



**SITE PLAN INFORMATION GUIDE**

A GUIDE TO PREPARING SITE PLANS  
WHICH ARE REQUIRED FOR BUILDING PERMITS

Green Bay Inspection Division  
City Hall, 100 North Jefferson Street  
Green Bay, WI 54301  
(920) 448-3300

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## **INTRODUCTION**

### **WHEN IS A SITE PLAN REQUIRED?**

A site plan is required for every commercial, industrial, institutional, and multi-family (three or more unit) residential structure in the City prior to the issuance of a building permit. Further, all items on the approved site plan must be followed and completed before the Certificate of Occupancy to move into the building can be issued (13.800 and §15.16(4)).

Site plan review shall apply to all new construction, remodeling, or expansion or change of uses, with the following exceptions:

- (a) The use is established in an existing building that has received site plan approval, and the establishment of the use does not alter the approved site plan for the property.
- (b) Proposed modifications are strictly related to the interior of the building.
- (c) Modifications, additions, or enlargements to a building which do not increase the gross floor by more than 500 square feet or 10 percent, whichever is less, and which do not require a variance the provisions of this ordinance.
- (d) Alteration or expansion of an existing parking lot that results in a change of no greater than 10 percent of the total number of parking spaces.
- (e) Grading or site preparation that results in minor modifications to the existing site, as approved by the City Engineer.
- (f) Construction, alteration or expansion of a public right-of-way, or any part thereof.

### **WHAT DOES A SITE PLAN INCLUDE?**

The site plan illustrates the proposed structure and its use, the surrounding property including property lines, street rights-of-way, parking lot, driveway, drainage, setbacks, parking area, and other physical outside features of the property pertinent to its use, drawn to a suitable engineering scale. In some cases the site plan also serves as a land use permit, such as for development in floodplains, to meet Wisconsin Department of Natural Resources requirements.

Erosion control plans are also required for building permits and for other soil disturbances, per Chapter 39, and are to be submitted separately to the Inspection Division, Department of Planning.

### **HOW ARE SITE PLANS REVIEWED?**

Site plans are reviewed by City staff for compliance and consistency with:

- ✓ City Zoning Ordinance
- ✓ City Building Code
- ✓ Applicable regulations of a related Conditional Use Permit (CUP), Planned Unit Development (PUD), Variance, or other City approval
- ✓ City Official Map
- ✓ City Smart Growth 2022-Comprehensive Plan
- ✓ City Stormwater Management requirements
- ✓ All other applicable City requirements

## **SITE PLAN PROCESS FOR CERTIFICATION**

### **PRELIMINARY PLAN**

1. Eight copies need to be submitted to the Inspection Division of the Planning Department, in Room 403, with the processing fee of fifty dollars (\$50.00) plus five dollars (\$5.00) per each 1,000 square feet of lot area of construction. Plan should include the owner's name, property description, property lines, street rights-of-way, existing and proposed buildings, driveways, sidewalks, and a general estimate of square footage to be used as a retail, office space, number of dwelling units by bedrooms sizes, etc. Three copies of the erosion control plan may also be submitted at the same time for separate review.
2. The plan is logged in with the name, telephone number and address of the contact person being placed on the routing slip.
3. Information check. If the use is not permitted, or there is some other disqualification or special approval required, the contact person noted in step two (2) above will be called and/or otherwise notified why the plan cannot be processed.
4. A processing checklist is attached to acceptable plans and routed through the City departments for review, returning to the Inspection Division within seven to ten working days. Copies are also furnished to the Police, Fire, Water, and Economic Development Departments for their information regarding the project and their possible comments.
5. The Community Development Review Team (CDRT) meets weekly and conducts an administrative review of all submitted site plans. The CDRT is made up of representatives of the Inspection Division, Planning Division, Department of Public Works, Police, Fire, Water, and Economic Development Departments.
6. Inspection Division calls the contact person to advise that the plan may be picked up or will mail the copy of the preliminary site plan back to the contact person. A copy of the checklist is included with the comments/corrections on the plan to meet requirements. These must be added/changed to the original plan. If there are substantial issues with the preliminary site plan, then the City may require the plan to be resubmitted as a preliminary before moving to final review.

