



Special Exception
City of Wisconsin Rapids, Wisconsin

Version: January 3, 2019

Community Development Department
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
P: (715) 421-8228 Fax: (715) 421-8291

Overview: Upon written petition, the Planning 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.

Governing regulations: The procedures and standards governing the review of this application are found in Article 5 of the City's zoning code (Chapter 11 of the municipal code).

General instructions: Complete this application and submit one copy to the Community Development Department. Alternatively, you can submit your application online at https://wisconsinrapids.zoninghub.com/

Application fee: \$75.00

Application submittal deadline: Applications must be submitted at least 3 weeks prior to the meeting. Please consult the annual Planning Commission schedule for specific dates.

Mandatory meeting with staff: To ensure that all the required information is provided and that there is a complete understanding of the process, the applicant must meet with City staff to discuss the request and necessary items.

Office Use Only

Date Received
Received By
Fee
Case #
Aldermanic District
Plan Commission Date

1. Applicant information

Applicant 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.

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

3. Type of special exception. Select the special exception you are requesting.

- s. 11.06.35 Allow removal of a principal building, while retaining the accessory building
s. 11.06.108 Allow spires, steeples, copulas, and chimneys on institutional, commercial, and industrial buildings
s. 11.06.108 Allow roof-mounted solar systems that exceed building height limitations
s. 11.06.117 Allow accessory building in front of principal building
s. 11.06.118 Allow a greater amount of parking in front of a building in the B-2 and B-3 districts
s. 11.06.203 Allow overhead doors to face a public street (Architectural Review)
s. 11.17.03 Allow a lesser standard for parking requirements
s. 11.17.03 Allow more parking than what is required
s. 11.18.43 Allow more outdoor lighting when needed to ensure public safety
Appendix B (3.07) Allow the use of other exterior building materials on a single-family residence

- Appendix B (17.14) Allow a deviation from standards for a home occupation when operator has a temporary or permanent disability
- Appendix B (17.27) Allow a free-standing solar energy system to extend into a setback when no other location on the parcel is acceptable
- Appendix B (17.27) Allow a free-standing solar energy system to be located in the front yard when no other location on the parcel is acceptable
- Appendix C (M-1 & M-2 Districts) Allow an increase in building height

**4. Subject property information**

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

Parcel number(s) \_\_\_\_\_

Note: The parcel number can be found on the tax bill for the property or it may be obtained from the Community Development Department.

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

- No
- Yes

If yes, please explain.

**Comment:** Pursuant to Section 11.04.10 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, special charges, or other required payments that are specifically related to the subject property?

- No
- Yes

If yes, please explain.

**Comment:** Pursuant to Section 11.04.11 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, special assessments, special charges, or other required payments are delinquent and unpaid.

**5. Evaluation criteria** The factors listed below will be used in evaluating this application. Your responses are important.

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 would be in keeping with the overall intent of the zoning code.

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.

8. Any other factor that relates to the purposes of this chapter set forth in s. 11.01.05 or as allowed by state law.

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

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

**8. Mandatory meeting with staff**

When did you meet with the Community Development Director? \_\_\_\_\_ Month/year

**9. 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 submission of this application authorizes City officials and employees, and other designated agents, including those retained by the City, 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