

City of Whitewater  
Combined Application for  
Amendment to Zoning Map and Conditional Use Permit for  
R-2A Overlay District and 4 or More Unrelated Occupants

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

APPLICANT AND SUBJECT PROPERTY INFORMATION

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

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

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

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

Owner of Subject Property (according to property tax records on date of application):

\_\_\_\_\_

Legal Description (Name of Subdivision, Block and Lot of other Legal Descriptions):

\_\_\_\_\_

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

Name of Individual: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Office Address: \_\_\_\_\_

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

Name of Contractor: \_\_\_\_\_

Variations:

Has either the applicant or the owner had any variations issued on the subject property?

NO \_\_\_\_\_

YES \_\_\_\_\_ Date: \_\_\_\_\_

Description of Variance(s):

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EXISTING ZONING AND LAND USE

Current Use of Subject Property (be specific):

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Future Land Use Designation (as depicted in the Comprehensive Plan on Future Land Use Map #5 on page 103 of the Feb.2, 2010 Comprehensive Plan, Amended Oct. 5, 2010):

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Current Zoning District(s) of Subject Property (cite zoning district(s) shown on Zoning Map):

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REQUESTED LAND USE, ZONING and CONDITIONAL USE

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

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Requested Zoning District(s) including Overlay District(s) (see attached R-2A Overlay District Map):

Zoning District requested: \_\_\_\_\_

Overlay District requested: \_\_\_\_\_

Conditional Use requested: \_\_\_\_\_

STANDARDS FOR REVIEW AND APPROVAL

The Plan and Architectural Review Commission will use the standards listed in Table 1 (for Zoning Map Amendments) and Table 2 (for Conditional Use Permits) on the following pages, when reviewing applications for zoning amendments and conditional uses.

The Applicant is required to demonstrate how the proposed Zoning Map Amendment and Conditional Use Permit for the subject property will meet the standards for approval by filling in each box with a specific explanation of how each standard will be met.

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, plantation, 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 changes (Section 19.69).

Table 1: STANDARDS FOR ZONING MAP AMENDMENT REVIEW AND APPROVAL

STANDARD	APPLICANT’S EXPLANATION of HOW THIS REQUEST MEETS THE STANDARD (“Yes” is not a sufficient answer)
The proposed amendment for future structure, addition, alteration or use will meet the minimum standards of this title for the district being proposed;	
The proposed development will be consistent with the adopted city Comprehensive Plan;	
The proposed development will be compatible with and preserve the important natural features of the site;	
The proposed use will not create a nuisance for neighboring uses, or unduly reduce the values of an adjoining property;	
The proposed development will not create traffic circulation or parking problems;	
The mass, volume, architectural features, materials and/or setback of proposed structures, additions or alterations will appear to be compatible with existing buildings in the immediate area;	
Landmark structures on the National Register of Historic Places will be recognized as products of their own time. Alterations which have no historical basis will not be permitted;	
The proposed structure, addition or alteration will not substantially reduce the availability of sunlight or solar access on adjoining properties.	

Table 2: STANDARDS FOR CONDITIONAL USE REVIEW AND APPROVAL

STANDARD From Section 19.66.050	APPLICANT’S EXPLANATION of HOW THIS REQUEST MEETS THE STANDARD (“Yes” is not a sufficient answer)
That the establishment, maintenance, or operation of the Conditional Use will not create a nuisance for neighboring uses or substantially reduce value of other property.	
That utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided.	
That the conditional use conforms to all applicable regulations of the district in which it is located, unless otherwise specifically exempted by this ordinance.	
That the conditional use conforms to the purpose and intent of the city Comprehensive Plan.	
The conditional use and structure are consistent with sound planning and zoning principles.	

\*\*Refer to Chapter 19.66.050 of the City of Whitewater Municipal Code, entitled CONDITIONAL USES, for more information.