### **FINAL PLAN**

1. Submit five corrected copies to the Inspection Division in Room 403. Incomplete plans will be returned.
2. Plan is logged in with the name, telephone number, and address of the contact person provided on the routing slip.
3. Information check. Discrepancies are brought to the attention of the contact person noted in number step number two (2) above and plan may need to be returned for additional changes.
4. Acceptable plan copies are stamped for certification and routed for approval.



# SITE PLAN REVIEW APPLICATION

COMMUNITY SERVICES AGENCY  
Inspection Division  
100 N. Jefferson Street, Rm. 608  
Green Bay, WI 54301  
(920) 448-3300 - phone  
(920) 448-3117 - fax  
[inspmail@greenbaywi.gov](mailto:inspmail@greenbaywi.gov)

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

Business Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Description: \_\_\_\_\_

Designer: \_\_\_\_\_

## Contact Information

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

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

City, State & Zip: \_\_\_\_\_

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

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

**REVIEW FEE EQUALS \$50 PLUS \$5 PER THOUSAND SQUARE FEET OF DEVELOPED AREA**

Total Amount of Square Footage (*developed area*): \_\_\_\_\_

Total Cost of Site Plan Review: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## *For Office Use Only:*

Project # \_\_\_\_\_

Site Plan # \_\_\_\_\_

Receipt # \_\_\_\_\_

Parcel # \_\_\_\_\_

Work Class # \_\_\_\_\_

Census Code: \_\_\_\_\_

## FENCES, LANDSCAPING, LIGHTING, AND SIGN ZONING CODE REQUIREMENTS

### FENCES

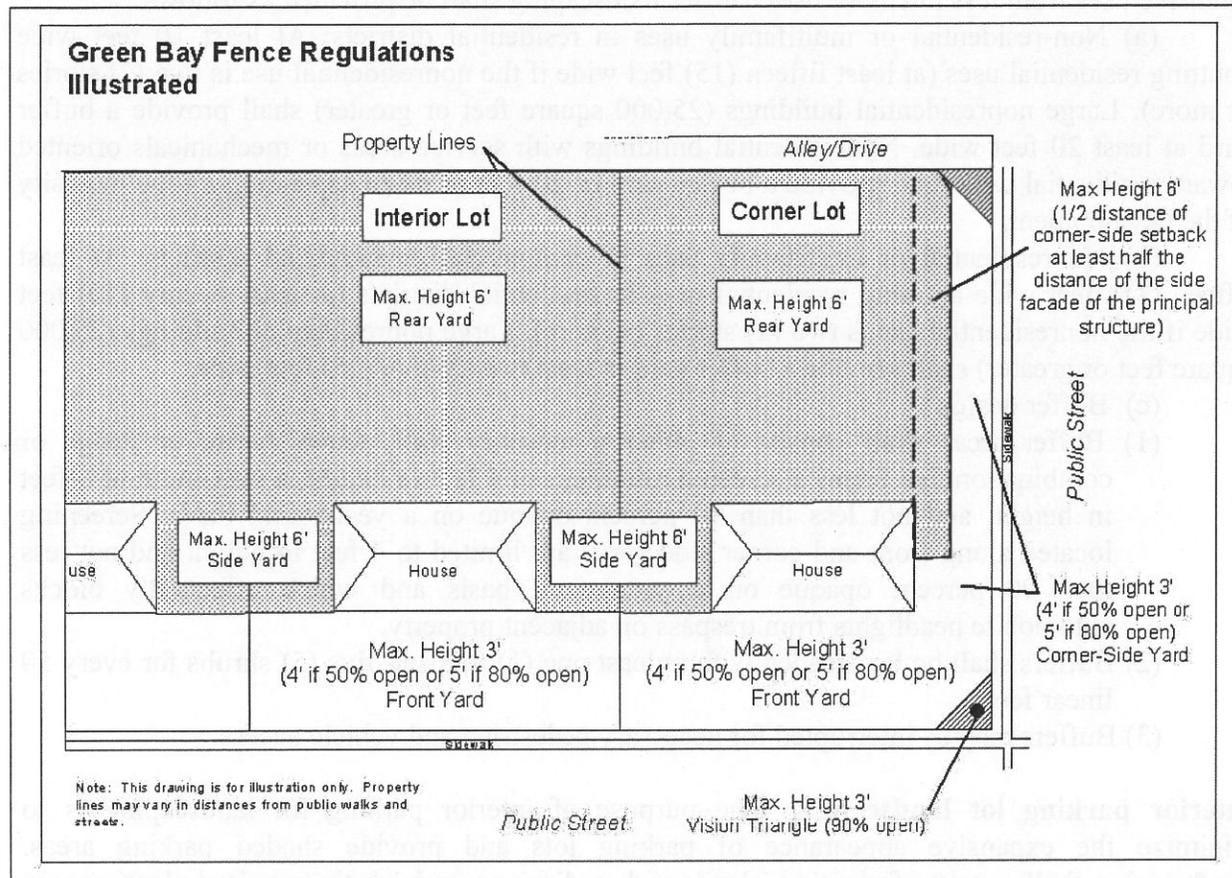
#### Section 5, Chapter 13-500

**Fence location and height.** Fences may be erected, placed, or maintained in any yard along or adjacent to a lot line in accordance with the requirements identified in this section. The owner shall be responsible for properly locating all property lines before construction of any fence.

(a) Height.

- (1) Residential zoning districts. The maximum height of a fence or wall within required side and rear setbacks in a residential zoning district shall not exceed six (6) feet. Fences around pools shall not exceed eight (8) feet. The maximum height of a solid fence or wall within a required front yard or corner side yard setback shall not exceed three (3) feet. Such front yard or corner side yard fences may be increased to a maximum height of four (4) feet if open, decorative, ornamental fencing materials that are less than fifty (50) percent opaque are used or to a maximum height of five (5) feet if open, decorative, ornamental fencing materials that are less than twenty (20) percent opaque are used. When the fence extends beyond at least half the distance of the primary building's side facade, the fence height may increase to six (6) feet provided the fence is constructed not closer than  $\frac{1}{2}$  the applicable corner side yard setback.
