



ENGINEERING SERVICES DIVISION

7725 W. North Avenue

Wauwatosa, WI 53213

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**PARKING LOT / SITE PLAN
REVIEW CHECKLIST**

Development Name:	
Site Address:	
Parking Lot Permit Number:	
Design Engineer:	
Reviewer:	

GENERAL		N/A	APPROVED	REVISE
1	PE stamped copies of the plans, CAD (AutoCAD version 2018 and in coordinate system NAD27) and PDF files will be required at final submittal.			
2	The North Arrow, Scale, Tax Key ID Number, and Address of the property is provided on all sheets.			
3	Plans are dated (including revision dates).			
4	Property lines of the <u>entire</u> parcel of land are shown.			
5	All Existing and Proposed Utility Easements are shown.			
6	Adjoining streets, pavements, alleys, sidewalks, curbs and driveways are shown.			
7	Plan must full show all existing assets in the public right of way where proposed private utilities are to connect to public. Existing assets include but are not limited to trees, light poles, signs, structures.			
8	The existing street right-of-way is labeled and dimensioned.			
9	Locations of existing and proposed structures (buildings, poles, fences) are shown; known setbacks are shown and dimensioned.			
10	All Existing public utilities (water, sanitary, storm, and street light conduit) are shown on all sheets.			
11	The following note is added to all applicable sheets: All work within the public right-of-way requires a Street Occupancy permit from the City.			
12	The square footage and number of stories of the proposed building(s) are shown on all applicable sheets.			
13	Elevations are in City Datum.			
14	A Traffic Impact Analysis (TIA) is required.			
15	A Development Agreement is required.			
16	A CSM or Land Combination is required.			
17	Existing bus stops are identified. Modifications to existing bus stops must be approved by MCTS.			
18	Private construction that disturbs underground utilities is required to install and maintain enclosed rat traps or bait stations.			
19	All conditions of planning approvals have been met.			
20	Development is adjacent to any City 5-year CIP projects.			
22	City Engineer is aware of project location for any additional storm water opportunities.			
23	If Parcel is adjacent to a State Connecting Highway and construction will impact the travel and/or parking lanes, WisDOT permitting and a minimum 7 day notification to DOT prior to the start of work is required.			
24	Construction and Staging information			
	• Contractor Parking Location(s) are identified.			
	• Crane Location(s) are identified and the crane's swing radius is shown. If crane radius encroaches public right of way, the encroachment is subject to Board of Public Works approval.			
	• The trucking route is shown or described. No trucking is allowed on residential streets. • All construction materials are noted to be stored on site.			

EROSION CONTROL PLAN		N/A	APPROVED	REVISE
See City Code Section 24.13.030 for requirements - plan required if greater than 4,000 SF of disturbance				
1	Location of Devices			
2	Location of Stockpiles			
3	Existing trees that will remain have tree protection shown and protection perimeter includes the tree drip line.			
4	Forestry must review any plans that impact any City trees prior to site plan approval. Existing City trees may require special conditions for protection, especially slow growth species such as Burr Oak.			
5	Anticipated Schedule (including start and end date)			
6	Construction Sequence			
7	Disturbance Area clearly defined and labeled in Square Feet or Acres (needed for E.C. permitting)			
Erosion Control Details (at a minimum):				
8	• Silt Fence			
	• Inlet Protection			
	• Tracking Pad			
9	Standard City Erosion Control Notes are provided			
10	WDNR WRAPP (NOI) is required (only for projects greater than 1 AC of disturbance)			
11	Concrete washout area is shown and not located within 50 ft. of storm drains, open ditches, or waterbodies per EPA			

SITE PLAN		N/A	APPROVED	REVISE
Site Data table includes the following (at a minimum):				
1	• Existing Impervious and Pervious area			
	• Proposed Impervious and Pervious Area			
	• Existing parking stall count (surface lots only)			
	• Proposed parking stall count (surface lots only)			
	• Number of units broken down by type (for multifamily housing only)			
2	Short-term Bicycle Parking per City Code 24.11.080.B			
	Long-term Bicycle Parking per City Code 24.11.080.C			
3	Pedestrian Circulation System per City Code 24.14.030			
Access for Parking Lots (per City Code 8.44.090):				
4	• Maximum driveway opening at the curb = 30'			
	• Minimum distance from driveway approach to adjacent street right of way line = 10'			
	• Minimum distance between driveways = 20'			
Parking area limits:				
5	• Minimum distance between parking lot and lot line = 2'			
	• Minimum distance between parking lot and public right-of-way = 10'			
	• Minimum distance between parked vehicles and residential buildings = 10' (Applicable to non-residential parking lots only)			
Pavement for Parking Lots and Sidewalks:				
6	• Minimum concrete thickness = 6"			
	• Minimum asphalt thickness = 3"			
	• Minimum concrete sidewalk in Public ROW = 5"			
	• Minimum concrete sidewalk in ROW drive approach = 7"			
7	Parking lots are located in any yard except front yards and side yards adjoining a street (residential districts only)			
8	Shared parking (per City Code 24.11.050) / Cross-access easements required			
9	Off-site parking areas must be located within a 500' radius of the use served by such parking (per City Code 24.11.060.D.2)			
10	No permanent structures encroach into any existing or proposed public easements			
11	All details are referenced			
12	Minimum standard parking stall = 8'-7" wide (City Code 8.44.120) by 17' long			
13	Minimum aisle = 24' wide for 90° parking. Aisle widths for other parking angles and one-way traffic to be approved by Engineering on a case by case basis.			
14	Drive-through facilities and vehicle stacking spaces (per City Code 24.11.100)			

