



Temporary Use Village of East Troy, Wisconsin

Version: March 19, 2019

Village of East Troy
2015 Energy Drive
East Troy, WI 53120

Overview: The Village's zoning code enumerates a number of land uses that are temporary in nature. These are reviewed by the Zoning Administrator on a case-by-case basis. For each of these uses there are certain development standards that must be met; these are listed in Section 510-48 of the zoning code. In reviewing a request for a temporary use, the Zoning Administrator will evaluate the proposed use to determine if there are any potential undesirable effects on nearby properties.

Governing regulations: The procedures and standards governing the review of this application are found in sections 510-48 and 510-158 of the Village's zoning code.

General instructions: Complete this application and submit one copy to the Village Clerk at the mailing address shown above. Before you formally submit your application, you are encouraged to meet with the zoning administrator who can answer any questions you may have. If you have any questions, do not hesitate to contact the zoning administrator at (920) 728-2814 or via email at tim.schwecke@civitekconsulting.com. You may download this form at <http://villageofeasttroy.zoninghub.com/highlights/procedures/procedure.aspx>.

Application fee: \$60

Application submittal deadline: There is no deadline for applications; they may be submitted daily. However, be sure to submit your application well in advance, so the Zoning Administrator has ample time to review and consider your application.

1. Applicant and property owner information

<u>Applicant</u>	<u>Property owner</u>
Name	
Street address	
City, state, zip code	
Daytime telephone number	
Email	

2. Agent contact information. Include the names of those agents, if any, that helped prepare this application including the supplemental information. Agents may include surveyors, engineers, landscape architects, architects, planners, and attorneys.

<u>Agent 1</u>	<u>Agent 2</u>
Name	
Company	
Street address	
City, state, zip code	
Daytime telephone number	
Email	

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 Village Clerk.

4. Zoning information (refer to the Village's current zoning map)

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

- | | | |
|---|---|---|
| <input type="checkbox"/> RH-35 Rural Holding | <input type="checkbox"/> TR-8 Two-Family Residential | <input type="checkbox"/> NB Neighborhood Business |
| <input type="checkbox"/> SR-3 Estate Residential | <input type="checkbox"/> AR-9 Attached Residential | <input type="checkbox"/> HB Highway Business |
| <input type="checkbox"/> SR-3 Suburban Residential | <input type="checkbox"/> MR-10 Multi-Family Residential | <input type="checkbox"/> CB Central Business |
| <input type="checkbox"/> SR-5 Neighborhood Residential | <input type="checkbox"/> MFH-6 Mobile Home Residential | <input type="checkbox"/> BP Business Park |
| <input type="checkbox"/> SR-6 Traditional-Front Residential | | <input type="checkbox"/> LI Light Industrial |
| <input type="checkbox"/> SR-7 Traditional-Rear Residential | | <input type="checkbox"/> GI General Industrial |

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

- | | | | | | |
|-----------------------------|---------------------|------------------------------|------------------------------|-----------------------------|---------------------|
| <input type="checkbox"/> PD | Planned Development | <input type="checkbox"/> GP | Groundwater Protection | <input type="checkbox"/> FP | 100-Year Floodplain |
| <input type="checkbox"/> DD | Downtown Design | <input type="checkbox"/> NFC | Natural Features Conservancy | <input type="checkbox"/> FP | 500-Year Floodplain |
| | | | | <input type="checkbox"/> SW | Shoreland-Wetland |

5. **Current use.** Describe the current use of the subject property.

6. **Proposed use.** Select the proposed use from the list below.

