



VILLAGE OF MUKWONAGO

CONDITIONAL USE PERMIT REQUIREMENTS

- ☐ Application Completeness: See page 2 for complete list of submittals.
- ☐ Pre-Application Meetings: Available upon request.
- ☐ Application Submission:
 - ☐ **Applications must be submitted electronically** through the Village on-line permit system. The system may be accessed through this [link](#).
 - ☐ If you are a new user, you will need to start by creating a “Contractor” account. A “Contractor” is a non-owner (Business Owner, Design Professional, etc). If you are the property AND business owner, you may apply as a “Homeowner”.
 - ☐ Once you arrive to the site you will need to apply for a “Planning, Zoning, or Engineering Process”. This link can be found on the left side of the screen under Planning and Zoning page of the Village website. The program will allow you search by the address, apply for appropriate application, input various information, and upload documents.
 - ☐ Fees: Fees may be paid in one of three ways.
 1. You may pay your fee online. After the application is submitted staff has received and reviewed the application an email will be sent to the applicant (email that is provided) letting you know that you can pay the fee online. There is an additional fee associated with this option.
 2. You may pay with cash or a check by mailing or bring the check to Village Hall. There is not a transaction fee associated with this option.
 3. You may pay with a credit card at Village Hall during normal hours and in person. There is a transaction fee association with this option.
 - ☐ Meeting Dates: Plan Commission meets on the second Tuesday of each month at 6:30 p.m. A schedule of meeting dates can be found at our [web site](#). The Village Board meets on the 3rd Wednesday of the month at 6:30p.m.
 - ☐ Application Deadlines: Applications deadlines are approximately 5 weeks prior to the scheduled meeting. A schedule of deadlines may be found on our [web site](#).

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 Requirements for Village and Applicant Use (Check off List)

Application:

- ☐ Online Application Completed
- ☐ Application fee: [current fee schedule](#)
- ☐ Agreement for Reimbursable Services Acknowledgement

Required site drawings:

- ☐ Survey of the property
- ☐ Landscape plan
- ☐ Parking plan (including parking computations)
- ☐ Lighting plan (including photo metrics and cut sheets)
- ☐ Proposed location and connection to the sanitary sewer and water mains
- ☐ Preliminary Stormwater Management plan (if applicable)
- ☐ All building elevations (color renderings)
- ☐ Building Material Cut Sheets
- ☐ Floor plans
- ☐ Signage proposed (additional permit and approvals required under Ch. 64)

Other Documents:

- ☐ Plan of operation/proposal
- ☐ Justification of CU Request – see below
- ☐ Electronic Submittals are required. All documents need to be uploaded into the BS&A Software.
- ☐ Any additional information as determined by Village Staff.
- ☐ Any Licenses from the Village Clerk.

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?