicate the location of direction signs or other motorist's aides (if any).

14. Calculations for determining the number of trees to be placed within the proposed parking area must be shown, as well as the designation of required buffer screens (if any) between the parking area and adjacent property.

15. Location of all isolated trees having a diameter of six (6) inches or more. (Tree masses may be shown with a diagrammatic outline and a written inventory of individual trees included.)

16. Existing landscaping that will be retained and proposed landscaping shall be differentiated and shown on the plan. The type, size, number, and spacing of all plantings must be illustrated.

17. Location of all existing (to remain) and proposed buildings on the site and all buildings within fifty (50) feet of the site's boundaries.

18. Location of all existing (to remain) and proposed lighting standards, complete with routing of electrical supply and isofootcandle diagram.

19. Zoning classification for the entire site.

d. Elevations. Complete elevations of all proposed construction and related elevations of existing structures (if any) are required containing the following information.

1. Scale.

2. All signs to be mounted on the elevations.

3. Designation of the kind, color, and texture of all primary materials to be used.

e. Section Profiles. Two (2) section profiles through the site are required containing the following information.

1. Scale.

2. Buildings.

3. Lighting fixtures and standards.

4. Signs.

f. Material Samples. Material samples are required for all major materials.

g. Lighting Standard Drawing. A scaled drawing of the proposed lighting standard(s) is required and should contain the following information.

1. All size specifications.

2. Information on lighting intensity (number of watts, isofootcandle diagram, etc.)

3. Materials, colors.

4. Ground or wall anchorage details.

TOWN OF WESTPORT
DESIGN REVIEW APPLICATION
APPROVAL/REJECTION FORM

Date of Approval: _____

Date of Rejection: _____

Reason for Rejection: _____
_____
_____
_____
_____

Approval Conditions: _____
_____
_____
_____
_____

Signed:

_____
Town Administrator

Fee: $320.00