

**CITY OF WHITEWATER**

312 W Whitewater Street  
P.O. Box 178  
Whitewater WI 53190  
(262) 473-0540  
www.whitewater-wi.gov

**NEIGHBORHOOD SERVICES**

**Application for R-2A Overlay District**

**APPLICANT AND SUBJECT PROPERTY INFORMATION**

This Application a request for an R-2A Overlay Amendment to the Zoning Map and a request for a Conditional Use Permit (CUP) to allow four (4) or more unrelated occupants. Please complete all items. Put N/A if not applicable. Attach additional pages as necessary.

**NOTICE:** The Plan Commission meetings are scheduled at 6:30 on the 2nd Monday of the month. Complete application materials must be submitted to the City Clerk by 4:00 p.m. four weeks prior to the meeting.

Address of Subject Property: \_\_\_\_\_

Address of Subject Property Tax ID #: \_\_\_\_\_

**Agent or Representative (Planner, Engineer, Architect, Attorney, etc.):**

Applicant's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Land Owner's Name and Contact Information: \_\_\_\_\_

\_\_\_\_\_

*The City of Whitewater Zoning Ordinance authorizes the Plan Commission to place conditions on approved conditional uses. "Conditions" such as landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, deed restrictions, highway access restrictions, increased yards or parking requirements may be affected. "Conditional Uses" may be subject to time limits or requirements for periodic review by staff.*

*The City of Whitewater Zoning Ordinance authorizes the Plan Commission to hold a public hearing and make recommendation to the City Council for the proposed zoning map changes (Section 19.69).*

**REQUESTED LAND USE, ZONING and CONDITIONAL USE:**

- Request to Increase permitted occupancy using existing rooms with no moving of interior walls and no significant changes to the exterior of the dwelling. For drawing requirements please see Plot/Site Plans Checklist.
  
- Request to increase permitted occupancy with moving of interior walls and/or significant change to the exterior of dwelling. For drawing requirements please see Plot/Site Plans Checklist and 2 below.

Proposed Land Use of Property including Number of Occupants and Bedrooms (be specific).

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1. Planner reviews application for completeness
2. Building inspector visits the dwelling to confirm current use/dimensions of rooms, compliance with codes. If request to increase permitted occupancy with moving of interior walls and/or significant change to the exterior of dwelling is proposed, the Building Inspector may require architectural drawing.
3. Any initial legal questions to be vetted with City Attorney
4. Report is reviewed with application, notify Planner whether applicant wishes to proceed with application, withdraw application or place application on hold.
5. Application submitted to Plan Commission.

