

## 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 3<sup>rd</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. 1/2016

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. 1/2016  
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