

Ellsworth Internal Review Checklist

Updated March 21, 2024

Table of Contents

Introduction	2
Zoning Permits.....	3
Site Plan Review.....	7
Uses Subject to Special Approval.....	12
Rezoning/Text Amendments	15
Planned Unit Development	19

Introduction

The Village of Ellsworth Zoning Ordinance requires that different procedures be followed when approving different types of development proposals. For instance, the approval process for a proposal with fewer off-site impacts, such as a residential dwelling on a single lot, is significantly shorter and less information is required in a complete application, than if a mixed-use development encompassing multiple lots were to be proposed. The intent of this document is for any Village staff member to be able to check off steps in the approval process as they review any given type of development proposal.

This document outlines a checklist for five major development types – permitted uses that can be approved with a zoning permit, permitted uses that must be permitted through site plan review, special land uses, rezoning /zoning text amendments, and planned unit developments. These approval types are generally listed from least to greatest in terms of scale, off-site impacts, and discretion that the Village to approve, approve with conditions, or deny an application. The document provides a checklist for Village staff to use when reviewing each proposal type. The checklists cover the following topics: situations in which each approval type is needed, procedures for the Village to review the proposal, and information that is required in a complete application.

Zoning Permits

Circumstances Requiring a Zoning Permit

A zoning permit is required to construct or demolish most buildings or to establish of any new uses in the Village of Ellsworth. The following types of applications require that the Zoning Administrator issue a zoning permit for approval.

§ Section 6.2

A zoning permit is needed for approval when at least one of the following applies	
Applicable (Y/N)	Condition
	The demolition of any structure with a ground floor area of four hundred (400) square feet or more
	The erection of any structure larger than one hundred (100) square feet in floor area

Circumstances Requiring a Zoning Permit but Not Site Plan Review

Certain types of development proposals that are relatively small in scale and that have fewer impacts on adjacent properties can be approved with a zoning permit but do not require full site plan review by the Planning Commission. A zoning permit is the final step for Village approval when one of the following conditions applies.

§ Section 5.1.1

A zoning permit but not a site plan review is required when one of the following applies	
Applicable (Y/N)	Condition
	A one-family or two-family residential unit, an accessory dwelling unit, or a home occupation.
	An expansion or renovation of an existing use, in which the floor area is expanded by less than twenty-five percent (25%).

Procedure

If a development proposal qualifies for approval with only a zoning permit but not a full site plan review under the conditions listed in the previous section, then the Zoning Administrator will use the following procedure to review the applicant’s submitted materials upon receipt of an application and issue the zoning permit.

Completed (Y/N)	Step in the Process	Village Staff Lead
	Applicant submits a completed plot plan to the Village.	Village Clerk/Zoning Administrator
	Payment for permit is received by the Village Clerk	Village Clerk
	Zoning Administrator conducts a zoning code compliance review of the applicant’s plot plan.	Zoning Administrator
	Zoning Administrator meets with the applicant.	Zoning Administrator
	Permit is issued if the application meets the building code and zoning ordinance standards.	Zoning Administrator
	Progress and final inspections are scheduled with the Zoning Administrator as needed.	Zoning Administrator

Application Requirements

The following information is required for any development proposal that qualifies for zoning permit approval without a site plan. An applicant must submit two (2) copies of a site layout plan or plot plan drawn to scale and containing the following information. The applicant must also submit a fee as established by the Village of Ellsworth fee schedule.

§ Section 6.3

Provided (Y/N)	Information/material required
	The location, shape, area, and dimensions of the lot.
	The location, dimensions, height, and build of the existing structures on the subject lot.
	The location, dimensions, height, and bulk of the proposed structures to be erected or moved on the subject lot.
	The intended uses.
	The proposed number of dwelling units or the primary uses of the proposed facilities.
	The dimensions of yards, open spaces, and parking spaces.
	Other information the zoning administrator deems necessary.
	Fee as established by the Village of Ellsworth fee schedule.