**RECORD OF APPLICATION FEES FOR  
ZONING MAP AMENDMENT APPROVALS AND CONDITIONAL USE PERMITS**

**To be completed by Neighborhood Services Department:**

*Fee for Amendment to Zoning Map: \$200.00*

Date Application Fee Received by City \_\_\_\_\_ Receipt No. \_\_\_\_\_

Received by \_\_\_\_\_

**To be completed by Neighborhood Services Department:**

*Fee for Conditional Use Permit: \$100.00*

Date Application Fee Received by City \_\_\_\_\_ Receipt No. \_\_\_\_\_

Received by \_\_\_\_\_

**To be completed by Neighborhood Services Department:**

*Building Inspector : \$25.00*

Date Application Fee Received by City \_\_\_\_\_ Receipt No. \_\_\_\_\_

Received by \_\_\_\_\_

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

**Print Name:** \_\_\_\_\_

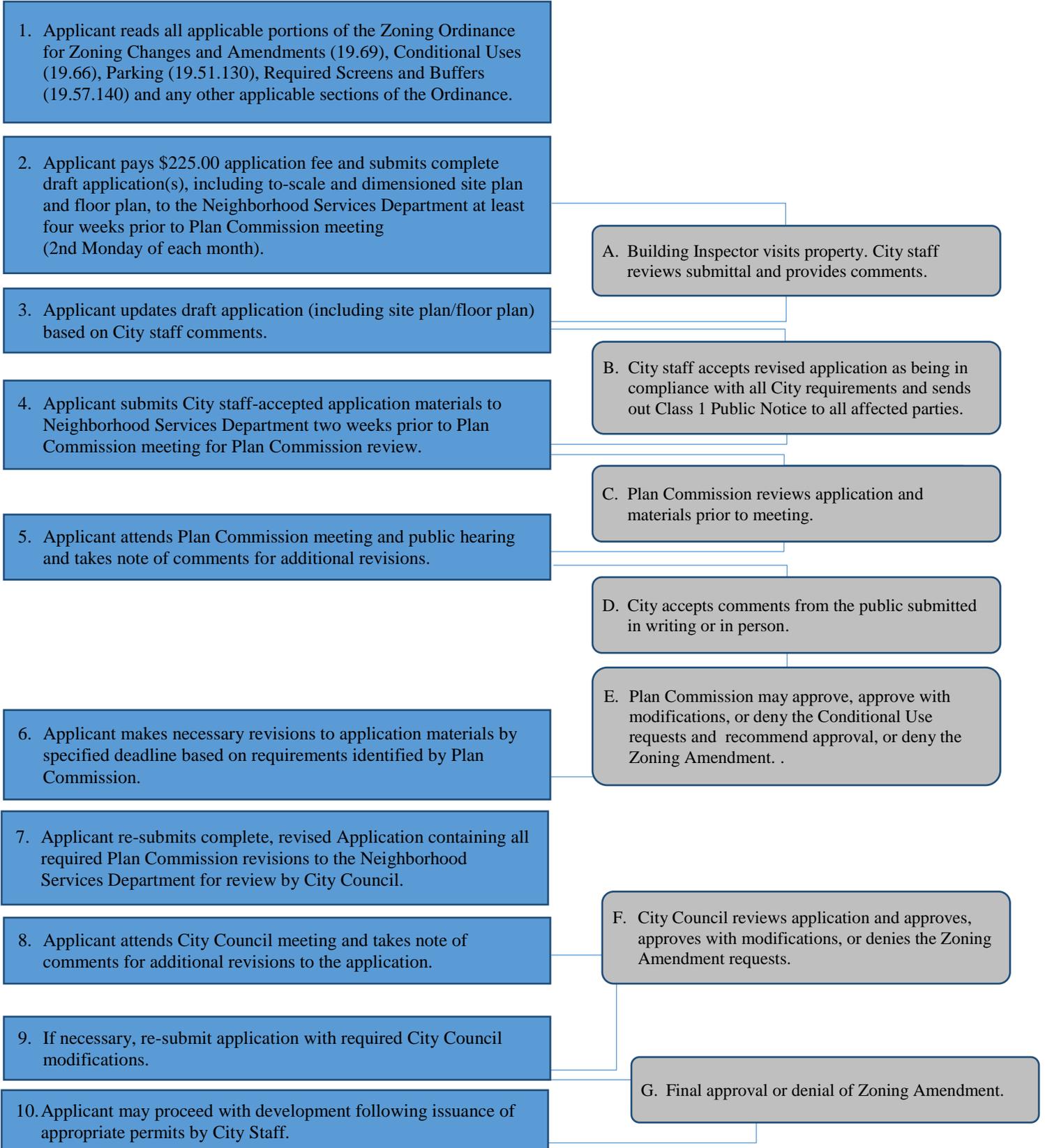
**Land Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

Whitewater Zoning Application Flow Chart and Check List

APPLICANT ACTION

CITY ACTION



**CHECKLIST  
FOR COMPLETION BY APPLICANTS  
AND REVIEW BY THE NEIGHBORHOOD SERVICES DEPARTMENT**

Please complete checklist and provide to Neighborhood Services Department along with application materials. If you have questions or need assistance, contact the Neighborhood Services Department.