Temporary Use	Description	Special Requirements – Code Section
<input type="checkbox"/> Temporary Farm Product Sales	The temporary outdoor display and sales of farm products, typically from a roadside stand.	510-48(A)
<input type="checkbox"/> Temporary Outdoor Sales	The display of any items outside the confines of a building which is not otherwise permitted as a permitted or conditional use, or a special event otherwise regulated by the Municipal Code. Examples of this land use include, but are not limited to, sidewalk sales, seasonal garden shops, tent sales, Christmas tree sales, bratwurst stands, and more than three garage sales per year.	510-48(B)
<input type="checkbox"/> Temporary Outdoor Assembly	Any organized outdoor assembly of more than 100 persons, such as an outdoor wedding or tent meetings	510-48(C)
<input type="checkbox"/> Temporary Shelter Structure	Shelters are typically supported by poles, have a fabric roof and/or sides, and may be used for temporary events such as receptions or farmer's markets.	510-48(D)
<input type="checkbox"/> Temporary Storage Container	Portable storage containers designed and used primarily for the temporary storage of household goods and other such materials for use on a limited basis on residential property.	510-48(E)
<input type="checkbox"/> Temporary Construction Storage	Any structure or outdoor storage area designed for the on-site storage of construction equipment and/or materials for an active construction project.	510-48(F)
<input type="checkbox"/> Temporary Relocatable Building	Any manufactured building which serves as a temporary building for less than 6 months.	510-48(G)
<input type="checkbox"/> Garage or Estate Sale (Auction)	Temporary garage or estate sales include the sale or offering for sale of miscellaneous used items commonly associated with residential use.	510-48(H)
<input type="checkbox"/> Farmer's Market	Farmer's markets include the temporary or occasional outdoor retail sales of farm produce, plants and flowers, bakery goods, and/or crafts from vehicles or temporary stands located within a parking lot or public right-of-way.	510-48(I)

7. **Description of proposed use.** Describe the proposed use including all related activities, buildings and other structures related to the use, hours of operation, parking considerations, character of the use, etc.

8. Supplemental materials. Attach the following to this application.

Property map. A map of the subject property (at a minimum scale of 1" = 800') with the following information:

1. Subject property and other lands within 300 feet
2. The current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
3. All lot dimensions of the subject property
4. A graphic scale
5. North arrow

Site plan, with the following information: (ONLY IF REQUIRED by the zoning administrator)

1. Title block showing the name, address, and phone of the current property owner and/or agent(s) (i.e. developer, architect, engineer, or planner) for project.
2. The date of the original plan and the latest date of revision to the plan.
3. A north arrow and a graphic scale (at a minimum scale of 1" = 100').
4. A legal description of the subject property.
5. All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.
6. All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose.
7. Ground contours when any slope exceeds 12 percent
8. All required building setback lines.
9. All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls.
10. If the project is designed to be completed in phases or allow expansion of the building and other features, indicate these.
11. The location and dimension (cross-section and entry throat) of all access points onto public streets.
12. The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by this Chapter.
13. The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas.
14. The location of all outdoor storage areas and the design of all screening devices.
15. Floodplains, wetlands, lakeshores, woodlands, steep slopes, and other environmentally sensitive lands.
16. The location, type, height, size, and lighting of all signage on the subject property.
17. The location and type of any permanently protected green space areas.
18. The location of existing and proposed drainage facilities.
19. Environmental and manmade development constraints and hazards including brownfields, contaminated sites, unstable soils, high groundwater, bedrock, and high-pressure natural gas lines
20. In the legend, the following data for the subject property: lot area, building coverage, building coverage ratio, floor area ratio, impervious surface area, impervious surface ratio, and building height.
21. Any additional information as requested by the Plan Commission or Village Board.

9. Attachments. List any attachments included with your application.

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

11. Applicant certification

- ◆ I certify that all of the information in this application, along with any attachments, is true and correct to the best of my knowledge and belief.
- ◆ I understand that I may be charged additional fees (above and beyond the initial application fee) consistent with Section 13-1-195(A) of the Village's municipal code to pay for the services of independent consultants the Village elects to retain to help review this application. Depending on the nature of the proposed project, such independent consultants may include planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts. I further understand, the Village may delay acceptance of the application as complete, or may delay final approval of the proposal, until all outstanding fees have been paid. I further understand that such fees must be paid even if this application is withdrawn or denied. If the applicant or the property owner does not pay such fees upon request, such fees may be assigned to the property owner as a special assessment to the subject property.
- ◆ I understand that submission of this application authorizes Village officials and employees, Plan Commission members, Village Board members, and other designated agents, including those retained by the Village, 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 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 this application and

related materials or view it online.

- ◆ 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.

Property Owner:

Name – print

Name – Signature

Date

Name – print

Name – Signature

Date

Applicant (if different than Property Owner):

Name – print

Name – Signature

Date

Name – print

Name – Signature

Date