- (2) Nonresidential zoning districts. The maximum height of a fence or wall shall not exceed eight (8) feet except in required front or corner side yard setbacks where the maximum height of a solid fence or wall shall not exceed three (3) feet.
- (3) In the case of grade separation, such as the division of properties by a retaining wall, fence height shall be determined based on measurement from the average point between highest and lowest grade.
- (4) Fences or walls shall comply with the vision triangle requirements of Chapter 13-510.

## Maximum Fence Height.



### (b) Materials and construction.

- (1) Walls and fences shall be constructed of high quality materials, such as decorative blocks, brick, stone, treated wood, wrought iron, chain link and plastic.
- (2) No fence shall have sharp or pointed pickets dangerous to life or limb.
- (3) Hedges shall be trimmed or confined to the property on which they are planted.
- (4) No fence or other structure containing barbed wire or other dangerous material shall be placed on residentially-zoned property or within four (4) feet of any public street, sidewalk, or alley.
- (5) Fences shall be constructed so that the structural supporting elements are located on the inside (facing away from the street).

- (c) Breaks for connections. Breaks in the length of a perimeter wall shall be made to provide for required pedestrian connections to the perimeter of a site or to adjacent development.

- (3) Landscape islands shall be planted with ground cover or sod and a minimum of one (1) shade/deciduous tree.
- (c) Landscape medians. Parking lots with more than 100 spaces shall be divided into at least two smaller areas by landscape medians.
  - (1) Landscape medians shall be a minimum of eight (8) feet wide or fourteen (14) to eighteen (18) feet wide with a pedestrian walk.
  - (2) Landscape medians shall have a minimum of one (1) shade tree per forty (40) lineal feet along the length of the median and shall contain mulch or irrigated grass.

**Perimeter parking lot landscaping.** Parking area edges shall be screened from public streets and sidewalks, public open space, and adjacent properties. The perimeter of parking areas shall be screened from residential uses by:

(a) A landscaped frontage strip at least 5 feet wide along the public street or sidewalk. If a parking area contains over 100 spaces, the minimum required yard shall be increased to 8 feet in width.

(b) Screening consisting of either a masonry wall, fence, berm, or hedge or combination that forms a screen a minimum of 4 feet in height, a maximum of 6 feet in height (6-8' in industrial districts), and not less than 90 percent opaque on a year-round basis. Screening located along front and corner side yards are limited to 4 feet in height and not less than 90 percent opaque on a year-round basis and which effectually blocks automobile headlights from trespass on adjacent property.

