

CHECKLIST # 2

SITE PLAN MAP REQUIREMENTS

All items on this list are required for the Preliminary Review Letter. Additional items must be shown on erosion control plans (see checklist #4) and storm water 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:

- ___ 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 and erosion control inspector.
- ___ 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 name, if applicable, of all **wetlands** and identification of source of delineation. For final land divisions, these boundaries shall be field verified;
- ___ 12. Boundaries of **shoreland zones** and the ordinary high water mark (OHWM) for any navigable water body as defined by the Polk County Shoreland Protection Zoning 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 Polk County Shoreland Protection Zoning 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 Northwestern 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 Northwestern Wisconsin Regional Planning Commission, **woodland areas**, as defined in the storm water 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, manure or other waste storage facilities;
- ___ 20. Boundaries and descriptive notes for all applicable setbacks and for "**protective areas**" (see 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 LWRD 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. The LWRD requires map items listed above to be submitted in digital form, if available, including georeferencing map data to the public land survey system in accordance with county mapping standards.

Preliminary Storm Water Management Plans must include (for Preliminary Review Letter):

- ____ 1. A **site map** in accordance with Checklist #2.
- ____ 2. **Drafting date** and **contact information** for the project engineer with all other mapping elements and scale consistent with the site plan map.
- ____ 3. Delineation of existing and proposed **watersheds**, subwatersheds and major flow paths within the site and draining into the site from adjacent properties.
- ____ 4. Location, type and **preliminary design** of proposed storm water BMPs needed to comply with the ordinance.
- ____ 5. Location and type of major storm water **conveyance systems** proposed for the site.
- ____ 6. Existing and proposed storm water **discharge points**.
- ____ 7. Locations and preliminary dimensions of proposed **drainage easements**.
- ____ 8. Location of soil borings and **soil profile evaluations** with surface elevations and unique references to supplemental data sheets, as needed to determine feasibility of any proposed storm water BMP and to comply with applicable BMP technical standards.
- ____ 9. Preliminary location of **access lanes** for maintenance of storm water BMPs.
- ____ 10. Support documentation including:
 - ____ a. Preliminary **plan narrative** describing site drainage, ultimate receiving water body for offsite discharges, major site restrictions, and how the preliminary storm water management plan will meet the requirements of the ordinance and other project objectives;
 - ____ b. Summary of watershed, subwatershed and land use **data** in acres and the preliminary results of any hydrology calculations;
 - ____ c. **Soil profile evaluation data** in accordance with BMP technical standards;
 - ____ d. Proposed ownership and **maintenance** responsibilities for all proposed storm water BMPs
- ____ 11. Complete LWRD "Quick Reference" form.