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

To be completed by Neighborhood Services Department:

Fee for Amendment to Zoning Map: <b>\$200.00</b>
Date Application Fee Received by City _____ Receipt No. _____
Received by _____

To be completed by Neighborhood Services Department:

Fee for Conditional Use Permit: <b>\$100.00</b>
Date Application Fee Received by City _____ Receipt No. _____
Received by _____

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

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

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

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

RECORD OF ZONING MAP AMENDMENT ACTION TAKEN

By Plan and Architectural Review Commission:

Date noticesenttoowners of record of opposite & abutting properties: \_\_\_\_\_

Date of conceptpresentation (optional) to Plan & Architectural Review Board: \_\_\_\_\_

Date of publichearing for Zoning Map Amendment: \_\_\_\_\_

Date set for consideration/action by Common Council: \_\_\_\_\_

Plan & Architectural Review Commission decision on Zoning Map Amendment is:

Recommended \_\_\_\_\_

Recommended with Conditions \_\_\_\_\_ (see below)

Not Recommended \_\_\_\_\_

Conditions set upon ZONING MAP AMENDMENT by Plan and Architectural Review Commission:

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\_\_\_\_\_  
Signature of Plan & Architectural Review Chairperson

\_\_\_\_\_  
Date

RECORD OF ZONING MAP AMENDMENT ACTION TAKEN

By Common Council:

Date set for consideration/action by Common Council: \_\_\_\_\_

Common Council decision on Zoning Map Amendment is:

Granted \_\_\_\_\_

Granted with Conditions \_\_\_\_\_ (see below)

Not Granted \_\_\_\_\_

Conditions set upon ZONING MAP AMENDMENT by Common Council:

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\_\_\_\_\_  
Signature of Common Council Chairperson

\_\_\_\_\_  
Date

RECORD OF CONDITIONAL USE PERMIT ACTION TAKEN:

Date noticesenttoowners of record of opposite & abutting properties: \_\_\_\_\_

Date of conceptpresentation (optional) to Plan & Architectural Review Board: \_\_\_\_\_

Date noticepublishedforpublichearing before Plan & Architectural Review Board: \_\_\_\_\_

Date of publichearing for Conditional Use Permit: \_\_\_\_\_

Date setforconsideration/action by Plan & Architectural Review Board: \_\_\_\_\_

Plan & Architectural Review Commission decision on Conditional Use Permit:

Granted \_\_\_\_\_  
Granted with Conditions \_\_\_\_\_ (see below)  
Not Granted \_\_\_\_\_

Conditions set upon CONDITIONAL USE PERMIT by Plan and Architectural Review Commission:

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\_\_\_\_\_  
Signature of Plan & Architectural Review Chairperson

