



# SPECIAL USE PERMIT APPLICATION CHECKLIST

APPLICATION FEES	
<input type="checkbox"/>	Planning Comm. / Town Board - \$475 ( \$400 application fee and \$75 citizen participation fee)
Date Paid: _____	Receipt #: _____
Paid by Whom: _____	

PARCEL #: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

Provide the following items for application of a Special Use Permit:

- Consultation with Town Staff
- Special Use Permit Application
- Signature on permit
- Plans for the proposed special use of a site shall be submitted with the Special Use Permit Application and include:
  - Location of all Buildings
  - Location of all Parking Areas
  - Traffic access and circulation drives
  - Open spaces
  - Landscaping
  - Airport Zoning Overlays
  - Easements
  - Any other pertinent information that may be necessary to determine whether or not the proposed special use meets the requirements.
  - State approval if applicable
- Citizen Participation Meeting Informational Letter (as described in §99-2) must be drafted and given to the Town along with application.
- Staff Review Date: \_\_\_\_\_ (Attach completed form and notes)
- Applicant notified of any additional fees (Staff Review notes)
- The Planning Commission shall hold a public hearing and give public notice thereof by Class 2 publication standards.
  - Dates of Class 2 publications \_\_\_\_\_ / \_\_\_\_\_
  - Public Hearing notice sent to property owners within 500' of parcel. Date: \_\_\_\_\_
  - Office Only - Post signage on property Date: \_\_\_\_\_
  - Date of Citizen Participation Meeting \_\_\_\_\_  
(Applicant must hold this meeting at least seven (7) days prior to the Planning Commission date. See Chapter 99 Citizen Participation Ordinance)
  - Minutes of Citizen Participation Meeting submitted to T.H. Date: \_\_\_\_\_  
(Minutes must be taken at the Citizen Participation Meeting noting all concerns and solutions and by whom. These minutes must be submitted to the Town Clerk within 24 hours of the Citizen Participation meeting start time.)
  - Date of Planning Commission \_\_\_\_\_
  - Approval/Denial of Planning Commission \_\_\_\_\_  
Notes: \_\_\_\_\_
  - Date of Town Board Meeting \_\_\_\_\_
  - Approval/Denial of Town Board \_\_\_\_\_  
Notes: \_\_\_\_\_
- Get to Deputy Clerk for processing



## **SPECIAL USE PERMIT** **APPLICATION WORKSHEET**

### **GENERAL DISCRIPTION**

A special use permit is required for development within special use districts, a district with no uses permitted by right, or a use that has characteristics of such unique and special forms that each specific use shall be considered as an individual case.

### **PROCESS**

- Following the submittal of the application and plan, applicants are encouraged to meet with the Town Administrator for a conference to discuss general proposal.
- Once the application and plan is deemed complete by the Town Administrator, the item will be placed on the next available Planning Commission meeting.
- The Town Clerk will schedule the Public Hearing and proper notice will be made.
- Applicant must hold a Citizen Participation meeting at least seven (7) days prior to the Planning Commission date (See Chapter 99 Citizen Participation Ordinance)
  - Citizen Participation Meeting Informational Letter (as described in §99-2) must be drafted and given to the Town along with application.
  - Minutes must be taken at the Citizen Participation Meeting noting all concerns and solutions and by whom. These minutes must be submitted to the Town Clerk within 24 hours of the Citizen Participation meeting start time.
- The Planning Commission will review the proposal and make recommendations to the Town Board to approve, approve with conditions, or deny the Special Use Permit.
- The Town Board shall not consider the Special Use Permit until the Planning Commission makes its recommendations. The Town Board may also require additional conditions for approval.
- Notice of the Town Board's decision will be made by the Town Clerk within 10 working days of the Town Board's decision. If the Special Permit is issued, the applicant must record it with the Outagamie County Register of Deeds within 90 calendar days of the decision.

### **ITEMS TO CONSIDER PRIOR TO SUBMITTING APPLICATION AND PLANS**

- Uses permitted will be in general harmony with and promote the general purposes and intent of the most recent Comprehensive Plan of the Town and Zoning Ordinance.
- Impact on District:* The location and size of the use, the nature and intensity of the operations involved in or conducted in connection with it, the size of the site in relation to it, and the location of the site with respect to streets giving access to it shall be such that it will be in harmony with the appropriate and orderly development of the district in which it is located.
- Adjacent Properties:* The location, nature and height of buildings, walls and fences and the nature and extent of the landscaping of the site shall be such that the use will not hinder or discourage the appropriate development and use of adjacent land and buildings.
- Impacts on Neighboring Properties:* Operation in connections with the special use shall not cause more severe impacts to nearby properties by reason of noise, fumes, odors, vibrations, flashing lights or other operational characteristics than would the operation of any permitted use not requiring a special use permit.
- Impacts on Surrounding Properties:* The nature, duration and intensity of the operations which are involved in connection with the proposed use will be in harmony with nearby uses and will not alter the essential character of the neighborhood or be detrimental to the residents. The proposed special use provides sufficient landscaping and/or other forms of buffering to protect surrounding land uses.
- Traffic:* The use shall not cause undue traffic congestion or create a traffic hazard.
- Parking:* Parking areas shall be of adequate size for the particular use, properly located and suitably screened from adjoining residential uses and the entrance and exit drives shall be laid out so as to achieve maximum safety.
- Services:* The use shall be appropriately located with respect to transportation facilities, water supply, fire and police protection, waste disposal and similar activities.
- Additional Standards:* Special uses shall be subject to any and all applicable local, state or federal laws, codes, rules or regulations.
- Additional Standards:* Any additional standards or requirements that the Planning Commission may reasonably request.



# **SPECIAL USE PERMIT** **APPLICATION**

<b>APPLICATION FEES</b>	
<input type="checkbox"/> Planning Comm. / Town Board - \$475 ( \$400 application fee and \$75 citizen participation fee)	
Date Paid: _____	Receipt #: _____
Paid by Whom: _____	

Project Title: \_\_\_\_\_  
Site Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## PROPERTY INFORMATION

Zoning of parcel: \_\_\_\_\_ Zoning of adjacent properties: \_\_\_\_\_  
Total Parcel Acreage: \_\_\_\_\_  
Existing Land Use: \_\_\_\_\_

Existing Structures: \_\_\_\_\_

Water Service:     Public Water     Well  
Sewer Service:     Public Sewer     Septic

Details of why Special Use Permit is required for this project/parcel: (include any Ordinances that maybe affected/included)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Continued →

Proposed Structures: \_\_\_\_\_  
\_\_\_\_\_

What is the Planned Use and Justification for Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Employees:	
Expected Employees:	
Hours of Operation:	
Setbacks:	

Parking Spaces:	
Number of Signs:	
Height of Signs:	
Building Height:	
Phases:	

Critical Areas: *(check all that apply)*

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Floodplain   | <input type="checkbox"/> Drainage/Stream |
| <input type="checkbox"/> Easements    | <input type="checkbox"/> Historic        |
| <input type="checkbox"/> Pond/Lake    | <input type="checkbox"/> Cemetery        |
| <input type="checkbox"/> Steep Slopes | <input type="checkbox"/> Other: _____    |

*I/We certify that all of the information presented by me/us in this application and site plan is accurate to the best of my/our knowledge, information, and belief. APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE SIGNATURE OF THE PROPERTY OWNER.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

**Office Use Only**

Planning Commission Date(s): \_\_\_\_\_ Approval Date: \_\_\_\_\_

Town Board Date(s): \_\_\_\_\_ Approval Date: \_\_\_\_\_

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