

TOWN OF MEDINA

MARSHALL, WI 53559

CONDITIONAL USE PERMIT (CUP) APPLICATION

INSTRUCTIONS

The reverse side of this application must be completed and returned to the Town Clerk with an application fee of **\$200.00** at least 14 days prior to the last Tuesday of the month to be scheduled for the Plan Commission meeting the same Tuesday. You will be notified by mail of the date and time for this meeting. Once a recommendation is made by the Plan Commission your application will come before the Town Board. Town Board meetings are held the 2nd Wednesday of the month beginning at 6:00 PM. It is recommended that you or your representative attend these meetings to answer any questions which may arise.

You must also submit a concurrent CUP application to the Dane County Department of Planning Development. Information on this process and the County application form can be found at <https://danecountyplanning.com/Zoning/Conditional-Use-Permits>. Please also include in the Town CUP application the same information that is required in the County application, including a completed information sheet regarding standards, a site plan drawn to scale, a detailed operational plan, a written legal description of boundaries, and a detailed written statement of intent.

If the Plan Commission or the Town Board does not feel enough information is available to make a decision a delay in action may occur.

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CONDITIONAL USE PERMIT APPLICATION

APPLICANT NAME _____

APPLICANT PHONE # _____

APPLICANT MAILING ADDRESS

APPLICANT EMAIL ADDRESS _____

PROPERTY OWNER'S NAME IF NOT THE APPLICANT

PARCEL NUMBER(S) _____

PARCEL ADDRESS _____

EXISTING ZONING _____ EXISTING TOTAL ACRES _____

PROPOSED ZONING _____ ACRES TO BE REZONED _____

INTENDED USE(S) _____

OWNER/AGENT SIGNATURE _____

DATE _____