(c) Trees shall be planted at a minimum of one (1) shade tree per forty (40) lineal feet within the frontage strip.

**Building foundation landscaping.** Building foundations adjoining parking areas, walkways, or open space shall be planted with ornamental plant material, such as ornamental trees, flowering shrubs and perennials, and ground covers, with the exception of buildings that have facades flush with the sidewalk, i.e., downtown or storefronts.

**Plant materials.** (a) In general. A reasonable attempt shall be made to preserve as many existing trees as is practicable and to incorporate them into the site plan.

- (1) All required landscaping shall emphasize the use of native species or plants that are proven adaptable to the climate but are not invasive on native species.
- (2) Each area required to be landscaped shall be covered in live material. Live material includes trees, shrubs, ground cover, and sod. Areas not covered in live material may be covered by mulch, rock, or other natural materials. Exposed gravel, aggregate rock, or concrete shall only be used where drainage and/or soil conditions require a non-irrigated and/or hard surface pan at finished grade adjoining a building foundation.
- (3) Tree species mix. Any one species of trees shall not make up more than fifty percent (50%) of the total tree plantings for the property.

- (8) Existing exterior lighting that does not meet the standards of this section shall be considered legal nonconforming until such time as it is replaced or altered.

**Exterior lighting plan required.** (a) Whenever exterior lighting is installed or modified and whenever a site undergoes site plan review, a lighting plan may be required at the discretion of the Inspection Superintendent. An exterior lighting plan may be required if the Zoning Administrator believes lighting from structures like tennis courts, swimming pools, sheds may encroach on neighboring single and two family properties. This plan may be required to include the following information:

- (1) Proposed light fixture details which depict the height, design, method of shielding, and proposed candlepower of the light source.
- (2) Photometric plan which shows proposed intensity of illumination in foot-candle values distributed across the site in a grid-like fashion. This grid should be overlaid on the site plan or at a minimum be the same scale as the site plan.

**Lighting standards applying to all light sources.** (a) The following standards are required for all exterior lighting:

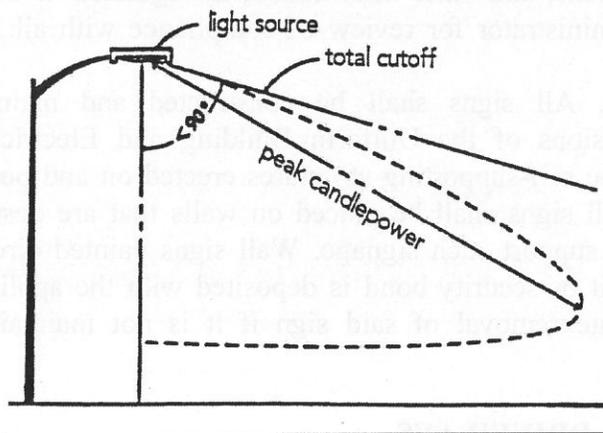
- (1) All cut-off light fixtures shall be designed with a hood that shields the light source and shall be directed downwards at all times.
- (2) No flickering or flashing lights shall be permitted, other than holiday lighting exempted in Chapter 13-523 (c)(4) above.
- (3) Flood lights are not permitted in front yards, except as permitted by Chapter 13-2000, Signage Code.
- (4) Flashing, flickering, moving, and/or other lighting which is a nuisance or which may distract motorists, such as red, amber, or green lights closer than 300 feet from a traffic signal, is prohibited.
- (5) Lighting levels shall be measured in foot-candles with a direct reading portable light meter. Readings shall be taken at heights between six (6) inches to six (6) feet above ground level at a position facing the light source. Measurements shall be made after dark with the light sources in operation and then again with the light sources off. The difference between these two (2) readings shall be compared to the maximum permitted illumination. This procedure will eliminate the effects of moonlight and other ambient light.

**Standards for building-mounted lights.** Building-mounted lights shall be of the cut-off variety. The light sources shall be hooded and directed downward at all times. Non-shielded light sources shall only be permitted for security purposes provided the illumination at the nearest property line(s) does not exceed the maximum permitted under Chapter 13-527.

**Standards for pole lights.** (a) The maximum permitted light pole height is dependent upon the amount of cut-off provided in order to minimize glare onto adjacent properties and the public right-of-way.