**Plans to accompany application:**

A Plot/Site Plan and a Floor Plan must be submitted by the Applicant as part of the required Application materials. The requirements for each are as follows:

- \_\_\_\_\_ Confirm that subject property is in the R-2A permitted zoning overlay district.
- \_\_\_\_\_ Show location of subject property on R-2A permitted zoning map - attach copy of map

**Plot/Site Plans Checklist**

- \_\_\_\_\_ Provide North arrow on site plan
- \_\_\_\_\_ Show location of property (label all abutting streets)
- \_\_\_\_\_ Show linear (bar) scale on site plan
- \_\_\_\_\_ Draw plan to-scale and fit on one 8.5 x 11 sheet of **graph paper**
- \_\_\_\_\_ Provide an "Existing Plot Plan" showing all existing items (see below) in solid lines or symbols
  - \_\_\_\_\_ Show all lot dimensions
  - \_\_\_\_\_ Show outline and dimensions of all buildings, structures and decks
  - \_\_\_\_\_ Show outline and dimensions of all paved areas including parking areas, driveways, curb cuts, sidewalks, walkways, patios and other concrete, blacktop or graveled areas
  - \_\_\_\_\_ Indicate the distance from buildings and paved areas to lot lines (i.e. setbacks)
  - \_\_\_\_\_ Indicate the distance between structures on the subject lot
  - \_\_\_\_\_ Indicate any known easements (i.e. utility or other)
- \_\_\_\_\_ Provide a "Proposed Site Plan" showing title and all changes to the "Existing Plot Plan" (Suggestion: make a copy of the Existing Plot Plan and show all proposed changes in red and/or dashed lines to indicate proposed items and symbols)
- \_\_\_\_\_ Indicate the distance between proposed building, structures and paved areas on the subject property and buildings or structures on adjoining properties that are within 15 feet of the adjoining property line.
- \_\_\_\_\_ Indicate proposed parking location, number of spaces, dimensions, circulation, landscaped buffers, curb and gutter.
- \_\_\_\_\_ Indicate all points of ingress and egress (i.e. driveways) to the property and internal circulation (if any). Indicate if one- or two-way.
- \_\_\_\_\_ Indicate location of landscaping, trees and fencing
- \_\_\_\_\_ Indicate proposed lighting location and illumination level

## Floor Plan Checklist

For applications on lots containing an existing building, a floor plan is required to meet the following specifications:

- \_\_\_\_\_ Provide North arrow on Floor Plan
- \_\_\_\_\_ Provide linear (bar) scale on plan
- \_\_\_\_\_ Draw plan of each floor to the same scale of 1" = 10' or 1" = 20" to fit on 8.5 x 11 **graph paper**  
(use a separate piece of graph paper for each floor)
- \_\_\_\_\_ clearly label floors (e.g.: "1st Floor", "2nd Floor")
- \_\_\_\_\_ Provide an "Existing Floor Plan" showing the title and all existing items (see below) in solid lines or symbols
  - \_\_\_\_\_ Label all existing rooms,
  - \_\_\_\_\_ Number each bedroom (i.e.: Bedroom #1- Existing, Bedroom #2 – Existing, etc...)
  - \_\_\_\_\_ Indicate all room dimensions on the plan
  - \_\_\_\_\_ Indicate all existing walls, closets, windows, stairs, doors, doorways, passageways
  
- \_\_\_\_\_ Provide a "Proposed Floor Plan" showing the title and all proposed changes to the existing floor plan (Suggestion: make a copy of the "Existing Floor Plan" and show all proposed changes in red and/or dashed lines to indicate proposed items and symbols where the "Proposed Floor Plan" is different from the Existing Floor Plan":
  - \_\_\_\_\_ Clearly label all proposed rooms, (i.e., Bedroom #4 - Proposed)
  - \_\_\_\_\_ Indicate all changes to the dimensions of all altered rooms
  - \_\_\_\_\_ Indicate all changes to walls, closets, windows, stairs, doors, doorways, passageways

# Required Zoning Regulation Compliance

Applicant must meet the following requirements of the R-2A zoning district to receive a zoning change and conditional use permit (see Zoning Code, Section 19.51 and additional sections cited below for complete information). The requirements listed below represent a simplified summary for typical R-2A zoning situations. For more complete information, refer to the Zoning Code.

