

## CHECKLIST FOR CONDITIONAL USE PERMIT APPLICATION

Completed conditional use permit application must be submitted to Village Clerk's Office, along with fee and other requirements outlined by checklist. ***Applications must be received 30 days prior to the Plan Commission meeting at which action is desired in order to be placed on the agenda to meet publication requirements.*** The Plan Commission meets the 4<sup>th</sup> Thursday of each month.

The application will be placed on agenda only after completed form and fee have been filed with the Village Clerk's Office. The Plan Commission will hold a public hearing, review and make a final determination on the application.

### Required Items:

- \_\_\_ 1. Completed conditional use permit application.
  
- \_\_\_ 2. Written statement from the applicant that the proposed conditional use shall conform to the standards set forth in Section 305-31 of the Municipal Code of the Village of New Glarus
  
- \_\_\_ 3. List of names and addresses of owners of property within 100 feet of premises.
  
- \_\_\_ 4. Plat of survey prepared by registered land surveyor showing all of the information required for a building permit and existing and proposed landscaping.
  
- \_\_\_ 5. Fee of \$100.00 (Resolution R10-05).

Rev. 3/2011

PERMIT FEE: \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

VILLAGE OF NEW GLARUS  
APPLICATION FOR  
CONDITIONAL USE PERMIT  
TODAY'S DATE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

PROVIDE NAMES AND ADDRESS OF THE FOLLOWING:

SITE OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ENGINEER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROVIDE NAMES AND ADDRESS OF ALL PROPERTY OWNERS ON RECORD  
WITHIN ONE HUNDRED (100) FEET. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Attach sheet with additional property owners, if necessary]

SITE ADDRESS: \_\_\_\_\_

DESCRIPTION OF SITE BY LOT, BLOCK AND RECORDED SUBDIVISION OR BY  
METES & BOUNDS \_\_\_\_\_

\_\_\_\_\_

TYPE OF STRUCTURE: \_\_\_\_\_

PROPOSED OPERATION OR USE OF THE STRUCTURE OR SITE: \_\_\_\_\_

\_\_\_\_\_

NUMBER OF EMPLOYEES: \_\_\_\_\_

PRESENT ZONING OF SITE: \_\_\_\_\_

**[REVERSE SIDE OF FORM MUST BE COMPLETED]**

**NOTICE TO APPLICANT:**

ATTACH A WRITTEN STATEMENT FROM THE APPLICANT THAT THE PROPOSED CONDITIONAL USE SHALL CONFORM TO THE STANDARDS SET FORTH IN SECTION 305-31 OF THE MUNICIPAL CODE OF THE VILLAGE OF NEW GLARUS.

ATTACH PLAT OF SURVEY PREPARED BY REGISTERED LAND SURVEYOR SHOWING ALL OF THE INFORMATION REQUIRED FOR A BUILDING PERMIT AND EXISTING AND PROPOSED LANDSCAPING

\_\_\_\_\_  
Applicant Signature

Municipal Ordinance  
§ 305-25  
Rev. 9/2003  
Clerk.forms.conditional use.doc

PRESENTED TO ZONING ADMINISTRATOR: \_\_\_\_\_  
REFERRED TO PLAN COMMISSION: \_\_\_\_\_  
PLAN COMMISSION REVIEW: \_\_\_\_\_  
PUBLICATION [class 2]: \_\_\_\_\_ PUBLIC HEARING: \_\_\_\_\_  
DETERMINATION: APPROVE / DISAPPROVE DATE: \_\_\_\_\_

\_\_\_\_\_  
Village Plan Commission Chairman

**APPEAL §305-33**

[Written request must be filed within 10 days of the Plan Commission's action to permit]

PRESENTED TO VILLAGE BOARD: \_\_\_\_\_  
PUBLICATION [class 1]: \_\_\_\_\_ PUBLIC HEARING: \_\_\_\_\_  
[Public hearing at discretion of Board is not required]  
DETERMINATION: AFFIRM / REVERSE / ALTER DATE: \_\_\_\_\_

IF ALTERED, HOW ALTERED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Village President