



# Special Exception City of Washburn

Version: May 25, 2017

WASHBURN CITY HALL  
119 Washington Avenue  
Washburn, WI 54891

**Overview:** Upon written petition, the Plan Commission may, on a case-by-case basis, grant a special exception for those development standards specifically noted as special exceptions in the zoning code. (See section 2 of this application for a listing). In making its decision, the Plan Commission must consider a variety of factors. General evaluation criteria apply to all special exceptions and special evaluation criteria apply to each of the various types of special exceptions.

**Governing regulations:** The procedures and standards governing the review of this application are found in Title 13 of the municipal code.

<b>Office Use Only</b>		
Date Received: _____	Received By: _____	Fee Paid: _____

**General instructions:** Complete this application and submit one copy to the City Clerk at the mailing address shown above. Before you formally submit your application, you may meet with the City Administrator who can answer any questions you may have. You may also ask the City Administrator to review your application before it is formally submitted to determine if it is complete and provides enough information to describe the circumstances related to this application. If you have any questions, do not hesitate to contact the City Administrator at (715) 373-6160 ext 4 or via e-mail at [washburnadmin@cityofwashburn.org](mailto:washburnadmin@cityofwashburn.org).

- 1. Applicant and agent information** Include the names of the agent, if any, that helped prepare this application including the supplemental information. Examples include surveyors, engineers, landscape architects, architects, planners, and attorneys.

	<u>Applicant</u>	<u>Agent</u>
Name	_____	_____
Street address	_____	_____
City, state, zip code	_____	_____
Daytime telephone	_____	_____
E-mail address	_____	_____

- 2. Type of special exception.** Select the special exception you are requesting.

- s. 8-45 Allow removal of a principal building, while retaining the accessory building
- s. 8-68 Allow spires, steeples, copulas, and chimneys on institutional, commercial, and industrial buildings
- s. 8-75 Allow accessory building in front of principal building
- s. 8-183 Allow overhead doors to face a public street (in the downtown design overlay district)
- s. 8-254 Allow the use of other exterior building materials on a single-family residence
- s. 8-530 Allow a fence that is higher than the height specified when such fence is needed to prevent certain livestock from escaping
- s. 8-536 Allow a deviation from standards for a major home occupation when operator has a temporary or permanent disability
- s. 8-537 Allow a deviation from standards for a minor home occupation when operator has a temporary or permanent disability
- s. 8-549 Allow a free-standing solar energy system to extend into a setback when no other location on the parcel is acceptable
- s. 8-549 Allow a free-standing solar energy system to be located in the front yard when no other location on the parcel is acceptable

- 3. Subject property information**

Physical address \_\_\_\_\_

Tax key number(s) \_\_\_\_\_

Note: The tax key number can be found on the tax bill for the property or it may be obtained from the City Clerk.

Parcel size \_\_\_\_\_  acres OR  square feet

Is the subject property currently in violation of the City's Zoning Code as determined by the zoning administrator?

- No
- Yes

If yes, please explain.

Comment: Pursuant to Section 6-10 of the City's zoning code, the City may not issue a permit or other approval that would benefit a parcel of land that is in violation of the zoning code, except to correct the violation or as may be required by state law.

Are there any unpaid taxes, assessments, or other required payment that are specifically related to the subject property?

- No
- Yes

If yes, please explain.

Comment: Pursuant to Section 6-11 of the City's zoning code, the City may not issue a permit or other approval that would benefit a parcel of land where taxes, assessments, or other required payments are delinquent and due.

**4. Zoning information**

The subject property is located in the following zoning district(s). (check all that apply)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> R-1 Rural residential      | <input type="checkbox"/> C-1 Cottage commercial  | <input type="checkbox"/> MUW Mixed-use waterfront |
| <input type="checkbox"/> R-2 Suburban residential   | <input type="checkbox"/> C-2 General commercial  | <input type="checkbox"/> L-1 Lakefront            |
| <input type="checkbox"/> R-6 Mixed residential      | <input type="checkbox"/> C-3 Downtown commercial | <input type="checkbox"/> M Marina                 |
| <input type="checkbox"/> R-7 Waterfront residential |  | <input type="checkbox"/> I Industrial             |

**5. Previous special exception applications for the subject property.** Describe any special exceptions that have been submitted for the property; include the year, a general description, and whether the application was approved or not.