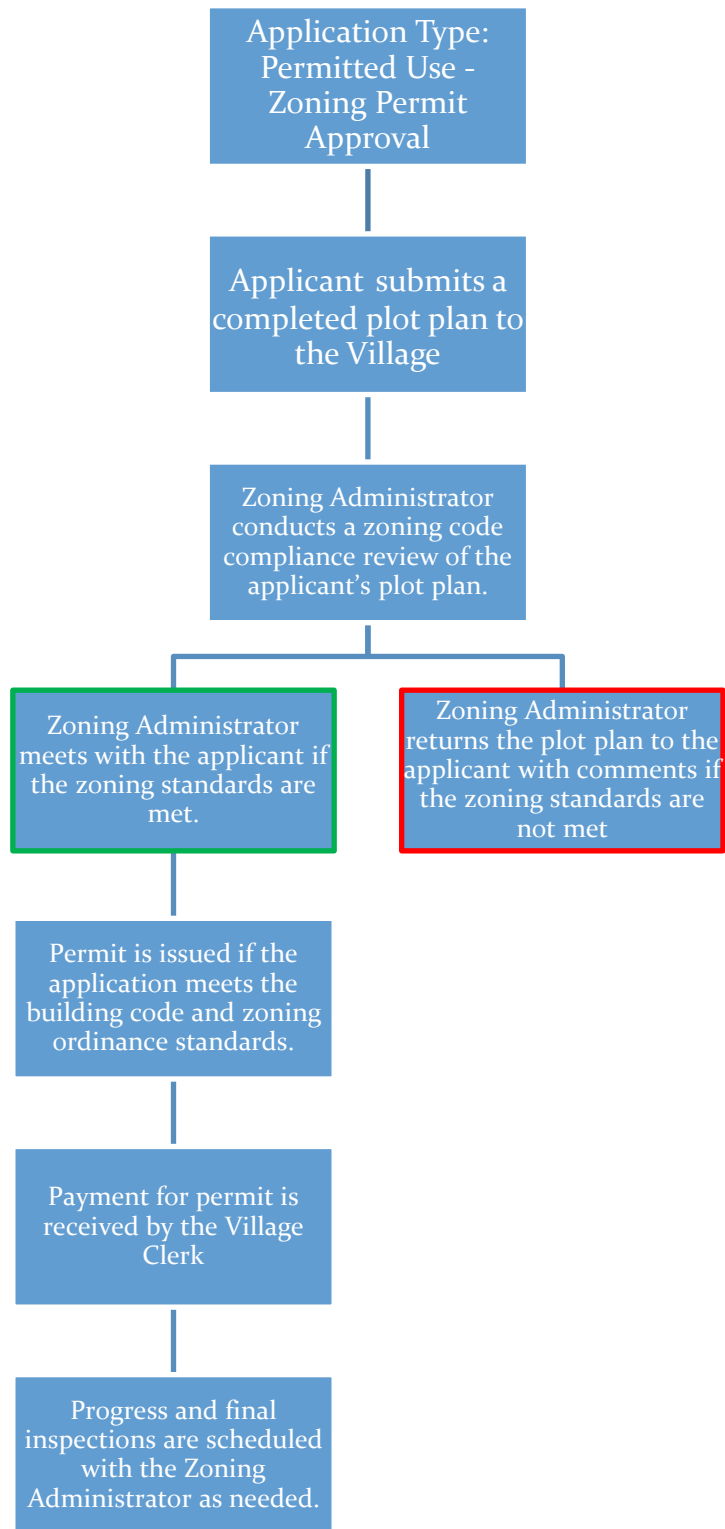
Fees

Verify that the applicant has submitted the required zoning permit fee as established by the Village of Ellsworth Council. The Village of Ellsworth fee schedule is available on the Village website.

§ Section 5.1.5

Provided (Y/N)	Information/materials required
	Fee as established by the Village of Ellsworth fee schedule.

Zoning Permit Process Flowchart



Site Plan Review

Circumstances Requiring Site Plan Review

The following types of development proposals require that the Village follow the site plan review process. These types of proposals are typically permitted uses and meet the dimensional standards in the governing zoning district. Site plan review by the Planning Commission is required for the following types of proposals.

§ Section 5.1.1

Site Plan Review is required for approval when one of the following three conditions applies:	
Applicable (Y/N)	Conditions
	The proposal is for a new use other than a one-family dwelling unit, two-family dwelling unit, accessory dwelling unit, or a home occupation.
	Expansion or renovation of an existing use, other than one-family or two-family residential use, which increases the existing floor space more than twenty-five (25) percent.
	Change of use for an existing structure or lot.
	Other uses as required by the Zoning Ordinance.

