

CASE NAME: _____

CONDITIONAL USE PERMIT APPLICATION

DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Date Filed: _____ Date of Hearing: _____

Dates of Published Notices: _____, Lake Mills Leader

Fee Paid – Receipt No.: _____ Amount: _____ Date: _____

Comments (indicate other actions such as continuances): _____

Action by Plan Commission: _____

Action by City Council: _____

NOTICE TO APPLICANTS

1. A Conditional Use Permit is a zoning adjustment that permits a change in district requirements and that permits uses not normally allowed by strict application of the ordinance. The City of Lake Mills may impose any conditions of acceptance it deems to be in the best interests of the community, and to which the applicant must abide. Those conditions may include compliance with a site development plan.
2. No Conditional Use Permit will be granted that would adversely affect surrounding property or the general neighborhood. All Conditional Uses must be in harmony with the intent and purposes of the Zoning Ordinance ([Sec. 660-195](#)).
3. Paying the application fee: There is an application fee for this application and must be received before we can begin processing your application. Please contact the City of Lake Mills at 1-(920)-648-2344 to coordinate payment. **There will be no refund of any application fee for approvals not granted or withdrawn.** In addition to the up-front application fee, you will be responsible for paying any professional charge-back fees related to the review of this application. You will receive an invoice from the City detailing those charges.
4. No incomplete applications will be acted upon.
5. Granting a Conditional Use Permit requires the City to hold a Public Hearing at the Plan Commission regarding the request as well as the publication of a Public Notice two times in the local newspaper, with the second publication occurring no sooner than seven days in advance of the Hearing.

Applicants are therefore urged to coordinate their activities with City staff to assure consideration of their request in as timely a manner as is reasonably possible.

DATA ON APPLICANT AND OWNER

Name of Applicant(s): _____ Phone: _____

Address of Applicant(s): _____

Email Address of Applicant(s): _____

Property Interest of Applicant: _____
(Owner, Contract Purchaser/Agent, etc.)

Name of Owner: _____ Phone: _____

Address of Owner: _____

Email Address of Owner: _____

ADDRESS AND DESCRIPTION OF PROPERTY

Address: _____

Width of Lot: _____ Length of Lot: _____

Lot Area (Square Feet): _____ Tax Parcel Number: _____

Legal Description (or attach legal description):

LAND USE AND ZONING

Present Zoning: _____

Present Land Use: _____

Proposed Land Use: _____

	Surrounding Zoning	Surrounding Land Use
NORTH	_____	_____
SOUTH	_____	_____
EAST	_____	_____
WEST	_____	_____

NOTE: The following questions must be answered completely. If additional space is needed, attach extra pages to application. Before answering, read the NOTICE TO APPLICANTS attached hereto.

1. Describe in detail the proposed conditional use being requested.

2. What circumstances justify the need for the proposed use at this location? Elaborate:

3. Does any violation of the City of Lake Mills Zoning Ordinance exist on the property at the present time? Yes _____ No _____ If "yes", how?

4. Is the subject property planned to be improved? _____
When? _____
What improvements are planned? _____

5. Will the grant of a conditional use in the form requested be in harmony with the neighborhood and not contrary to the intent and purpose of the Zoning Ordinance? Elaborate:

6. Have there been major land use changes since zoning was applied, i.e., new arterial highway, new commercial or residential development occurring adjacent to or near the proposed conditional use? Elaborate:

7. Would the proposed change create an isolated use unrelated to adjacent land use or zoning?
Explain:

8. Describe how the proposed conditional use will retain the integrity of the neighborhood.

9. Describe the general character of the neighborhood including environmental factors, parking, public improvements, public property or right-of-way and any concerns affecting the public health, safety or general welfare both now and after this development occurs:

10. Does the proposed land use maintain desired consistency of land uses, intensities and impacts of this and the adjacent properties?

11. Is the use located in an area that will be adequately served by utilities or public improvements, or will additional public improvements be required? Explain.

12. Will the proposed land use impose an undue burden on any improvement, utility or public facility?

13. Show how any public benefits of this proposed conditional use would outweigh any public adversities:

SKETCH PLAN

1. Is a scaled plot plan indicating the location of the premises and the nature of the site attached? (Application will not be processed without the required drawing.)

YES

NO

2. Does the application include the following:

Existing topography	Proposed topography	Existing parking	Proposed parking
Existing water mains	Proposed water mains	Erosion control plan	Scale and north arrow
Existing sanitary sewer	Proposed sanitary sewer	Setback lines	Easements
Existing streets	Proposed streets	Site lighting	Protected green space
Existing electric	Proposed electric		
Existing driveways	Proposed driveways		

3. If a storm water plan is required, has it been prepared including design calculations and a summary of design assumptions? Yes No

4. Additional exhibits submitted by Applicant:

Paying the application fee: There is an application fee for this application and must be received before we can begin processing your application. A convenience fee of \$1.10 will be applied when paying by eCheck. A convenience fee of 3% will be applied when paying by credit card or debit card. Please contact the City of Lake Mills at 1-(920)-648-2344 to coordinate payment.

In addition to the up-front application fee, you will be responsible for paying any professional charge-back fees related to the review of this application. You will receive an invoice from the City detailing those charges.

Applicants are reminded that City Code permits the City to charge the Applicant for the full cost of all engineering and planning consultant charges for work billed to the City in connection with the review and consideration of the Conditional Use Permit Application.

I (We) certify that all of the above statements and the statements contained in any papers or plan submitted herewith are true to the best of my (our) knowledge and belief.

(Signature of Applicant)

(Date)

(Signature of Owner, if different)

(Date)