

Village of Waterford
CONDITIONAL USE APPLICATION
123 N River Street, Waterford, WI 53185 (262) 534-3980

INTRODUCTION

Conditional use applications require a public hearing. To ensure the public hearing will be properly advertised, the application should be submitted by the 25th of the month prior to the month in which the Plan Commission will hold the public hearing (third Wednesday of every month).

Complete each section of the Conditional Use Application and Procedural Checklist.

Items that must accompany a Conditional Use Application:

1. Three (3) copies of completed application, procedural checklist and the required site drawings, CSM or plat of survey, as applicable, for staff review.
2. Payment of \$200.00 to cover application costs, review and hearing. Payment of \$400 is required if requesting a Special Hearing.
3. Additional information required by the Plan Commission, Village Administrator, Village Engineer or Building Inspector.
4. Following staff review, applicants are required to submit one revised (final draft) copy to the Village Clerk for review.
5. Upon approval of the final draft copy, the applicants are required to submit thirteen (13) copies of the required site drawings, CSM or plat of survey prepared by a registered land surveyor, as applicable, showing all of the information required by the Zoning Ordinance.

After you have submitted the above information, the Village will:

1. Compile a list of names, addresses and parcel numbers of owners of all abutting properties of the area to be proposed.
2. Notify the appropriate neighboring town clerk(s) if the subject property is within 1,000 feet of the Village limits.
3. Mail, at least 10 days before the public hearing, notices to abutting property owners, the petitioner and Plan Commission.
4. Publish notice of public hearing at least 10 days before the public hearing.
5. The Plan Commission shall hold the public hearing on the third Wednesday of the month.

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For Office Use Only
Amt. Paid _____
Date Paid _____
Check # _____

Village ordinance Chapter 245 -16 requires a conditional use application. The following information and documentation must be submitted to the Village Clerk. Please type or print this information if possible.

Address of subject property	
Parcel number	
Name of Petitioner	
Name of Business	
Mailing address of petitioner	
Petitioner's daytime phone no.	
Petitioner's E-Mail Address	
Name of property owner	
Property owner's mailing address	
Property Owner's daytime phone	
Property Owner's E-Mail address	
<i>Present Zoning Classification</i>	
Legal description of property	
Name of Architect, Professional Engineer, or Contractor	
Property is presently used as	
Type of structure and proposed use of structure or site (including number of employees, if applicable)	
Nature of requested Conditional Use (see Ord. 245)	

Signature of Owner

Signature of Petitioner

Date signed

Date signed

Procedural Checklist for Conditional Use Review and Approval

(Requirements per Section 245-16)

This form is designed to be a guide for submitting a complete application for a conditional use.

I. Application Submittal Packet Requirements for Village and Applicant Use

Prior to submitting the thirteen (13) final complete applications as certified by the Village Administrator, the Applicant shall submit three (3) initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments.

Initial Packet (3 copies to Clerk by the 25th of month prior to hearing)

Date: _____ **By:** _____

Draft Final Packet (1 copy to Clerk)

Date: _____ **By:** _____

Check off List:

_____ A written description of the proposed conditional use describing:

_____ Type of activities

_____ Hours of operation (*Indicate the maximum number of hours you will be open, any changes will require an amendment to your Conditional Use Permit*)

_____ Commencement and completion dates

_____ Buildings, and structures proposed for the subject property and their general locations

_____ Site plan with sizes of rooms and uses for the rooms

_____ A plat of survey prepared by a land surveyor registered in Wisconsin or other map drawn to scale and approved by the Village Plan Commission showing location, property boundaries, dimensions, uses and size of the following:

_____ Subject site

_____ Existing and proposed structures

_____ Existing a proposed easements, streets and other public ways

_____ Off Street Parking

_____ Loading areas and driveways

_____ Signage location (also include a copy of the proposed sign)

_____ Lighting

_____ Location of dumpster

_____ Existing highway access restrictions

_____ Existing a proposed street, side and rear yards

_____ Allocation, elevation and use of any abutting lands and their structures within 40 feet of the site.

_____ Existing and proposed landscaping

_____ Parking – Indicate employee and client parking (size and location)

_____ Sampling Manhole (Depending on use of building)

All building sewers serving manufacturing or industrial processing plants, gas stations, service stations (gas and oil), Laundromats or car washes which are connected to a public sewer system shall have installed therein a manhole for periodic sewerage sampling purposes. Existing structures shall, upon the application for or issuance of a building permit for the purpose of remodeling, expansion or construction of any nature or a conditional use permit shall install a sampling manhole.

_____ Meets Compliance with Covenants/Restrictions/By-Laws of specific development area.

VILLAGE OF WATERFORD
AGREEMENT FOR SPECIAL CONTRACT FEES

Agreement to pay Special Contract Fees (must be completed by the PROPERTY OWNER)

In accordance with the Village of Waterford Code of Ordinance §23-12, any special professional services required to process your application or finalize your project will be billed to you in accordance with all applicable provisions of §23-12 and will be subject to all appeal rights as stated in §23-12. These services include, but are not limited, work of the Village Attorney and Village Engineer.

I have read, understand, and do hereby acknowledge the provisions of the Village of Waterford Code of Ordinance §23-12.

Signature _____

Print Name _____

Date _____

Property Address _____

Note: Consultant services (e.g. engineering, planning, surveying, legal, etc.) and Village administrative time are charged in addition to the normal costs payable by the Applicant/Petitioner/Property Owner (e.g. application filing fees, permit fees, publication expenses, recording fees, impact fees, etc.)

(Project Name/Nature of Application)

(Property Tax Key Numbers Involved in Project)

(Signature of Applicant/Petitioner)

(Date)

(Signature of Property Owner)

(Date)