



CONDITIONAL USE PERMIT APPLICATION

Part I. General Information

Applicant
information:

Person's Name(s): _____

Firm Name (if any): _____

Relationship (check one): Owner Tenant Prospective Owner/Tenant Representing: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ e-mail: _____

Property owner
information:

Person's Name(s): _____

Ownership (check one): Individual Trust Partnership Corporation/LLC Other: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail: _____

Parcel number or
legal description of
subject property:

Address or street
boundaries of
subject property:

Current and
proposed use of
subject property
(check all
applicable uses,
and whether each
is a current use,
proposed use, or
both):

- | | | |
|--------------------------------------------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> multiple family residential—3+ unit building(s) | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> mixed commercial/residential building(s) | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> office/research/clinic | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> retail/commercial services | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> manufacturing/warehousing/contractor | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> institutional use | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> parking | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> significant earth filling, excavating, grading | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> other use: _____ | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |

Summary of
proposed project
(attach pages as
necessary):



CONDITIONAL USE PERMIT

Page 2

Parcel Address or ID

#: _____

Part II. Application Submittal Requirements

Along with this application, please submit a non-refundable conditional use permit application fee of \$250. Each complete application must also include an easily reproducible digital copy (e.g., PDF) and 12 paper copies of the following information (unless the Zoning Administrator approves a reduced number):

- The names and addresses of the applicant, owner of the site, architect, professional engineer, contractor, and all opposite and abutting property owners of record.
- A map of the subject property, in a form that can be clearly reproduced by a photocopier, that includes:
 - All lands for which the conditional use permit is proposed
 - All other lands within 300 feet of the boundaries of the subject property, together
 - The names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds.
 - The current zoning of the subject property and its environs.
 - The jurisdiction(s) that maintains that zoning control.
 - All lot dimensions of the subject property.
 - A north arrow and graphic scale (not smaller than one inch equals 800 feet).
- A map, such as the Planned Land Use Map from the Village's Comprehensive Plan, of the generalized location of the subject property in relation to the Village as a whole.
- A written description of the proposed conditional use describing the type of activities, buildings, and structures proposed for the subject property and their general locations.
- A site plan of the subject property, with any alterations as may be proposed to accommodate the conditional use. Said site plan shall meet the submittal requirements in the Village's site plan approval application, except that if the conditional use will make use of existing site improvements only, a site plan need only be of sufficient detail to confirm the portion of the site used by the conditional use.
- Any other plans and information deemed necessary by the Zoning Administrator or the Plan Commission.



Parcel Address or ID #: _____

Part III. Comparison of Proposed Conditional Use Permit with Required Review Criteria (to be completed below or on an attached sheet)

1. Is the proposed conditional use in harmony with the Comprehensive Plan, the zoning ordinance, and any other plan, program, or ordinance adopted by the Village?

2. Does the proposed conditional use result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, the environment, traffic, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare?

3. Does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

4. Is the proposed conditional use located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities, or services provided by public agencies serving the subject property?

5. Do the potential public benefits of the proposed conditional use outweigh potential adverse impacts of the proposed conditional use, after taking into consideration any requirements recommended by the applicant to reduce such impacts?



Parcel Address or ID #: _____

Part IV. Reimbursement for Development Review Services

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 2.13.17(f) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

Part V. Signatures

By signing and dating below, I/We:

1. Reviewed and understand the Village of Poynette zoning ordinance and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section above;
3. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
5. Understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons;
6. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and
7. Understand that the Village’s zoning ordinance and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

Signature of Applicant

Date

Signature of Property Owner (if different)

Date



Parcel Address or ID #: _____

Part VI. Record of Administrative Procedures (to be completed by Village)

- Application and required plans filed with Village

Date filed: _____

Name of Village staff person who accepted application: _____

- Application fee of \$250 received by Village

Date received: _____

Name of Village staff person who accepted fee: _____

- Application and submitted plans verified as being complete by Zoning Administrator

Date verified: _____

- Receipt of 12 paper copies and digital copy of application materials from applicant

Date received: _____

Name of Village staff person who accepted copies: _____

- Public hearing scheduled by Village Clerk

Hearing date: _____ (to be held within 45 days of complete application)

- Notice of public hearing sent to owners within 300 feet, clerks within 1,000 feet, & newspaper

Date sent to nearby land owners and clerks: _____

Dates of publishing in community newspaper (Class 2 notice): _____ & _____

- Staff/consultant evaluation of application forwarded to Plan Commission

Date verified: _____

- Plan Commission action on conditional use permit application

Meeting date: _____ (to be offered within 90 days of complete application)

Action (circle one): Approval as presented Approval with conditions Denial

- Applicant issued conditional use permit (within 5 days of Commission approval)

Date: _____