Procedure

The Village should use the following process to review a development proposal that qualifies for site plan review.

Completed (Y/N)	Step in the Process	Village Staff Lead	Timeframe
	Pre-application meeting - The applicant is required to have at least one pre-application meeting with the Zoning Administrator before submitting a site plan review application	Zoning Administrator	At 30 days ahead of the Planning Commission Meeting
	Applicant provides the zoning administrator an application fee and 5 copies of the site plan.	Zoning Administrator	30 days prior to Planning Commission meeting
	Completeness Review - Zoning Administrator review the application for completeness. If deemed complete, places site plan on the agenda of the next Planning Commission meeting.	Zoning Administrator	Upon Receipt of Application

Completed (Y/N)	Step in the Process	Village Staff Lead	Timeframe
	Zoning Administrator Review - Application will be reviewed for compliance with all applicable zoning ordinance standards. Application, report, and any department comments will be sent to the Planning Commission for consideration.	Zoning Administrator	Within 14 days of the application submittal
	Planning Commission Review - Reviews application and all related materials before making a decision to approve, approve with conditions, or deny.	Planning Commission	Within 30 days of application submittal
	Planning Commission Decision - Planning Commission decides on a site plan and a zoning permit is issued upon approval of the site plan. The zoning permit expires if no building permit is obtained within one year of approval.	Planning Commission	Within 60 days of site plan review

Application Requirements

The following list of materials shall be required for any proposal qualifying for site plan review. The Village Zoning Administrator and Planning Commission should use the following list of information requirements when judging the completeness of an application as specified in the process section above.

§ Section 5.1.2

Required (✓)		Information/materials required	Completed (Y/N)	
Site Plan	Narrative		Site Plan	Narrative
✓		The date, north arrow, and scale. The scale shall be at least one (1) inch = fifty (50) feet for parcels less than three (3) acres, and not less than one (1) inch = one hundred (100) feet for parcels three (3) acres or more.		
✓		The boundary lines of the property, to include all dimensions and legal description.		
✓		The location and width of all abutting right-of-ways.		
✓		The existing zoning district in which the site is located and the zoning of adjacent parcels. In the case of a request for a zoning change, the classification of the proposed new district must be shown.		

Required (✓)		Information/materials required	Completed (Y/N)	
Site Plan	Narrative		Site Plan	Narrative
✓		The location of all existing and proposed structures and uses on the site, including proposed drives, walkways, signs, exterior lighting, parking (showing the dimensions of a typical parking area), loading and unloading areas, common use areas and recreational areas and facilities.		
	✓	Description of the uses and other human-made facilities.		
✓		The location and identification of all existing structures within a two hundred (200) foot radius of the site.		
✓	✓	The location and description of the environmental characteristics of the site prior to development such as topography, soils, vegetative cover, mature specimen trees, drainage, streams, wetlands, shorelands, or any other unusual environmental features.		
✓		Natural features that will be retained, removed, and/or modified including vegetation, hillsides, drainage, streams, wetlands, shorelands, and wildlife habitat.		
	✓	The description of the areas to be changed shall include their effect on the site and adjacent properties. An aerial photo may be used to delineate areas of change.		
✓		A landscaping plan with all existing and proposed landscaping, walls and/or fences.		
✓		A grading plan showing the topography of the existing and finished site shown by contours or spot elevations. Where the existing slope on any part of the site is ten percent (10%) or greater, contours shall be shown at height intervals of two (2) feet or less.		
✓	✓	A stormwater management plan showing all existing above and below grade drainage facilities, and proposed plans incorporating low impact development water quality technologies and other best management practices.		
✓		Location, type and size of all above and below grade utilities.		
✓		Type, direction, and intensity of outside lighting shown on a photometric plan in compliance with exterior lighting standards.		