## **Minimum Floor Area** (see Section 19.57.130)

“Floor Area” is the sum of the several floors of a building used for human occupancy or use, as measured from the interior faces of walls, but not including basements, garages, porches, breezeways of common hallways and unfurnished attics.

Dwelling units must be constructed or remodeled to meet the following standards:

- Two-family dwellings (e.g.: a two-flat house) – at least 1,500 square feet total, 600 square feet per dwelling unit (“family”)
- Two-bedroom apartment – at least 800 square feet total per dwelling unit
- Three or more bedroom apartment – 1,000 square feet total per dwelling unit

## **Parking Stalls Required** (see Section 19.51.050 and 19.51.130)

The minimum number of parking stalls required is as follows:

- Two (2) stalls for each dwelling unit containing two to three bedrooms
- Three (3) stalls for each dwelling unit containing four or more bedrooms
- Each stall must be at least nine feet wide and 180 square feet total (minimum 9’ wide x 20’ long)
- End stalls (i.e.: those not between two other stalls) may be 7.5 feet wide and 150 feet total (minimum of 7 feet 6 inches wide x 20 feet long)
- IF there is a two-way driveway of at least 24 feet wide, parking spaces can be 8.5 feet wide and a minimum of 150 square feet total (minimum 8 feet 6 inches wide x 17 feet 8 inches long)
- Adequate access to a public street shall be provided for each parking space

The applicant may request the Plan and Architectural Review Commission to allow less than the number of stalls indicated above, but not less than one stall per dwelling unit.

The Commission may allow fewer stalls with these conditions:

- If it is in the best interest of the public.
- The applicant shows there is sufficient land and a plan to install the maximum required stalls, should it become necessary.
- The permit may be revoked at any time by the Commission upon notice and hearing if good cause is shown for the revocation of the permit.

## **Additional Parking Lot Requirements** (see Section 19.51.080)

- 1-family dwelling: A minimum of 2 stalls, and a maximum of 1 stall per licensed driver; up to a total of 5 stalls may be permitted in any combination of the front or side yard area.
- 2-family dwelling: A minimum of 2 stalls per dwelling unit and a maximum of 6 vehicles may be parked in any combination of the front or side yard.
- Vehicles may not be parked closer than 3 feet from any abutting property line, lawn or landscaped area
  - Exception: shared parking between properties for which a zoning permit has been granted
- Parking area and driveways must be outside of any required vehicular circulation area

- Landscaped islands shall be required at the ends of parking bays to clearly define lane and turning patterns
- Any parking area for 6 or more vehicles shall have the aisles and spaces clearly marked

**Parking Lot Screens and Buffers** (see Section 19.57.140)

- Minimum buffer yard of 10 feet along a lot line adjoining a single family use
- No structure, activity, storage of materials or parking is permitted in a buffer yard
- Parking for 5 or more vehicles located within 15 feet of any lot line or public right-of-way line must have a buffer yard or screen. **Exception:** if adjoining property also contains parking lot within fifteen feet of the shared lot line

**Parking Lot Lighting** (see Section 19.57.150)

- If lighting is proposed, a lighting plan must be submitted to the Plan Commission