- (1) When the light source is non-cutoff:
  - a. Maximum permitted illumination as measured at property lines abutting residential districts shall be 0.25 foot-candle.

- a. Maximum permitted illumination as measured at property lines abutting residential and nonresidential districts or the public right-of-way shall be 1.0 foot-candle.
- b. Maximum permitted pole height shall be forty (40) feet as measured to the bottom of the light fixture. (See the following graphic.)



**Lighting requiring a conditional use permit.** (a) (Rep. & Rec. GO 16-08) The following lighting types shall require a conditional use permit as regulated in Chapter 13-205, Conditional Uses:

- (1) Temporary special event lighting.
- (2) Outdoor recreation lighting.
  - a. A pole and pole supports used in the lighting of an outdoor recreational/stadium lighting facility shall not be placed closer to a private property line than the mounting height of the lights.
  - b. All poles and pole supports shall meet the standards as specified in Section 15.81, Green Bay Municipal Code.
  - c. All lighting shall meet the requirements of Chapter 13-500, Green Bay Municipal Code.
  - d. All unused outdoor recreation/stadium lighting facilities and/or support structures shall be removed within 12 months of the cessation of operations at the site unless the Plan Commission approves a time extension. In the event that an outdoor recreation/stadium lighting facilities and/or support structures is not removed within 12 months of the cessation of operations at a site, the outdoor recreation/stadium lighting facilities and/or support structures may be removed by the City and the costs assessed against the property.
  - e. Stadium facilities within the park system are exempt from this requirement.
- (3) Other lighting as deemed appropriate by the Inspection Superintendent.

(c) Safe design. A curb or safety island may be required between adjacent driveways, between the property line and curb line, or between the property line and the building.

(d) Corner lots. The driveway approaches measured along the curb line shall not be less than 25 feet from the intersection of the street right-of-way lines on a corner lot or 35 feet from the point of intersection of the face of the curbs, whichever is greater.

(e) Number of driveways. A maximum of one two-way driveway or two one-way driveways shall be permitted from each street right-of-way to which a lot or parcel has frontage, except under the following circumstances:

(1) Multiple two-way driveways may be permitted on one street frontage provided the distance between the driveway centerlines is no less than 200 feet.

(2) Mixed two-way and one-way driveways may be permitted on one street frontage provided the distance between the driveway centerlines is no less than 200 feet.

(3) Additional driveways shall be permitted if necessary for the public safety and convenience and with the written permission of the Director of Public Works.

(f) Distances between curb openings.

(1) On the same parcel - The minimum distance between one-way driveways at the curb line shall be no less than 15 feet.

(2) On adjoining parcels - Where two adjoining driveways abut, the maximum opening at the curb shall be the maximum for a single driveway, as shown in 13-1706 (a) and (b). Both parcels must share the driveway.

(g) Traffic may be restricted as to direction of flow.

(1) Every driveway approved for one-directional movement only shall be equipped with a sign indicating to motorists its direction.

(2) Driveways shall be constructed and signs for directional movement of traffic shall be constructed and installed in accordance with City of Green Bay Standard Specifications and Construction Standards for Public Works.

(h) Driveways which have been abandoned and are not included on the approved site plan shall be removed, in their entirety, to the setback line and replaced at the property owner's expense with full height curb and sidewalk (where applicable).

Note: In addition to being shown and approved on the site plan, a "curb-cut permit" is also required from the Inspection Division.