Required (✓)		Information/materials required	Completed (Y/N)	
Site Plan	Narrative		Site Plan	Narrative
✓		Location of any cross access management easements, if required.		
✓		Location of pedestrian and non-motorized facilities, if required.		
	✓	An indication of how the proposed use conforms to existing and potential development patterns and any adverse effects.		
	✓	The method to be used to control any increase in effluent discharge to the air or any increase in noise, level emanating from the site. Consideration of any nuisance that would be created within the site or external to the site whether by reason of dust, noise, fumes, vibration, smoke or lights.		
✓	✓	Plans to control soil erosion and sedimentation, including during construction.		
	✓	Permit or approval from the Department of Public Works indicating the method to be used to serve the development with municipal water.		
	✓	Permit or approval from the health department or responsible agency indicating the method to be used for sewage treatment.		
✓		The number of units proposed, by type, including a typical floor plan for each unit, dimensions, and area in square feet.		
✓		Elevations for all building facades.		
	✓	The number of people to be housed, employed, visitors or patrons, anticipated vehicular and pedestrian traffic counts, and hours of operation.		
✓		Phasing of the project, including ultimate development proposals.		
	✓	General description of deed restrictions and/or cross access management easements, if any or required.		
✓	✓	The name and address of the property owner.		
✓	✓	Name(s) and address(es) of person(s) responsible for preparation of site plan drawings and supporting documentation.		
✓		Sealed/stamped drawings from a licensed architect, engineer, or landscaped architect.		

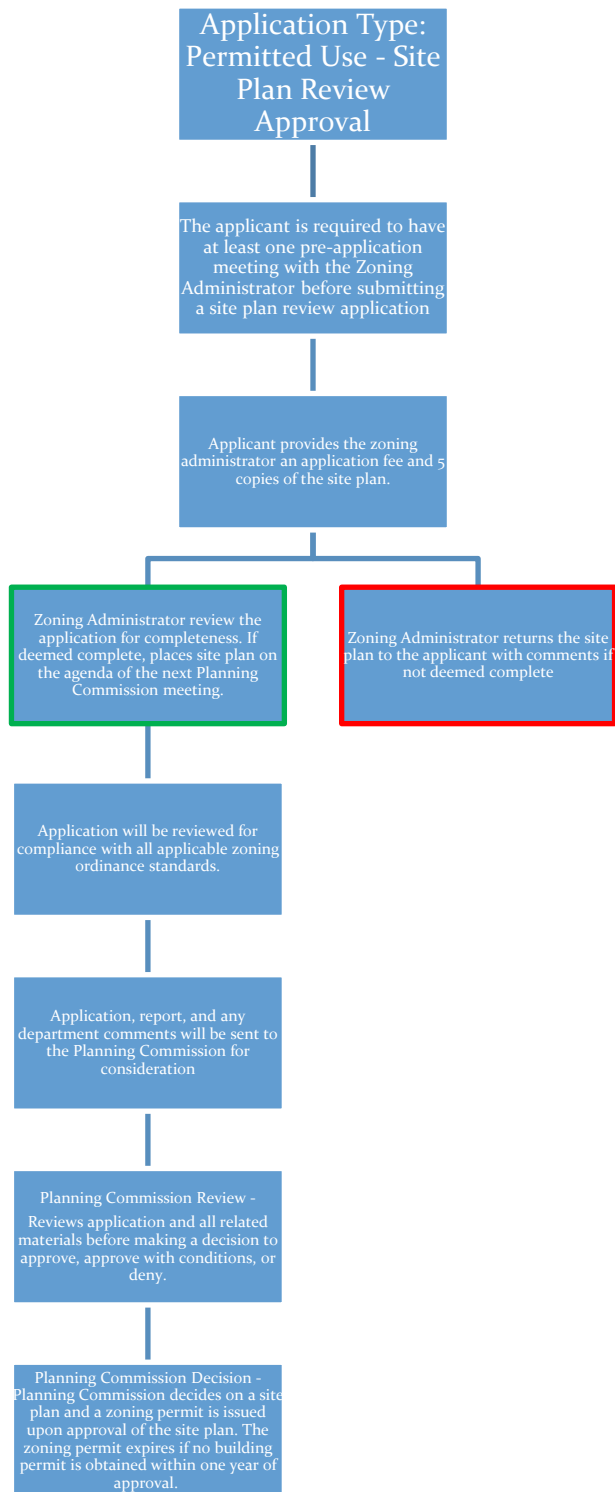
Fees

Verify that the applicant has submitted the required zoning permit and site plan review fee as established by the Village of Ellsworth Council. The Village of Ellsworth fee schedule is available on the Village website.

§ Section 5.1.5

Provided (Y/N)	Information/materials required
	Fee as established by the Village of Ellsworth fee schedule.

