

Village of Stockbridge

116 S. Military Rd. ~ PO Box 292

Stockbridge, WI 53088

zoning@villageofstockbridgewi.gov

Phone: (920) 439-1220

**CONDITIONAL USE PERMIT
APPLICATION****Fee \$10.00****Applicant Information**

Applicant Name	Authorized Representative	Title	
Mailing Address	City	State	Zip
Email Address	Telephone		

Landowners Information (if different than Applicant)

Applicant Name	Authorized Representative	Title	
Mailing Address	City	State	Zip
Email Address	Telephone		

Project or Site Location

Site Address / Location				Parcel ID(s)			
Current Zoning:				Current Use:			
Proposed Zoning:				Proposed Use:			
Lot Dimensions:	Front:	Side:	Rear:	Side	Lot Area:	area or <input type="checkbox"/>	square feet <input type="checkbox"/>

Description of the Proposed Use for the Property (attach separate document if needed)

Development Plan☐ See reverse side for complete application submittal requirements.**Additional Fee Requirements**☐ Paid minimum public hearing fee of \$350.00**Certification & Permission**

Certification: I hereby certify that I am the landowner of the property which is the subject of this application. I certify that the information contained in this form and attachments is true and accurate. I understand that failure to comply with any or all of the provisions of the ordinance and/or permit may result in notices, fines / forfeitures, stop work orders, permit revocation, and cease & desist orders.

Permission: As a landowner of the property, I hereby give the permit authority permission to enter and inspect the property to evaluate this application, to determine compliance with the ordinances and to perform corrective actions after issuing proper notice to the landowner.

Applicants Signature	Date Signed
Landowner Signature (REQUIRED)	Date Signed

LEAVE BLANK - FOR MUNICIPAL USE ONLY

Date Completed / Application Received	Fee Received \$	Receipt No.
Assigned Conditional Use Permit No.:	Date Paid:	Taken By:

Development Plan. An application for a Conditional Use Permit shall be accompanied with the plans/information outlined below. Plan requirements may be assimilated into one (1) or more plan documents. The Zoning Administrator may waive one (1) or more of the requirements when it is deemed unnecessary for the review of a particular type of development.

- ☐ A narrative detailing the hours of operation, anticipated number of occupants and/or employees.
- ☐ A narrative explaining any outside storage of materials, equipment or vehicles.
- ☐ Submit a floor plan of building(s), size and layout of rooms,
- ☐ Submit preliminary building(s) façade/elevations for existing and proposed buildings that show sufficient detail to permit an understanding of the architectural style of the development. Design renderings may also be submitted.
- ☐ A legal description of the property.
- ☐ The location of all existing and proposed streets, easements, building(s), parking areas, pedestrian and vehicular access points, and pedestrian walkways.
- ☐ Dimensions of all existing and proposed streets, easements, building(s), parking areas, pedestrian and vehicular access points, and pedestrian walkways shall be indicated.
- ☐ A graphic outline of any development phasing.
- ☐ The land use and zoning classifications of adjacent properties shall also be indicated.
- ☐ A drainage plan shall show existing topography at two (2') foot intervals, spot elevations of existing and proposed buildings.
- ☐ The approximate location of any proposed storm water management facilities needed in order to meet the Post-Construction Storm Water Management requirements.
- ☐ The location of existing trees and land forms.
- ☐ Indicate the location, extent and type of all proposed plantings.
- ☐ The location, height, opaque characteristics, extent and type of any required screening.
- ☐ The location of all utilities (storm, sanitary, water mains, electrical, natural gas and communication lines),
- ☐ The location and type of all exterior lighting, light fixture heights.
- ☐ The location of proposed and existing signs.
- ☐ The location and details of trash collection areas and their enclosures.
- ☐ Indicate areas for snow removal storage.
- ☐ Any other pertinent information necessary for the Plan Commission and Village Board to make a decision.

What is a Conditional Use Permit?

A Conditional Use is a use or structure that may not be appropriate as a general permit or unrestricted throughout a zoning district but which, if controlled as to number, area, location, or relation to the neighborhood, would promote the health, safety, welfare, comfort, convenience or the general welfare. Each zoning district has a list of uses or structures requiring a Conditional Use Permit found which are found in Chapter 24 Zoning Code.

Where do I Begin?

Consult with the Village regarding your interest in a Conditional Use Permit. Clerk will discuss with you compliance with the Village of Stockbridge Comprehensive Plan, the criteria for approval, surrounding uses, and possible nonconformities.

What is the Process?

- 1 Preliminary Consultation (recommended): The purpose of this meeting is to ensure that the applicant is aware of the requirements of the Conditional Use Permit process.
- 2 Informal Hearing (optional): The applicant may request an informal hearing before the Plan Commission to obtain preliminary feedback on the Conditional Use Permit application.
- 3 Submittal: The applicant shall submit a complete Conditional Use Permit Application, signed by the property owner or his/her designee. A complete application includes a completed application form, development plans, and applicable fees.
- 4 Public Hearing: Within forty-five (45) days of filing a complete application, the Plan Commission will hold a Public Hearing. Notice of the hearing will be sent to property owners within 200-feet of the subject property by mail at least ten (10) days before such hearing. A notice of the Public Hearing is published in the newspaper for two (2) consecutive weeks prior to the Plan Commission meeting.
- 5 Plan Commission Action: At the Public Hearing, the Plan Commission will make a recommendation to the Village Board on the application.
- 6 Village Board Action: Within forty-five (45) days of the Plan Commission recommendation, the Village Board will approve, approve with modifications, deny the Conditional Use Permit or refer it back to the Plan Commission considering the criteria in basis for approval.
- 7 All costs associated with notification requirements and member meeting per diems will be at the responsibility of the applicant.

What is the Final Action?

Village Board approval is the final action for a Conditional Use Permit.

Basis for Approval. No Conditional Use Permit shall be recommended by the Plan Commission, or approved by the Village Board, unless it shall find all of the following criteria have been met. The applicant's failure to satisfy the criteria, or any other applicable requirement in this Chapter, shall be deemed grounds to deny the Conditional Use Permit.

- A. Zoning. The proposed use conforms to the underlying zoning district intent and design standards and is in harmony with the general purpose and intent of the Chapter 24 Zoning Ordinance.
- B. Plans. The proposed use conforms to the Village of Stockbridge Comprehensive Plan and any other officially adopted village plan.
- C. Traffic. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
- D. Landscaping and Screening. Appropriate landscaping and screening has been or will be provided to protect adjacent uses or properties from light, noise and other visual impacts that are associated with the proposed use.
- E. Neighborhood compatibility. The proposed use is compatible with the predominant or prevailing land use of the neighborhood surrounding the proposed development and whether the proposed use creates a nuisance due to noise, odor, or dust.
- F. Services. Adequate facilities, access roads, drainage and/or necessary services have been or will be provided.