

Town of Freedom Site Plan Procedure

1. Introduction

- a. The Town of Freedom requires site plan review and approval for the following:
 - Single Family Residential Attached Dwellings
 - Multi Family Residential Buildings
 - Commercial Buildings
 - Industrial Buildings
- b. Outagamie County requires site plan review and approval for the following:
 - Single Family Residential Attached Dwellings
 - Multi Family Residential Buildings
 - Regional Commercial Buildings exceeding 20,000 square feet
 - Planned Commercial Office District Projects
 - Industrial Buildings exceeding 30,000 square feet
 - Mobile Home Parks
- c. It is recommended that when a site plan is required by both the Town and the County that the application to the County be submitted after the Town has taken action on the application submitted to the Town.
- d. It is highly recommended that the applicant attend the Town Plan Commission and Town Board meetings at which the concept plan is on the agenda.

2. Preliminary Consultation

- a. The property owner or developer, or agent thereof, shall prepare a draft of the proposed site plan.
- b. A copy of the draft of the site plan should be submitted to the Town Clerk at the Town of Freedom.
- c. The Town Clerk will forward a copy to the Town Planner for an initial review.
- d. The Town Planner may contact or meet with the applicant for further information on or clarification of the draft of the site plan.
- e. The Town Planner will determine what permits and approvals may be needed and estimate how long the permit and approval process may take. This information will be sent to the Town Clerk, who will forward it to the applicant for use in preparing the application.

3. Submission of the Site Plan

- a. Fifteen (15) copies of the site plan should be submitted to the Freedom Town Clerk at least two weeks in advance of the Plan Commission meeting at which the site plan will be on the agenda.
- b. The Town Clerk will distribute one copy each of the site plan to the Town Engineer, the Town Planner, the Freedom Fire Chief and the Town of Freedom Sanitary District #1 for their review.
- c. Comments from the reviewers will be provided to the Town Planner within seven days.
- d. The Town Planner will prepare a staff report for distribution to the Plan Commission and the applicant.
- e. The Town Clerk will notify in writing all property owners within 300 feet of the outer boundaries of the applicant's property.

4. Review of the Site Plan

- a. **Plan Commission Meeting:** Based on the staff report and on any additional information provided at the meeting, the Plan Commission will make a recommendation to the Town Board to approve, approve with conditions, or deny the site plan.

- b. **Town Board Meeting:** Based on the staff report, the Plan Commission's recommendation, and any additional information provided at the meeting, the Town Board will vote to approve, approve with conditions, or deny the site plan.

5. Next Steps

- a. If the site plan only requires approval from the Town and it is approved, the applicant may proceed with the project. If the site plan is denied, the applicant may amend and resubmit the site plan or decide not to proceed with the project.
- b. If the site plan requires both Town and County approval, the applicant may proceed with the project only if approval is received from both. If the site plan is denied by the Town and/or the County, the applicant may amend and resubmit the site plan or decide not to proceed with the project.

6. Estimated Time to Receive Approval

- a. Four to eight weeks if approval is needed only from the Town of Freedom.
- b. Eight to twelve weeks if approval is needed from both the Town of Freedom and Outagamie County.



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Site Plan Application
(Submit 15 copies of Drawings)

Property Owner (s): _____

Address/Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

Site Address: _____

Applicant (if other than Owner): _____

Check: Architect ___ Engineer ___ Surveyor ___ Attorney ___ Agent ___

Address/City/Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

I/we certify the attached drawings are to the best of my/our knowledge complete and drawn in accordance with all codes.

Owner Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Engineer/Surveyor (if other than Owner or Applicant):

Engineer/Surveyor: _____ Registration No.: _____

Address/City/Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

Site Plan Specifics:

Type: Commercial ___ Industrial ___ Multi-Family Residential ___ Mixed Use ___

Total Acreage: _____ Tax Key No.(s): _____

Existing Zoning: _____ Proposed Zoning: _____

Describe the reason for the Site Plan: _____

For Town Use Only

Fee: _____ Acct No: _____ Receipt: _____ Date: _____

Date Rec'vd Complete: _____ By: _____ Applic. No.: _____

Neighbors within 300 feet notified: _____

Review by Plan Commission: _____

Recommendation to: Approve ___ Approve with Conditions ___ Deny ___

Review by Town Board: _____

Site Plan is: Approved ___ Approved with Condition ___ Denied ___

Comments: _____