Site Plan Review Process Flowchart



Uses Subject to Special Approval

Circumstances Requiring Special Approval

Any use subject to special approval in the governing zoning district, as specified in Section 4.2 of the Village of Ellsworth Zoning Ordinance shall follow the special approval procedure listed here.

Procedure

The process for approving a use subject to special approval is largely the same as the procedure for site plan review, except for the requirement for a public hearing to be held by the Planning Commission. The procedure is as follows:

Completed (Y/N)	Step in the Process	Village Staff Lead	Timeframe
	Pre-Application Meeting - Applicant is required to have at least one pre-application meeting with the Zoning Administrator before submitting a site plan review application. The purpose is to discuss the applicant's intentions while gathering feedback and recommendations	Zoning Administrator	At least 30 days ahead of the Planning Commission meeting
	Applicant to submit application form, fee, site plan drawings in digital and paper format, narrative, and any additional items deemed necessary	Zoning Administrator	30 days before Planning Commission Meeting
	Zoning Administrator reviews the application for completeness. If complete, application is distributed to departments for review. If incomplete, applicant is notified of outstanding items.	Zoning Administrator	Upon receipt of application
	Application reviewed for compliance with all applicable zoning ordinance standards. Application, report, and any department comments sent to the Planning Commission for consideration.	Zoning Administrator	After application determined to be complete
	Planning Commission Review- The Commission reviews application and all related materials. Sets public hearing date and directs Village Staff to prepare notices.	Planning Commission	At least 21 days before next Planning Commission meeting
	Publishes the public hearing notice in the newspaper. Mails notices to properties within 300 feet of the subject property.	Village Clerk	At least 15 days before public hearing

Completed (Y/N)	Step in the Process	Village Staff Lead	Timeframe
	Public Hearing and Final Action - Public hearing held to receive input on the application. Establish findings related to the applicable zoning standards. Planning Commission to make a decision to approve, approve with conditions, or deny.	Planning Commission	--

Application Requirements

The submittal requirements for any special approval use are the same as those that are required for a site plan review as listed in Section 5.1.2 of the Zoning Ordinance. The Zoning Administrator and Planning Commission should use the checklist of information specified in the site plan review section to judge the completeness of any proposal for a use subject to special approval.

