



Preserving Yesterday's Heritage for Tomorrow.

Application fee: \$300.00  
Receipt No. \_\_\_\_\_  
Date \_\_\_\_\_  
Staff \_\_\_\_\_

## APPLICATION FOR CONDITIONAL USE PERMIT

See reverse side for materials to be submitted with this application

This application applies to both NEW and AMENDING conditional use permit applications

Applicant:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No. ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_

Business Name: \_\_\_\_\_  
Conditional Use Permit Site Address: \_\_\_\_\_  
Landowner of Record: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No. ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_

Architect:

Name: \_\_\_\_\_  
Phone No. ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_

Engineer or Contractor:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No. ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_

Lot Size \_\_\_\_\_ acres                      Location \_\_\_\_ 1/4 Sec. \_\_\_\_\_  
Lot street frontage width \_\_\_\_\_              Current zoning \_\_\_\_\_  
Lot dimensions \_\_\_\_\_                      Does current zoning permit the intended use? \_\_\_\_\_

Days and Hours of Business Operation \_\_\_\_\_

Number of Employees: \_\_\_\_\_

This use will be in \_\_\_\_\_ existing building(s) \_\_\_\_\_ new building(s)

Describe specifically the nature of the proposed business and the proposed use of the existing or new building(s).

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

This application is based upon the Town of Cedarburg Zoning Code, Article V, Conditional Uses, Sections 320-45 through 320-62.

Applicant \_\_\_\_\_

Date \_\_\_\_\_

Please note:

- ✓ Materials **must** be submitted **three weeks** before the desired meeting date; see the attached meeting schedule for submission deadlines.
- ✓ Incomplete applications will not be accepted and/or processed.
- ✓ **The conditional use permit process may take 2-4 months** because of the meeting schedules and the required public hearing and associated legal notices.

**Step 1:** If the proposed use involves extensive building or remodeling or if the use is unusual or may be controversial, you may be required to have a **concept discussion** with the Plan Commission. This first appearance before the Plan Commission requires a \$100 Concept Review fee separate from and before the \$300 Conditional Use application fee. **This application and 18 copies of both the plat of survey and concept drawing of the project must be submitted 3 weeks before this meeting.**

**Step 2:** The second step for those applications involving a concept discussion is a Plan Commission meeting at which the required public hearing is held. **This is the first step for those applications not involving a concept discussion. 10 days prior to the meeting,** the Town will publish a public notice and notify all property owners within 1,000 feet of the application. Following the public hearing at the Plan Commission meeting, the Plan Commission will make a recommendation to the Town Board regarding the application (often with conditions). The Plan Commission may also ask the applicant to modify the plan and return for another Plan Commission review. **18 copies of the applicable required materials listed below are due 3 weeks before this meeting as well as the \$300 application fee.**

**Step 3:** The Town Board will make the final decision to approve, approve with conditions or to deny the conditional use application.

If approved, your conditional use permit is valid after it is signed by the applicant and Town Administrator. Once signed, you may commence business as outlined in the conditional use permit and/or secure a building permit.

**REQUIRED MATERIALS: The first three items MUST be submitted; Town staff will direct if the other items are necessary.** (The Town may request other information as necessary (See §320-48).

- ▶ **One** list of the names and addresses of all property owners within 1,000 feet of the property boundaries (directions for completing this through the County GIS are on the following page).
- ▶ **18 copies** of the plat of survey showing the location, dimensions, boundaries, uses and size of the subject site, existing and proposed structures, easements, parking, streets, loading areas, and uses of abutting land and structures within 40 feet of the subject site.
- ▶ **18 copies** of a full-color rendering of the building facades (elevation), plus color samples of the materials being used are to be brought to the meetings.
- ✓ **18 copies** of a landscape plan, **if necessary.**
- ✓ **18 copies** of both a stormwater run-off plan for 100-year storm event as well as water retention/detention plans, **if necessary.**
- ✓ **18 copies** of a sign plan proposal based upon Town Code (Article VIII, Section 320-77 through Section 320-93), **if necessary.**
- ✓ The applicant is also responsible for obtaining any permits required by Ozaukee County, the State of Wisconsin or any other agency having jurisdiction.

**REQUIRED FOR ALL NEW CONSTRUCTION APPLICANTS:**

- ✓ The plat of survey should be prepared by a registered land surveyor so that we can verify that your project meets the required setbacks.
- ✓ Architectural plans, site plans, and landscape plans must be submitted.
- ✓ A stormwater run-off plan that takes into account the 100-year storm event & water retention/detention plans must be submitted.

**Note:** The applicant shall be required to pay a fee to the Town equal to the actual cost for all engineering work incurred by the Town in connection with the Conditional Use Permit review whether or not the permit is approved.

## DIRECTIONS TO CREATE THE MAILING ADDRESS LIST

Mailing lists can be created at the Ozaukee County GIS Website, <http://ozaukeeeco.mge.ruekert-mielke.com/>  
To do this yourself, please use the following steps:

1. Once in the website, Click “**GIS Map**”
2. Search for the target property via the parcel ID number
3. Zoom to Parcel
4. In the options menu located in the upper left hand side of the window, click the arrow next to “**Parcels/Districts/Wards**” to obtain a dropdown of additional options
5. Click on the arrow “**Parcel Buffer**” to obtain a dropdown of additional options
6. Click on “**Buffer Parameters**” and enter 1,000 feet as the distance
7. Click “**Parcel Buffer Report**”
8. Affected Parcels will be highlighted a hashed polygon. Notice that parcels that are partially within the buffer area are also selected.
9. In the options area “**Parcels/Districts/Wards**” - Click the dropdown option “**Parcel Data Report**” (All Pop Up Blockers must be off)
10. A list of the buffered parcels will appear. At the bottom of that list, it gives you the option to “**Close**”, “**Print**”, or “**Save**”
11. Click “**Print**” to submit it with your application
12. You could also click “**Save**”, and save the file as a text file
13. This text file can then be emailed to the Town to save additional time at [eryer@town.cedarburg.wi.us](mailto:eryer@town.cedarburg.wi.us)



## 2012 CONDITIONAL USE PERMIT PLAN COMMISSION MEETINGS & DEADLINES

Conditional use permits require submittal of materials **three weeks** prior to the desired meeting on the Plan Commission Agenda:

Plan Commission Meeting Dates	Submittal Deadlines for CUP
January 18	December 28
February 15	January 25
March 21	February 29
April 18	March 28
May 16	April 25
June 20	May 30
July 18	June 27
August 15	July 25
September 19	August 29
October 17	September 26
November 21	October 31
December 19	November 28

- ✓ These dates are subject to the discretion of Town officials
- ✓ The applicant shall be required to pay a fee to the Town equal to the actual cost for all engineering work incurred by the Town in connection with the Conditional Use Permit application review whether or not the permit is approved

Please be advised that if you want your matter to appear on the Town Plan Commission agenda, a complete application and all required materials must be submitted to the Town Hall by the dates noted above. This schedule allows time for the staff (and engineering consultant if necessary) to review submissions, obtain additional information and prepare memorandums to the Plan Commission.

**It is the applicant's responsibility to submit eighteen (18) copies or more of the materials** for Town staff, Plan Commission, and Town Board distribution. One copy is made available for public review.