**6. Proposed project.** Describe what you would like to do if the special exception is granted.

**7. General evaluation criteria.** The following general factors are considered in reviewing your application:

- (1) the size of the property in comparison to other properties in the area;
- (2) the extent to which the issuance of the special exception permit would be in keeping with the overall intent of this chapter;

- (3) whether there are any unique circumstances and the nature of those circumstances that warrant the issuance of the special exception;
- (4) the nature and extent of anticipated impacts to the natural environment that could potentially occur if the special exception was granted;
- (5) the nature and extent of anticipated positive and negative effects on properties in the area;
- (6) actions the applicant will undertake to mitigate the negative effects, if any, of the proposed special exception;
- (7) a factor specifically listed under a section of this chapter authorizing the issuance of a special exception; and
- (8) any other factor that relates to the purposes of this chapter set forth in s. 1-5 or as allowed by state law.

In the space below, address each of these to the extent necessary to show why you believe the special exception should be granted.

- 8. Specific evaluation criteria.** In addition to the general evaluation criteria listed in #7 above, specific evaluation criteria are often listed in the zoning code for each of the different types of special exceptions (refer to #2 above for the corresponding zoning code section number). In the space below, list those factors and why you believe the special exception should be granted.

- 9. Project map.** Attach a project map. It can consist of a single page or multiple pages depending on the complexity of the features that need to be depicted.

The following items need to be included as appropriate to the project.

**Background Project Information**

- Project name
- Applicant name
- Preparation date

**Survey Information**

- North arrow and graphic scale
- Address of subject property or legal description
- Property boundaries
- Acreage of subject property

**Project Development Information**

- Easements/rights-of-ways (location, width, purpose, ownership)
- Common areas/conservancy areas (location, purpose, ownership)

**Setting**

- Property boundaries within 150 feet of the subject property
- Land uses within 150 feet of the subject property
- Zoning district boundaries within 150 feet of the subject property
- Municipal boundaries within 150 feet of the subject property

**Landscaping Features (existing and proposed)**

- Fences, buffers, and berms
- Pervious and impervious surfaces by type
- Existing trees and other prominent vegetation

**Transportation Facilities (existing and proposed)**

- Streets
- Driveways and road access onto public and private roads
- Sidewalks / trails

**Buildings and Outdoor Storage/Activity Areas footprint, use, etc.)**

- Existing and proposed
- Existing within 150 feet of subject property

**Required Setbacks**

- Yard setbacks (front, side, rear and shore)
- On-site septic systems
- On-site wells and off-site wells within 10 feet of the perimeter of the subject property

Site Features (existing and proposed)

- Ground contours when any slope exceeds 10 percent
- Wetlands
- Woodlands
- Wildlife habitat, including critical wildlife habitat
- Environmentally sensitive features
- Water resources (rivers, ponds, etc.)
- Floodplain boundaries
- Environmental and manmade development constraints and hazards including brownfields, contaminated sites, unstable soils, high groundwater, bedrock, and high-pressure natural gas lines

**10. Attachments.** List any attachments included with your application.

**11. Other information.** You may provide any other information you feel is relevant to the review of your application.

**12. Applicant certification**

- I certify that all of the information in this application, along with any attachments, are true and correct to the best of my knowledge and belief.
- I understand that submission of this application authorizes city officials, Plan Commission members, Common Council members, employees, and other designated agents to enter the property to conduct whatever site investigations are necessary to review this application. This does not authorize any such individual to enter any building on the subject property, unless such inspection is specifically related to the review of this application and the property owner gives his or her permission to do so.
- I understand that the zoning administrator will review this application to determine if it contains all of the required information. If he or she determines that the application is incomplete, it will not be scheduled for review until it is deemed to be complete.
- I understand that this application and any written materials relating to this application will become a permanent public record and that by submitting this application I acknowledge that I have no right to confidentiality. Any person has the right to obtain copies of such written materials or view it online.

Applicant name:

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_