**Table 17-2: Specific Off-Street Parking Requirements (Amd. GO 31-06)**

Use	Minimum Parking Requirement	Notes
<b>Residential Uses</b>		
<b>Dwellings</b>		
Single-family dwelling detached (less than 60' of lot width)	2 spaces per dwelling unit, including a minimum of 1 enclosed (garage) space	
Single-family dwelling detached (less than 60' of lot width)	2 spaces per dwelling unit, including a minimum of 1 enclosed (garage) space	
Two-family dwelling	2 spaces per dwelling unit, including a minimum of 1 enclosed (garage) space	
Single-family attached dwelling	2 spaces per dwelling unit, including a minimum of 1 enclosed (garage) space	
Multiple-family dwelling	1 space per 1-bedroom unit 2 spaces per 2-bedroom or larger unit plus 1 visitor space per 4 units	
Senior (elderly) housing	1 space per dwelling unit	If senior housing may be converted to general housing in the future, proof of additional parking shall be required
Carriage house	1 space per dwelling unit	
Live-work unit	2 spaces per dwelling unit	At least one of the required spaces shall be accessible for client parking
Mobile home park	2spaces per dwelling unit	
<b>Congregate Living</b>		
Rooming house, boarding house	1 space per room plus one space for each fulltime staff equivalent	
Community living arrangement	1 space per employee on the largest shift plus 1 visitor space for every 4 residents based on capacity	
Dormitories, student housing, fraternity, sorority house	To be determined by Zoning Administrator based on parking Study	Parking study required
Convent, monastery	1 space per 3 beds plus 1 space per employee on the largest shift	Parking study required
Nursing home, assisted living	1 space per 4 beds plus 3 spaces per 4 employees on the largest shift	A plan to manage parking during shift changes shall be provided to the Zoning Administrator

<b>Public Service and Utilities</b>		
Governmental and public utility buildings and structures	1 space per employee plus visitor parking as determined by the Zoning Administrator	
<b>Commercial Uses</b>		
<b>Offices</b>		
General office, government office, bank, financial institution, medical office, clinic	1 space per 300 sq. ft. of the first 8,000 sq. ft. GFA; 1 space per 1,000 sq. ft. GFA in excess of 8,000 sq. ft.	
Artist's studio	1 space per 500 sq. ft. GFA devoted to sales or display.	
<b>Accommodation and Food Service</b>		
Bed and breakfast	1 space per guest room in addition to dwelling unit requirements	
Hotel, inn, motel	1 space per guest room plus additional spaces as needed for meeting or restaurant facilities	Additional facilities may require additional parking, as determined by Zoning Administrator
Restaurant, with or without drive-through; tavern or bar	1 space per 3 customer seats or each 100 sq. ft. of interior space (the greater) plus 1 space per 200 sq. ft. exterior seating area. Drive-throughs shall require queuing space for at least 3 vehicles in advance of the menu board and 3 vehicles between the menu board and pickup window.	
<b>Service businesses</b>		
Personal service businesses not individually listed	1 space per 250 sq. ft. GFA plus 1 space per 1,000 sq. ft. outside sales or display area	Includes any service uses not specifically listed in this table
Barber shop/beauty salon	2 spaces per work station plus 2 spaces per 3 employees	
Funeral home	1 space per each 5 seats in the main assembly room plus 1 space for each 250 square feet of GFLA not used for seating	
Veterinary clinic	6 spaces per veterinarian	
<b>Retail</b>		
General retail sales, shopping center	1 space per 250 sq. ft. GFA plus 1 space per 1,000 sq. ft. outside sales or display area	Includes any retail uses not specifically listed in this table

<b>Production, Processing, and Storage</b>		
Industrial uses, including limited production and processing, light industrial, general industrial, and other industrial uses not specified below	1 space per 1,000 sq. ft. GFA up to 20,000 sq. ft. plus 1 space per 2,000 sq. ft. GFA in excess of 20,000 sq. ft., or per 5 regular employees, whichever is greater.	Customer/visitor parking may also be required
Contractor office and showroom, self-service storage facility, wholesale and distribution facility	1 space per 300 sq. ft. GFA of office, sales, or display area plus 1 space per 3,000 sq. ft. of storage area	
Self-service storage facility	1 space per 300 sq. ft. GFA of office or sales area plus 1 space per individual storage facility	
Wholesaling, warehousing, and distribution	1 space per 300 sq. ft. GFA of office or sales area plus 1 space per 3,000 sq. ft. of storage area	
Other industrial activities that are conducted largely out-of-doors, including concrete, asphalt, and rock crushing facility, scrap yard, recycling, etc.	2 spaces per 3 employees on the largest shift, based on maximum planned employment	
<b>Public Service and Utilities</b>		
Communication facilities	As approved by CUP	
Government or public utility buildings and structures	To be determined by Zoning Administrator and based on type of use (offices, storage, production)	
Street and equipment maintenance facility, waste disposal or transfer unit.	1 space per 300 of GFA of office or sales area plus 1 space per 3,000 sq. ft. of storage or maintenance area.	
Other public service or utilities uses	As approved by CUP.	

