



Development Review Committee (DRC) Application

The Purpose of the DRC is to prepare the property owner/contractor/architect through the Plan Commission approval process. It is staff's goal to ensure a complete package is brought before the Plan Commission. Therefore, please complete as much detailed information as possible to allow for a comprehensive departmental review prior to a Development Review Committee meeting. This application must be returned to the Zoning Administrator, 300 N. Pine Street, with all conceptual plans, designs, and other information prior to the scheduling of a DRC meeting.

Applicant Information

Property Address _____
Applicant name _____
Applicant email _____ Phone Number _____

Architect/Contractor/Designer Name _____
Architect/Contractor/Designer Email _____ Phone Number _____

Type of Construction: New _____ Addition _____ Remodel _____
Type of Development: Single-family _____ Multi-family _____ Commercial _____ Industrial _____
Type of Business _____

Building & Zoning Department

- Current Zoning District: _____
- Permitted Use? YES / NO Conditional Use? YES / NO
- Is a Rezone required? YES / NO If Yes, Proposed Zoning: _____
- Is a Land Division required? YES / NO
- Is property in the Historic District? YES / NO
- Proposed building/expansion height and dimensions: _____
- Will there be signage? YES / NO What type (mounted, freestanding): _____
- Do you have exterior lighting plans? YES / NO
- Green Space Calculations (Existing vs. Proposed) YES / NO
- What kind of noise or level of noise will the business have? _____
- Are landscape plans provided? YES / NO

- Do you have a detailed property Site Plan? YES / NO Date of Plan: _____
 - A Site Plan should include the following:
 - Project title and date
 - Location and purpose of each building
 - Owner's/developer's name/address
 - 100-year floodplain identification
 - Architect's name/ address
 - Existing and proposed topography
 - Scale and north arrow
 - Grading plan and soil data may be requested
 - Property boundaries and dimensions
 - Building and yard setbacks
 - Abutting property zoning
 - Existing and proposed street names
 - Off-street parking spaces & handicap accessibility
 - Driveway locations of adjoining properties
 - Density
 - Existing/proposed right-of-way or reservations
 - Landscape plan
 - Easements for access
 - Signs – type, size, and locations
 - Ingress/egress and highway access
 - Building height and dimensions
 - Pedestrian sidewalks and walkways
 - Architectural plans, elevations, and drawings
 - Environmental corridors/natural resource features
 - Outdoor lighting plan and data
 - Existing/proposed sanitary sewer and water mains
 - Non-residential uses
 - Existing/proposed storm sewers
 - Fencing, screening, and dumpster locations
 - Stormwater management facilities
 - Development staging that is planned
 - Additional data may be required by the City

Engineering

- Storm water management provisions provided? YES / NO
- Erosion control plan provided? YES / NO
- Wetlands, floodplains, environmental corridors, groundwater Identified. YES / NO
- Access points and dimensions shown? YES / NO
- Estimated Traffic impacts: _____
- WDNR Notice of Intent required? (Land disturbance more than 1 acre)? YES / NO
- Watermain extension required? YES / NO
- Sanitary sewer extension required? YES / NO
- Is a Chapter 30 Permit (wetland/waterway) required? YES / NO

Water/Sewer Utilities

If an existing structure, please check the following:

- Will existing sewer & water connections be used? YES / NO
- Will your project require the installation of a grease interceptor? YES / NO

If the development is Commercial or Industrial, please provide the following:

- Water service size requirement: _____
- Estimated daily water usage in gallons per day: _____
- Estimated maximum water flow in gallons per minute: _____
- Number of bathrooms: _____
- Brief description of process (if Industrial): _____

If the development is a multi-family dwelling, please provide the following:

- Number of units: _____
- Number of bedrooms in each unit: _____
- Water service size requirement: _____

Police Department

- Will construction affect street usage such as parking or intersections? YES / NO
- Will additional security and surveillance be required? YES / NO
- What are the hours of operation? _____
- Are you selling or serving alcohol and/or tobacco products? _____

Fire Department

- Square footage of building(s): _____
- Number of Floors: _____
- Occupant Load: _____
- Description of business model and/or process: _____