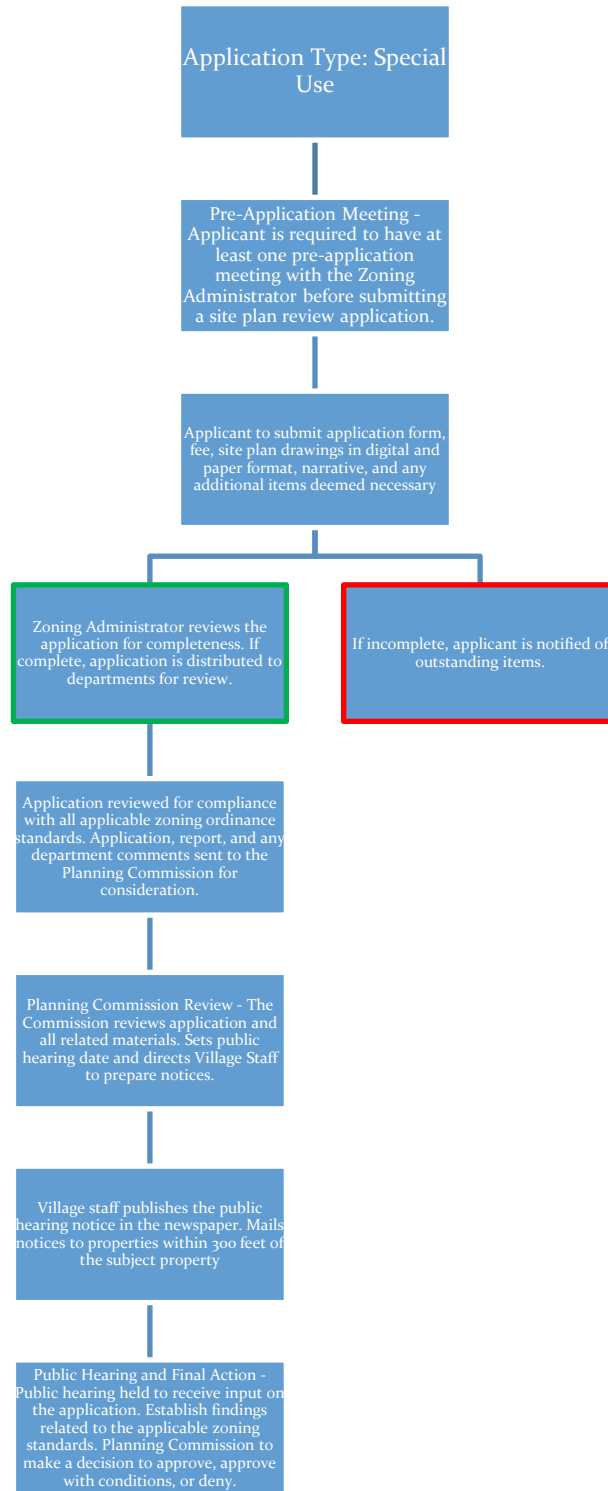
Fees

Verify that the applicant has submitted the required special use permit fee as established by the Village of Ellsworth Council. The Village of Ellsworth fee schedule is on the Village website:

§ Section 5.1.5

Provided (Y/N)	Information/materials required
	Fee as established by the Village of Ellsworth fee schedule.

Uses Subject to Special Approval Process Flowchart



Rezoning/Text Amendments

The Village shall use the following procedure when evaluating an application for a rezoning of a parcel or for a zoning text amendment. The basis for rezoning a property is contained in the Village’s Master Plan and Future Land Use Map, both which have been adopted by the Village Planning Commission and Village Council. The Village should refer to the Master Plan and Future Land Use Map when preparing a finding of fact for any zoning amendment.

Procedure

The Village should use the following procedure when evaluating any proposed zoning amendment or rezoning petition.

§ Section 8.3

Completed (Y/N)	Step in the Process	Village Staff Lead	Timeframe
	Applicant submits amendment application form, fee, & required materials to Zoning Administrator	Zoning Administrator	At least 30 days before PC meeting
	Zoning Administrator reviews application for completeness. If it is deemed complete, places on next PC agenda. If incomplete, notifies applicant of missing material	Zoning Administrator	At least 30 days before PC meeting
	The Planning Commission reviews application. Planning Commission sets public hearing date, directs staff to prepare public notices.	Planning Commission	At least 21 days before public hearing
	Village staff publishes public hearing notice in newspaper and mails notices to properties within 300 feet (if applicable).	Village Clerk	At least 15 days before public hearing
	Planning Commission holds public hearing. Submits recommendation to Village Council along with findings and public hearing comments.	Planning Commission	--
	Village Council makes a final determination to approve or deny amendment request.	Village Council	--
	Publishes notice of adoption in newspaper.	Village Clerk	Within 15 days of approval

