

**CITY OF STURGEON BAY  
AESTHETIC DESIGN & SITE PLAN REVIEW BOARD  
APPLICATION & CERTIFICATE OF APPROPRIATENESS**

**NAME:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_

**Email address:** \_\_\_\_\_ **Property Owner:** \_\_\_\_\_

**Address or Legal Description of Premises:** \_\_\_\_\_

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**Statement of Specific Item Requested for Approval:** \_\_\_\_\_

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**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**In Office Use Only:**

**Date received:** \_\_\_\_\_ **Date of Meeting:** \_\_\_\_\_ (min. of 14 days from receipt)

**Statement of Specific Item Approved:** \_\_\_\_\_

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**Certificate No.:** \_\_\_\_\_

**Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Planner/Zoning Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Aesthetic Design and Site Plan Review Board: Checklist

The applicant or architect will need to attend the Aesthetic Design and Site Plan Review Board meeting and is expected to give a presentation/summary on the various project elements listed below, answer questions, and make modifications to the design per committee conditions. The submittal must include all applicable items listed below:

- **Site Plan including the following:**
  - Lot lines and dimensions shown and labeled
  - Existing and proposed building footprints
  - Existing and proposed parking areas and access driveways
  - Existing and proposed sidewalks, stairways, ramps, etc.
  - Any other defined area within the project area
- **Grading, Demolition, and Utility Plan including the following:**
  - Existing and proposed final grades
  - All structures and materials to be removed from the site
  - Existing and proposed electric, water, sewer services, and all other abutting infrastructure
- **Stormwater Management Plan including the following:**
  - Water flow directionality
  - Defined drainage area with elevation lines
  - All stormwater and erosion control measures
- **Colored Building Renderings & Elevations including the following:**
  - All proposed structures illustrated from all directions
  - All materials and depictions accurately shown and labeled
- **LANDSCAPE PLAN including the following:**
  - All proposed plants and landscaped areas
  - All landscape materials labeled
  - All plant types and species identified with sizes at the time of planting and at full maturity
- **LIGHTING PLAN including the following:**
  - All light fixtures shown with light intensities measured to the property lines
  - Light fixture product specifications
  - Types of light bulbs and wattage/lumen's identified
- **SIGNAGE PLAN including the following:**
  - Signage renderings shown from all directions, including dimensions of the sign and fascia
  - Night renderings
  - Site plan showing location on the lot with setbacks labeled
- **MATERIAL LIST including the following:**
  - Parking lots, access driveways, plants and landscaped areas, lighting, signage, and building exterior
  - Specific colors for all materials, samples, and specifications