SITE PLAN (continued)		N/A	APPROVED	REVISE
15	Vehicle loading and unloading (per City Code 24.11.120)			
16	Number of Handicap and Van accessible stalls according to Appendix A clearly identified with lane markings and signage			
17	Handicap stall = 8'-0" wide adjacent to a 5'-0" wide access aisle (Maximum 2% grade in all directions)			
18	Van accessible handicap stall is 8'-0" wide adjacent to an 8'-0" wide access aisle. For angled parking, the access aisle must be on the passenger side.			
19	Pavement marking shall be 3-inch wide stripes of white or yellow traffic paint			
20	Wheel stops or curbs are provided to restrict parking to paved surfaces only			
21	Fire Department approval of fire lanes and vehicle access			
22	Any concrete sidewalk replacement must have a 30" x 30" felt around any City light poles.			

GRADING PLAN		N/A	APPROVED	REVISE
1	Existing and proposed topography/elevations are shown on entire lot and 50 feet on adjacent properties			
2	Drainage is conveyed from lot to a City storm sewer (where located less than 100 feet away)			
3	Where storm sewer is not available, parking lot drains to a public drainage course			
4	Parking lots do not drain onto adjoining lands			
5	Top and bottom of retaining wall elevations are shown. Details and a design as appropriate is provided. Engineer stamp required for all walls greater than 4 feet high.			
6	Public sidewalk modifications show spot grades to confirm proposed cross-slope			
7	The 100-year overland flow path is shown.			
8	Direction of drainage is directed to a grass strip for dumpster area only or drain is installed to connect to the sanitary sewer (per City Code 24.12.040)			

UTILITY PLAN		N/A	APPROVED	REVISE
1	Any existing laterals to be abandoned must be done at the main per City standards			
2	Proposed lateral locations within the right-of-way have been reviewed by the City's Permitting Technician			
Water				
3	Proposed water lateral(s) are located within 6 feet from the line of the building (City Code 13.04.320) and a minimum of 8' from any sanitary laterals.			
4	All properties connected to the old County Main in North Ave must be disconnected. A new connection must be made to the City's distribution main.			
5	Any waterline between a City water main and an approved water hydrant shall not be less than 6" in diameter. An 8" private main may be required if fire protection and domestic is served from the same main and if flow tests require it.			
6	Water services that are 4" and greater require a gate valve at the Main			
7	Water lateral location(s) are approved by the Water Superintendent			
8	Verify existing water lateral material; confirmation with the Water Department may be necessary. If the lateral material is lead, it is strongly recommended that the lateral is replaced.			
9	Land uses such as hotels, hospitals and multi-family to consider additional valves installed at the main so that if any repair on the main needs to be done, it would limit the time the building use would be out of service.			
10	Curb stops to be installed at the right-of-way line for properties without a branch service as outlined above (Item #6)			
11	NFP 14 requires that a hydrant is located within 100 feet of the FDC. Additional fire hydrants may be required by the Fire Department.			
12	Public hydrant leads must be DR-14 per the Water Department			
13	Minimum 36" clear space around hydrants, and other fire department inlet connections/valves			