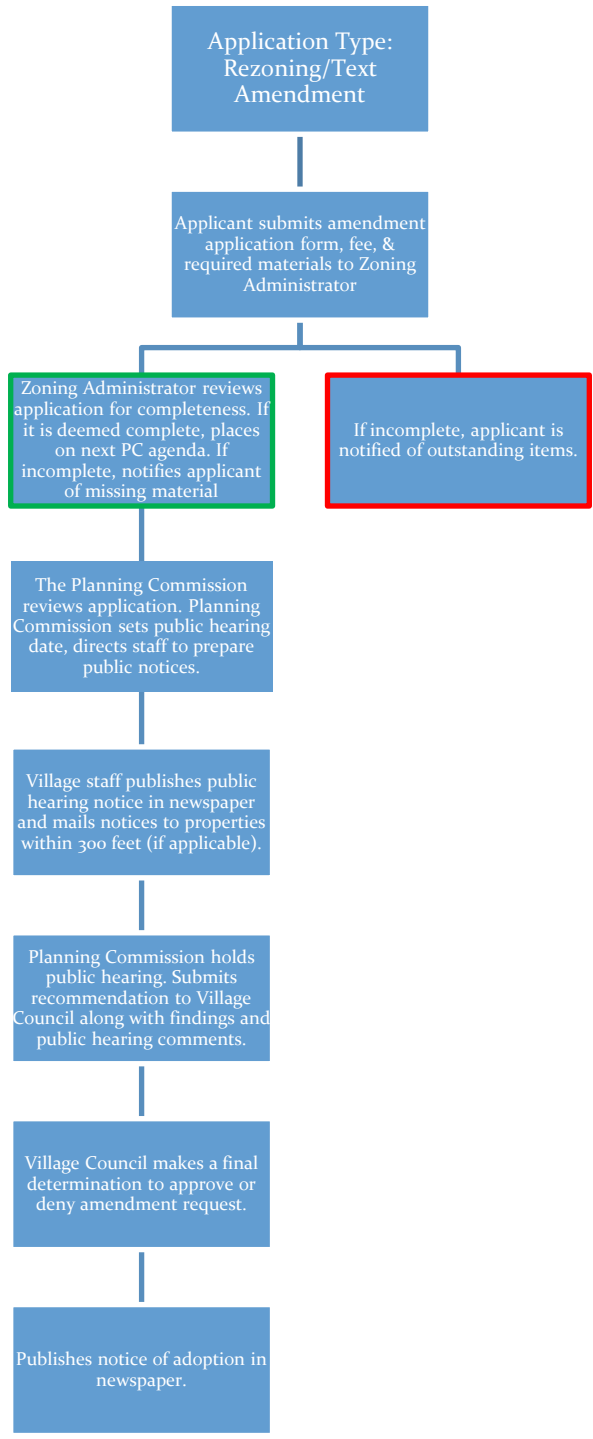
Fees

Verify that the applicant has submitted the required rezoning/zoning amendment fee as established by the Village of Ellsworth Council. The Village of Ellsworth fee schedule is available on the Village website.

§ Section 5.1.5

Provided (Y/N)	Information/materials required
	Fee as established by the Village of Ellsworth fee schedule.

Rezoning/Text Amendment Process Flowchart



Planned Unit Development

Procedure

The Village should use the following procedure to review Planned Unit Development applications.

§ Section 5.3.3

Completed (Y/N)	Step in the Process	Village Staff Lead	Timeframe
	Pre-application meeting - Applicant is required to have at least one pre-application meeting with the Zoning Administrator before submitting a PUD application. The purpose is to discuss the applicant's general intentions while gather feedback and recommendations	Zoning Administrator	Pre-application meeting
	Submission of PUD Plan - Applicant submits an application and preliminary plan in paper and digital format	Zoning Administrator	45 days prior to Planning Commission meeting.
	Planning Commission Review - Planning Commission reviews application and all related materials. Sets public hearing dates and directs staff to prepare notices	Planning Commission	Upon receipt of a complete application
	Publishes public hearing notice in newspaper. Notice is mailed to properties within 300 feet	Village Clerk	15 days after the public hearing notice has been circulated
	Planning Commission public hearing - Holds a public hearing held to receive input on the application. Establishes findings related to the applicable zoning standards. Planning Commission to make a decision on the preliminary plan to approve, approve with conditions, or deny.	Planning Commission	Following public hearing or at subsequent meeting
	Final PUD Plan - Applicant submits final site plan due within 12 months, or application approval becomes null and void.	Applicant / Zoning Administrator	Within 12 months of approval
	Final PUD Review - Zoning Administrator shall review and approve final plans for compliance with preliminary approval.	Zoning Administrator	Upon Receipt of Final PUD Plan

Application Requirements

An applicant must submit the following information or materials listed below to qualify for approval as well as a complete site plan as prescribed in this document. The applicant should provide additional information regarding how the criteria in Section 5.3.2 are met, which require that PUDs meet design standards, have minimal impact on adjacent properties, and be appropriately sized to be contained on the proposed site.

§ Section 6.3

Provided (Y/N)	Information/materials required
	A statement appraising how the PUD shall be of sufficient size to contain on the site both physically and aesthetically not only the development proposed but also any effects of such development that would ordinarily be apparent and different from the effects of permitted uses on the adjacent properties.
	A statement appraising how the PUD shall be designed so as to provide future users, residents, visitors, and public service personnel with light, air, privacy, circulation patterns, park areas, and public services equal to or greater than those required of the same uses in any zoning district where they are permitted.
	A statement appraising how the PUD shall be designed so as not to create any significant negative impact upon adjacent properties, residents, or public facilities.

Fees

Verify that the applicant has submitted the required rezoning/zoning amendment fee as established by the Village of Ellsworth Council. The Village of Ellsworth fee schedule is available on the Village website.

§ Section 5.1.5

Provided (Y/N)	Information/materials required
	Fee as established by the Village of Ellsworth fee schedule.

Planned Unit Development Process Flowchart