- Occupancy Type(s): *If mixed use, indicate all occupancy type areas. Refer to chart below:*

Occupancy Category	NFPA 101/5000 (Occupancy Type)	IBC (Group)	Examples
Assembly	Assembly	A-1	Fixed seating, production/viewing
		A-2	Restaurants, Nightclubs
		A-3	Other assembly (gyms, museums)
		A-4	Arenas, pools
		A-5	Bleachers, grandstands
Business	Business	B	Offices, dentists' offices, city halls
Educational	Educational	E	Schools ≤ grade 12
Industrial	Industrial	F-1	Factories with moderate hazards
		F-2	Factories with low hazard (bricks, glass)
Storage	Storage	S-1	Storage with moderate hazards (furniture)
		S-2	Storage with low hazards (canned goods)
High Hazard	Occupancy Type + hazardous contents requirements	H-1	Detonation hazard (explosives)
		H-2	Accelerated burning hazard (flamm. Gasses)
		H-3	Supported combustion hazard (flamm. Solids)
		H-4	Health hazards
		H-5	Semiconductor fabrications
Medical Care/Institutional	Healthcare (4+ patients)	I-2 (>5 patients)	Inpatient (24 hr) care, nursing homes
Board & Care	Residential Board & Care (4+ persons)	I-1 (>16 persons)	Personal care services and lodging
Day-Care	Day-Care (4+ clients)	I-4 (>5 persons)	Care and supervision (>24 hr)
Detention & Correctional	Detention & Correctional (1+ persons)	I-3 (>5 persons)	Occupants under restraint or security
Mercantile	Mercantile	M	Display, sale of goods (retail)
Residential	Hotel & Dormitories	R-1	Hotels, Motels (transient use)
		R-2	Dormitories
			Apartments
		R-3	Boarding
		R-4 (5-16 persons)	Board & Care, rehab facilities
Special Structures	Occupancy Type + Special Structure provisions	Group U	Towers, tanks

APPENDIX I

It is recommended applicants review the following sections of the Burlington Municipal Code to assist in the development planning process.

Burlington Business Toolbox

The Burlington Business Toolbox is a comprehensive guide to help business and property owners navigate City policies, procedures, and financial incentives to assist with starting and/or expanding a business. The Toolbox provides current and perspective property owners access to local, regional, and state resources to assist with jump-starting a new business, expanding an existing company, and supporting business relocation to ensure a business owner is on the right path to success: <http://www.burlington-wi.gov/DocumentCenter/View/1931>

Site Plan Review, Conditional Use Permits, Zoning Appeals

City of Burlington's Zoning Code (Chapter 315): <https://ecode360.com/9751535>

Fulfill the following requirements, as applicable to the project:

- Article I "Introduction" - <https://ecode360.com/9751536>
- Article II "General Provisions" - <https://ecode360.com/9751572>
- Article III "Zoning Districts" - <https://ecode360.com/9751726>
 - Zoning Map: <https://www.burlington-wi.gov/DocumentCenter/View/1891>
- Article IV "Temporary Uses" - <https://ecode360.com/9753032>
- Article V "Traffic, Loading, Parking, Access, Fences and Landscaping" - <https://ecode360.com/9753130>
- Article VI "Modifications" - <https://ecode360.com/9753245>
- Article VII "Signs" - <https://ecode360.com/9753296>
- Article VIII "Nonconforming Uses, Structures and Lots" - <https://ecode360.com/9753476>
- Article IX "Performance Standards" - <https://ecode360.com/9753533>
- Article X "Zoning Board of Appeals" - <https://ecode360.com/9753563>
- Article XI "Historic Preservation Commission" - <https://ecode360.com/9753650>
 - Historic Preservation Overlay District Map: <https://www.burlington-wi.gov/DocumentCenter/View/1055>
- Article XII "Changes and Amendments" - <https://ecode360.com/9753711>
- Article XIII "Administration" - <https://ecode360.com/9753743>
- Article XIV "Definitions" - <https://ecode360.com/9753997>