**Driveways** (see Section 19.51.040)

- Driveways shall be at least ten feet wide for parking areas for 9 or fewer vehicles
- Driveways shall be at least two ten-foot lanes (20 feet wide) for parking areas for 10 or more vehicles
- Driveways shall not exceed twenty-four feet in width at the street right-of-way line (i.e.: at the curb cut), except as determined by the Plan and Architectural Review Commission during site plan review
- Driveway curb cut openings must be a minimum of five feet from the side yard property line
- Driveways must be at least three feet set back from any abutting property line
  - **Exception:** where two adjacent lots have a common driveway then the three-foot minimum distance does not apply
- Driveways shall be surfaced with materials to control dust and drainage. Permeable or pervious materials are preferred

**Impervious Surface Area** (see Section 19.18.060)

- Plans for surfacing and drainage of parking lots and driveways shall be submitted to the City for review and approval
- Not more than 40% of any yard (front yard, side yard or rear yard) may be an impervious surface

**Building Setbacks** (see Section 19.21.050)

For One-Family dwelling Units:

- Front: 25 feet
- Side: 10 feet or 25 feet for corner lots
- Rear: 30 feet
- Shore: 75 feet

For Two-Family or Multifamily dwelling units:

- Front: 30 feet
- Side: 15 feet or 25 feet for corner lots
- Rear: 30 feet
- Shore: 75 feet