\_\_\_\_\_  
Date

R-2AZoningMapAmendment andConditional UseApplication

To Be Completed By  
THE NEIGHBORHOOD SERVICES DEPARTMENT

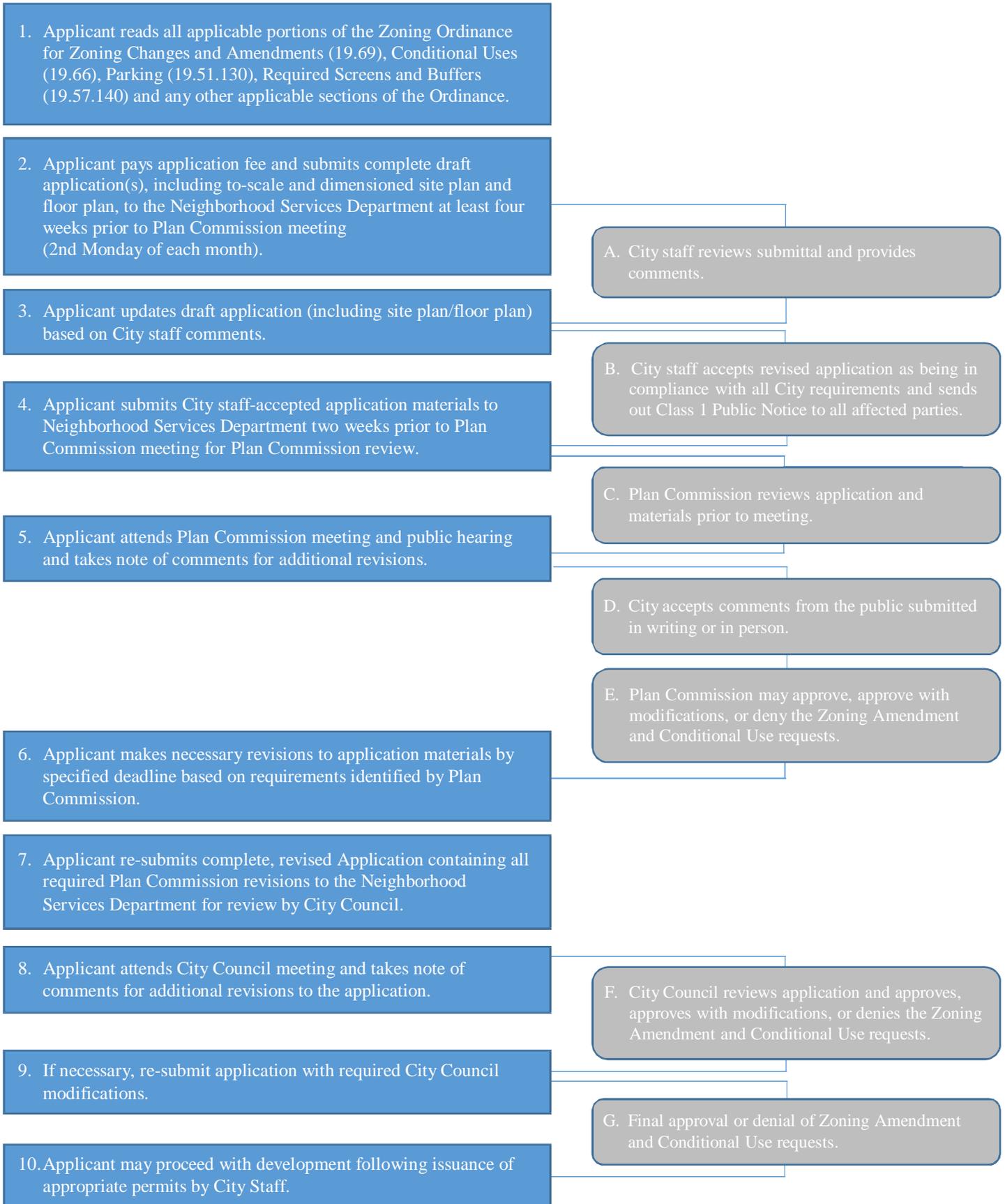
- 1) Complete application with accompanying materials received on: \_\_\_\_\_
- 2) Plan Commission meeting date: \_\_\_\_\_
- 3) Application reviewed by city staff (name): \_\_\_\_\_ Date: \_\_\_\_\_
- 4) Date notice of public hearing sent to owners of record of opposite & abutting properties: \_\_\_\_\_
- 5) Date of Publish of Class 1 Notice for Public Hearing before  
Plan & Architectural Review Board: \_\_\_\_\_
- 6) Date of Public Hearing for Zoning Map Amendment \_\_\_\_\_
- 7) Date of Public Hearing on Conditional Use Permit \_\_\_\_\_
- 8) Date of Zoning Amendment consideration by Common Council \_\_\_\_\_

For Applicants

Information and Checklists for R-2A Zoning Applications

**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
- \_\_\_\_\_ Indicate current zoning district (under the R-2A overlay district, i.e.: R-2)

**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 at 1" = 10' or 1" = 20' to fit on one 8.5 x 11 sheet of graph paper
- \_\_\_\_\_ Provide and clearly label one "Existing Plot Plan" and one "Proposed Site Plan", if different:
- \_\_\_\_\_ 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 and clearly label one "Existing Floor Plot" and one "Proposed Floor Plan" (if different)
- \_\_\_\_\_ 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(seeSection19.57.130)

“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

## ParkingStallsRequired(seeSection19.51.050and19.51.130)

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 residential 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 ParkingLotRequirements(seeSection19.51.080)

- 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 for a 1-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 for a 2-family dwelling
- 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

#### ParkingLotScreensand Buffers(seeSection19.57.140)

- 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

#### ParkingLotLighting (seeSection19.57.150)

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

#### Driveways(seeSection19.51.040)

- 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 to 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

#### ImperviousSurfaceArea(seeSection19.18.060)

- 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 (seeSection19.21.050)

##### 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



## 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 thorough aisle shall be at least 30 feet deep.