UTILITY PLAN (continued)		N/A	APPROVED	REVISE
14	Hydrants cannot be more than 250' from any other approved hydrant. Hydrants cannot be more than 50' from the building but no less than 25' unless approved by Fire. (Per City Code 14.20.080.A)			
15	If the building is sprinkled and a new tap to the City main is proposed, water calculations in accordance with NFPA 1 are required for building plan approval.			
17	WDNR forms are required for public water main extension.			
18	Material Specifications			
Sanitary				
19	Sanitary laterals that serve restaurant land uses connect to the main at a manhole (for maintenance purposes)			
20	All 8" sanitary laterals should have a manhole at the main per State Plumbing Code			
21	Per City Code 13.30.030, all new building projects shall have a new lateral installed. For existing buildings, any building project in excess of \$100,000 shall have the lateral replaced or inspected and pressure tested per BPW requirements. Inspection results to be provided to the City Engineering Dept. Does not apply to parking lot only projects. If the lateral has an existing private manhole, an inspection report of the manhole must be provided to Engineering for review.			
22	Public sanitary sewer has adequate capacity. MMSD must approve sewer basin allocations for all new buildings.			
23	MMSD approval is required for public sanitary sewer extension and private interceptors.			
24	WDNR forms for public sanitary sewer extension			
25	Material Specifications			
26	Details for manholes			
Storm Sewer				
27	Details for all structures			
28	Material Specifications			
29	Storm sewer calculations or an approval letter from Department of Safety and Professional Services provided			
30	Inlet capacity calculations with a 50% clogging factor are provided for any proposed inlets that do not have a 100-year overland flow path			
31	Catch basins have a minimum 2' sump			
32	Roof drains are connected to the storm sewer via underground piping per City Code 15.04.060.F. Discharge to approved stormwater BMP's are allowed if there is a SWMP for the proposed development.			
33	Connections to the City storm sewer must be to a structure unless otherwise approved by the City Engineer. Storm sewer manholes or inlets are acceptable.			
Street Lighting				
34	If construction entrances are located on top of City Street lighting electrical, spare conduits or other protection measures may be required.			
35	Sidewalk and/or proposed driveway openings note conflicts with the City's street lighting electrical system			
36	Proposed plans have been reviewed by the City's Electrical Superintendent			
37	Details for all required City electrical modifications have been noted on the plans.			
LANDSCAPE PLAN		N/A	APPROVED	REVISE
See Code Section 24.12 for applicability requirements				
1	Landscaping is provided for in perimeter areas adjacent to right of way - 10' min. (24.12.020)			
2	Perimeter landscaping to include 2 trees and 8 shrubs per 50 LF of frontage			
3	Minimum 10% of parking lot surface are landscaped islands inside the parking area (City Code 24.12.030)			

LANDSCAPE PLAN (continued)		N/A	APPROVED	REVISE
4	Interior landscaping to include 1 tree per 180 SF of required landscaping			
5	Dumpsters:			
	• Screening is provided around dumpsters (City Code 24.12.040)			
	• Dumpster has a cover, not a roofed enclosure.			
6	Landscape plan provides all information required (City Code 24.12.060)			
7	Landscaped areas in or abutting vehicular use area must be protected by concrete curbing, anchored wheel stops, or other durable barriers (City Code 24.12.050.K)			
8	All existing and proposed utilities, lighting, berms, swales and contours are shown.			
9	Landscape plan is consistent with the Civil Plan set			
10	At least 5' of clear space is provided for around any existing or proposed fire hydrants.			
11	Site Data table includes the following (at a minimum):			
	• Length of perimeter vehicular use area			
	• Vehicular Use Area (in square feet)			
	• Proposed Interior Landscape Area			
12	• Number of trees and shrubs to demonstrate compliance with interior and perimeter landscaping			
	Identification of snow storage areas and a statement that snow will not be pushed onto landscape islands unless designed for it			
13	Identification of native seed mix and maintenance plan (City Code 24.12.050 Q)			
14	Cost estimate provided to determine performance guarantee (City Code 24.12.070)			
15	Landscape plan is stamped by a Wisconsin registered Landscape Architect			

LIGHTING PLAN		N/A	APPROVED	REVISE
1	Spill of light is minimized onto adjacent property or streets			
2	Photometric plot is provided			
3	Poles are ornamental (no wood poles) with a maximum 25' height			
4	Information is provided on size and type of luminaries			

STORM WATER MANAGEMENT PLAN		N/A	APPROVED	REVISE
See City Code 24.13 for applicability requirements				
1	A Storm Water Maintenance Agreement according to City Code 24.13.040J has been prepared and executed. Stormwater BMP's are clearly identified and a sample inspection checklist is provided.			
2	MMSD Chapter 13 Storm Water Management approval required if either applies:			
	• SWMP required if: Disturbs 2+Ac or increases impervious area by 0.5+ Ac			
3	• Green Infrastructure required if: New impervious area increases by 5,000 SF to 0.5Ac			
	New storm sewer catch basins have a 24" sump (or as required by the approved storm water management plan)			
4	Electronic copies of WinSLAMM files have been provided			

OTHER / MISCELLANEOUS		N/A	APPROVED	REVISE
Any additional comments/concerns identified by City Staff				

Comments: _____