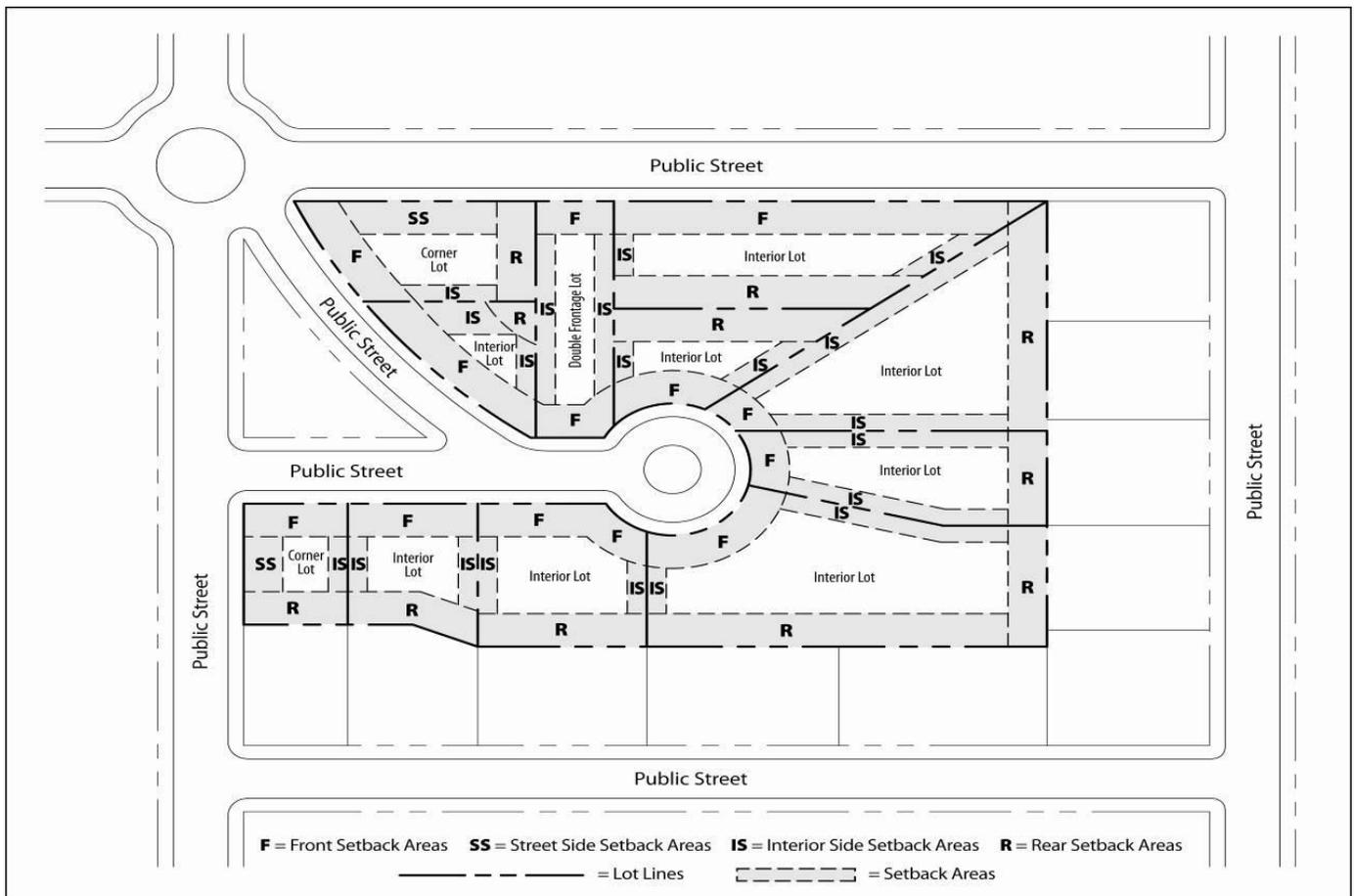
# Sample Parking Arrangements

The following pages include a selection of parking arrangements that conform to the requirements of the R-2A zoning district. Applicants are not required to use one of the arrangements depicted, nor will every parking arrangement fit on every parcel. The following pages simply provide examples of parking arrangements that could be used.

In addition to the zoning requirements the following guidelines are generally recommended:

- No more than 1 parking area is recommended per parcel.
- Parking lots are preferred in the front setback area, street side setback area, or the interior side setback area. Parking lots in the rear setback area should be considered a last resort. (See diagram below for description of the different types of setbacks.)
- Garage spaces should not be blocked by parking spaces if alternatives are available. At least 3 unencumbered parking spaces must be supplied before encumbered/stacked parking spaces will be allowed.
- Parking for 5 or more vehicles located within 15 feet of any lot line or public right-of-way line must have a buffer yard or screen. (See Section 19.57.140.)
- Not more than 40% of any yard (front yard, side yard or rear yard) may be an impervious surface

## Lot and Yard Descriptions



## Typical Parking Lot Dimensions

Minimum Permitted Dimensions	Parking Angle in Degrees				
	0°	45°	60°	75°	90°
Stall Width at Parking Angle (SW)	9.0'	9.0'	9.0'	9.0'	9.0'
Stall Width Parallel to Aisle (WP)	17'	12.7'	10.4'	9.3'	9.0'
Stall Depth to Wall (D)	9.0' <sup>1</sup>	17.5' <sup>1</sup>	19.0' <sup>1</sup>	19.5' <sup>1</sup>	18.5' <sup>1</sup>
Stall Depth to Interlock (DI)	N/A	15.3'	17.5'	18.8'	N/A
Stall Length (SL)	18.0'	18.0'	18.0'	18.0'	18.0'
Aisle Width (AW) for 1-way traffic flow	12.0'	12.0'	16.0'	17.2'	24.0'
Aisle Width for (AW) 2-way traffic flow	24.0'	24.0'	24.0'	24.0'	24.0'
Throat Length (right-of-way to parking angle) (T)	9.0'	9.0'	9.0'	9.0'	9.0'
Parking Module Width (PMW)					
Wall to Wall (Single-Loaded) (W1)	21.0'	29.5'	35.0'	42.5'	44.5'
Wall to Wall (Double-Loaded) (W2)	30.0'	47.0'	54.0'	62.0'	63.0'
Wall to Interlock (Double-Loaded) (W3)	N/A	44.8'	52.5'	61.3'	N/A
Interlock to Interlock (Double-Loaded) (W4)	N/A	42.6'	51.0'	60.6'	N/A

Note:

<sup>1</sup>Parking spaces located behind an enclosed garage and located directly off a aisle shall be at least 30 feet deep.