(c) Design. Bicycle parking shall consist of a bike rack designed so that the bicycle frame can be locked to the rack. Bike rack design shall be subject to the approval of the City Engineer.

(d) Covered spaces. If accessory automobile parking spaces are covered, bicycle parking spaces shall also be covered.

**Employee parking.** Retail and service businesses and major institutions, such as hospitals, are encouraged to provide designated employee parking. Such parking may be in a remote location at a greater distance than the one thousand (1,000) foot minimum specified in Section 13-1708, provided that shuttle service is provided. Employee parking meeting this requirement shall be counted toward the minimum parking requirement specified in Table 17-2.

## WISCONSIN HANDICAPPED PARKING REQUIREMENTS

### Comm 62.1106 Parking and passenger loading facilities.

(1) **Required.** Where parking is provided, accessible parking spaces complying with ICC/ANSI A117.1 shall be provided in compliance with Table Comm 62.1106 except as required by subs. (2) and (3).

(2) **Groups R-2 and R-3.** Two percent, but not less than one, of each type of parking space provided for occupancies in Group R-2 and R-3, which are required to have Type A or Type B dwelling or sleeping units, shall be accessible. Where parking is provided within or beneath a building, accessible parking spaces shall also be provided within or beneath the building.

(3) **Rehabilitation facilities and outpatient physical therapy facilities.** Twenty percent of patient and visitor parking spaces provided at rehabilitation facilities and outpatient physical therapy facilities shall be accessible.

(4) **Van spaces.** For every eight or fraction of eight accessible parking spaces, at least one shall be a van-accessible parking space.

### (5) Location.

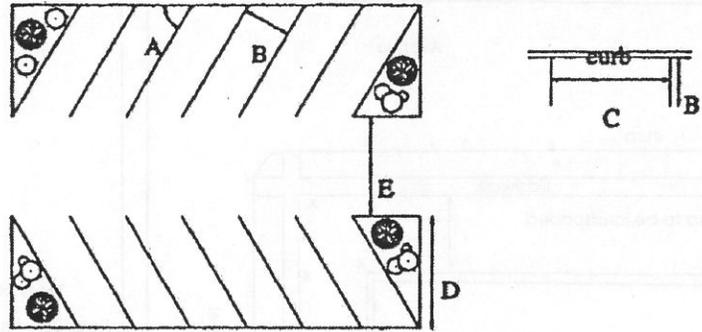
(a) **General.** Except as specified in par. (b), accessible parking spaces shall be located on the shortest accessible route of travel from adjacent parking to an accessible building entrance. In parking facilities that do not serve a particular building, accessible parking spaces shall be located on the shortest route to an accessible pedestrian entrance to the parking facility. Where buildings have multiple accessible entrances with adjacent parking, accessible parking spaces shall be dispersed and located near the accessible entrances.

(b) **Exception.** In multilevel parking structures, van-accessible parking spaces are permitted on one level.

(6) **Passenger loading zones.** Passenger loading zones shall be designed and constructed in accordance with ICC/ANSI A117.1.

\*\* Parking spaces that use an appropriately sized curb overhang over a landscaped island or buffer may be reduced in depth by 1'6". A concrete curb or other means shall be provided to prevent parked vehicles from damaging plant materials.

**Minimum parking dimensions diagram**



**DRAWINGS MUST BE DRAWN TO AN 'ENGINEER'S SCALE'**

An "Engineer's Scale" is 1" = 20', 1" = 50', etc. not an "architect's scale" (1" = 1/8', etc.).

This is so all drawings are consistent with the city base maps, from which information must be transferred.

## MUNICIPAL DEVELOPMENT REVIEW DEPARTMENTS

### Building Inspection Division (Planning Department) - 448-3300

100 N. Jefferson Street, Room 403

- Receives and processes all site plans.
- Building permits and fees.

### Planning Department - 448-3400

100 N. Jefferson Street, Room 608

- Compliance with City Zoning Code.
- Design issues.
- Parking requirements.

### Public Works Department - 448-3100

100 N. Jefferson Street, Room 300

- Engineering and infrastructure.
- Curb Cuts.
- Stormwater Management.

### Water Department - 448-3480

631 S. Adams Street

- Water service questions.

### Economic Development Department - 448-3397

100 N. Jefferson Street, Room 200

- Development assistance.