

FORM 8: REQUEST FOR A CONDITIONAL USE PERMIT APPLICATION

Request for Plan Commission Review and Public Hearing

Fee - \$350.00

The undersigned petition is to consider a request, as stated herein, for the specified parcel(s) of land and will be reviewed by the Plan Commission and Village Board of the Village of Mukwonago.

Conditional use applications require a public hearing. To ensure the public hearing will be properly advertised, the application must be submitted **at least 30 days prior to the meeting** in which the Plan Commission will hold the public hearing (second Tuesday of every month).

(Please Print or Type Information Requested)

Address of the Subject Property	Tax Parcel Number(s)	Present Zoning Classification
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- Page 2** – Property and Project Information
- Page 3** – Procedural Checklist for Conditional Use Review and Approval
- Pages 4-5** – Justification of the Proposed Conditional Use
- Page 6** – Application certification
- Page 5 on Form 1** – Agreement for Reimbursable Services

SUBMITTAL REQUIREMENTS:

Materials listed on page 3 must be provided to the Village of Mukwonago in accordance with Village Municipal Code Chapter 100-354 and other pertinent sections of Village ordinances, WI Stats. 62.23, and as necessary to permit review that is consistent with proper planning practice. The Village will strive to accommodate reasonable requests for informal preliminary staff review, however the Village shall not place any items on the agenda for Plan Commission consideration until such time as the application is complete in accordance with all requirements specified on this and other attached application forms.

Applicant/Agent			
Name			
Company			
Address	City	State	Zip
Daytime Phone	Fax		
E-Mail			

Property Owner (if different than applicant/agent)			
(Note: If not the legal owner of the property, please state name, position, and title in relation to the lot of interest. An Offer to Purchase, with written acknowledgement of the current owner is required with this application.)			
Name			
Company			
Address	City	State	Zip
Daytime Phone	Fax		
E-Mail			

PROPERTY AND PROJECT INFORMATION

A. I/We request a conditional use permit for: _____

B. The property is presently used as: _____

C. Name of Architect, Professional Engineer, or Contractor:

D. Project Timetable: Start Date: _____ Completion Date: _____

E. All of the Proposed Use(s) of the property will be:

Principal Use _____

Secondary Use _____

Accessory Use _____

F. I/We represent that I/we have a vested interest in this property in the following manner:

() Owner

() Leasehold, length of lease: _____

() Contractual, nature of contract: _____

() Other, explain: _____

PROCEDURAL CHECKLIST FOR CONDITIONAL USE REVIEW AND APPROVAL

This form is designed to be a guide for submitting a complete application for a conditional use.

Application Submittal Packet Requirements for Village and Applicant Use (Check off List)

Application:

- Completed application form (Form 1 and Form 8) including the procedural checklist and justification of the proposed conditional use.
- Application fee (Page 1 of Form 1)
- Agreement for Reimbursable Services (Page 7 of Form 8)

Required site drawings:

- Survey of the property
- Landscape plan
- Parking plan (including parking computations)
- Lighting plan (including photo metrics)
- Proposed location and connection to the sanitary sewer and water mains
- Drainage plan (if applicable)
- All building elevations
- Floor plans

Other Documents:

- Plan of operation/proposal
- Overview of the adjoining lots (including list of parcel identification numbers for all properties within 300 feet of the subject property)
- Any additional information as determined by Village staff.

JUSTIFICATION OF THE PROPOSED CONDITIONAL USE

The Plan Commission and Village Board of the Village of Mukwonago will base their decisions on the category standards listed below. It is in the best interest of the applicant to base their presentation on the same applicable set of standards when presenting their petition. **Applicant: Please fill out ALL of the questions. Use additional sheets of paper if needed.**

A. How is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the Village of Mukwonago Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the Village?

B. How is the proposed conditional use, in its specific location, in harmony with the purposes, goals, objectives, policies and standards of the Village of Mukwonago Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the Village?

C. Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see Section 100-354 (a), (b), and (c)), result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map ordinance adopted or under consideration pursuant to official notice by the Village or other governmental agency having jurisdiction to guide development?

D. How does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

E. Is the proposed conditional use located in an area that will be adequately served by and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

F. Do the potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use (as identified in Sections 100-354 (e)(1) and (2)), after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts?

Applicant hereby certifies that:

1. All of the above statements and other information submitted as part of this application are true and correct to the best of his or her knowledge.
2. Affirms that no Village of Mukwonago elected or appointed official or employee has a proprietary interest in the above referenced property for which this applications being filed (except as stated below under "Exceptions").
3. None of the above referenced individuals has been promised or given any contract for consultation, planning or construction in relation to this project (except as stated below under "Exceptions").
4. Applicant has read and understands all information in this packet.

Applicant further understands the policies of the Village regarding conditional use permits. Conditions of the resolution regarding all approvals are strictly followed. Certificates of Occupancy are not given until all conditions of approval have been met.

By the execution of this application, applicant hereby authorizes the Village of Mukwonago or its agents to enter upon the property during the hours of 7:00 am to 7:00 pm daily for the purpose of inspection. Applicant grants this authorization to enter even if this land has been posted against trespassing pursuant to Section 943.13 WI Stats.

Signature of Applicant
Signature of Property Owner(s)

FOR OFFICE USE ONLY

RECEIVED: *(Staff: Check each individual box as information is confirmed. If not applicable, mark N/A.)*

- Application
- Agreement for reimbursable services
- Survey of the property
- Landscape plan
- Parking plan
- Lighting plan
- Proposed location and connection to the sanitary sewer and water mains
- Drainage plan
- Building Elevations
- Floor plan
- Plan of operation/proposal
- Overview of the adjoining lots and list of parcel identification numbers for all properties within 300 feet of the subject property
- Additional information

Date Filed	Public Hearing Date
Disposition	