



Allouez Village Hall • 1900 Libal Street • Green Bay, WI 54301-2453 • (920) 448-2800 • Fax (920) 448-2850

www.villageofallouez.com

Site Plan Review Submission Process (Village Ordinance 11.29)

The objective of site plan review is to encourage development of commercial and conditional use properties that are safe for the public, function well, and adhere closely to the Village Comprehensive Plan and ordinances. These commercial and conditional use properties are as listed in Village ordinance 11.29(3).

Sites that are inconvenient, cramped, or unsafe can hurt a business, have negative impacts on neighboring properties, and make a site more difficult to sell, lease, or reuse. When reviewing the site plan, the Village Board and the plan commission members act to ensure the plans meet Village standards in regards to safety, efficiency, aesthetics, and legal concerns. The Village certifies that the site plans conform to a logical plan of site development; have adequate parking facilities, driveways, entrances, and exits; provide an appropriate arrangement, location, and design of required open spaces and recreational facilities; incorporate other pertinent project features so that development will not be detrimental to vehicular or pedestrian traffic on adjacent streets; provide adequate light and air flow; provide sufficient access for firefighting equipment; and allow for a desirable and well-designed facility. The Village engages such review to assist the owner or developer in best utilizing the site's potential, promoting economy of Village services, keeping future development options open, and enhancing the resale value of properties.

The following summarizes site plan review submission procedures:

1. **Preliminary Consultation:** Prior to the submittal of a site plan, the developer must meet with the Administrator, the Building Inspector, and other qualified Village of Allouez staff to discuss compliance requirements for the planned project. This meeting is to identify and alleviate potential problems and methods, as well as to ensure a positive relationship between the developer and the Village of Allouez.
2. **Plan Submittal:** In order to be considered for the site plan review process, the developer must submit the site plan review application, required fees, and the site plan drawings. The

developer must also submit any other information considered pertinent by the Village of Allouez.

3. **Review:** The Village Administrator shall review the site plans to ensure compliance with zoning district requirements and site plan and design ordinance (11.29). The Administrator shall then make one of the following recommendations to the plan commission:
 - a. Approve the site plan as is
 - b. Approve the site plan with conditions
 - c. Denial the site plan at present

The plan commission shall then determine the overall compatibility of the proposed development with the Village Comprehensive Plan and submit a written report to the Village Board. After receiving the recommendation from the plan commission, the Village Board shall issue one of the following decisions:

- a. Approve the site plan as is
- b. Approve the site plan with conditions
- c. Referral of the site plan to the plan commission for further review with recommendations and comments
- d. Denial of the site plan at present

The developer will be made known of the Village Board's decision in a timely manner.

4. **Appeals:** Appeals to the requirements of the standards for site plan review shall be discussed with the Village Administrator and forwarded to the Village Board to be heard as necessary. The developer may also appeal to the Village Board the recommendation made by the plan commission to the Allouez Village Board.

Contact Information:

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An application form for Site Plan Review and the Village ordinances may be found at the Village website: <http://www.villageofallouez.com/>