

# CITY OF STURGEON BAY CONDITIONAL USE PERMIT APPLICATION

STAFF USE:	
Date Received:	_____
Fee Paid:	\$ _____
Received By:	_____

	APPLICANT/AGENT	LEGAL PROPERTY OWNER (if different)
Name		
Company		
Street Address		
City/State/Zip		
Daytime Telephone #		
Email		
STREET ADDRESS OF SUBJECT PROPERTY: _____ Location if not assigned a common address: _____		
TAX PARCEL NUMBER: _____		
CURRENT ZONING CLASSIFICATION: _____		
CURRENT USE AND IMPROVEMENTS: _____		
IDENTIFY MUNICIPAL CODE SECTION PERTINENT TO REQUEST AND STATEMENT OF SPECIFIC ITEMS BEING REQUESTED FOR REVIEW: _____		
ZONING AND USES OF ADJACENT SURROUNDING PROPERTIES: North: _____ South: _____ East: _____ West: _____		

PROPOSED USE OF SURROUNDING PROPERTY UNDER COMPREHENSIVE PLAN:

North: \_\_\_\_\_  
South: \_\_\_\_\_  
East: \_\_\_\_\_  
West: \_\_\_\_\_

HAVE THERE BEEN ANY VARIANCES, CONDITIONAL USE PERMITS, ETC. GRANTED PREVIOUSLY FOR THIS PROPERTY? Yes or No IF YES, EXPLAIN: \_\_\_\_\_

**Attach an 8-1/2" x 11" detailed site plan (if site plan is larger than 8-1/2" x 11", also include 15 large sized copies), full legal description (preferably digital), 8-1/2" x 11" location map, construction plans for the proposed project, and Agreement for Reimbursement of expenses. Site plan shall include dimensions of property, pertinent structures and buildings, proposed site improvements, signature of person who drew plan, etc.**

\_\_\_\_\_  
Property Owner Date

\_\_\_\_\_  
Applicant/Agent Date

I, \_\_\_\_\_, have attended a review meeting with at least one member of staff and understand that I am responsible for sign placement and following all stages listed on the check list in regard to the applicant.

\_\_\_\_\_  
Date of review meeting Applicant signature Staff signature

**Attachments:**  
**Procedure & Check List**  
**Agreement for Reimbursement of Expenses**

STAFF USE ONLY

Application conditions of approval or denial:

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

\_\_\_\_\_  
Date Community Development Director

**CITY OF STURGEON BAY  
AGREEMENT FOR REIMBURSEMENT OF EXPENSES**

**WHEREAS** the City of Sturgeon Bay has created Section 3.035 of the Municipal Code authorizing the city Clerk – Treasurer to charge for reimbursement of legal, consulting, incidental, and special events expenses incurred on behalf of and/or for the benefit of third parties for services rendered by the City of Sturgeon Bay;

**AND WHEREAS** the undersigned has requested services and/or authorizations of the City of Sturgeon Bay which will result in the necessity to incur legal, consulting, incidental, or special event expenses on behalf of the undersigned or in consideration of the request submitted by the undersigned;

**NOW, THEREFORE, IT IS AGREED** that the undersigned will reimburse the City of Sturgeon Bay by providing payment to the City Clerk – Treasurer within fourteen (14) days of receiving an invoice, for all legal, consulting, incidental, and special event expenses incurred by the City of Sturgeon Bay for the benefit of the undersigned or for the consideration of the request submitted by the undersigned. These expenses are likely to include the following: Planning and engineering review, legal review and document preparation, recording, publication, special events, and miscellaneous expenses.

This Agreement must be signed prior to the initiation of any action by the City of Sturgeon Bay.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Company name (if applicable): \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## PROCEDURE AND CHECKLIST FOR CONDITIONAL USE PERMITS

- \_\_\_\_\_ 1. Application filed with Community Development Department and reviewed by staff. Application shall contain a detailed site plan (including an 8 ½" x 11" copy, preferable digital), full legal description, location map, Agreement for Reimbursement of Expenses, and construction plans for the proposed project. Site or plot plan shall include dimensions of property, structures, building elevations, proposed site improvements, signature of person who drew plan, etc.
- \_\_\_\_\_ 2. After review by staff, application is forwarded to Community Development Administrative Assistant for placement on City Plan Commission agenda.
- \_\_\_\_\_ 3. Community Development Administrative Assistant forwards copy of Reimbursement of Expenses with name and address of responsible party to the City Treasurer.
- \_\_\_\_\_ 4. Community Development Administrative Assistant schedules public hearing to be held before Plan Commission (date: \_\_\_\_\_) and drafts public hearing notice. Name of property owner, parcel number and property address (or location description) are placed in notice. Public hearing notice is published under legal notices in Peninsula Pulse two times (Class 2 notice), one week apart, with the last insertion one week prior to the public hearing. Notice must be emailed (in editable Word version) to Peninsula Pulse ([legals@ppulse.com](mailto:legals@ppulse.com)) no later than 9:30 a.m. on Wednesday for publication on Friday of the same week. (publication dates: \_\_\_\_\_ and \_\_\_\_\_.) (Email to Pulse by: \_\_\_\_\_)
- \_\_\_\_\_ 5. Community Development Department obtains list of names and addresses of property owners within 300 feet of subject property.
- \_\_\_\_\_ 6. Community Development Administrative Assistant forwards public hearing notice by regular mail to property owners within 300 feet of subject property at least 10 days prior to hearing (by \_\_\_\_\_).
- \_\_\_\_\_ 7. Community Development Department coordinates placement of signage with applicant. Signs shall be obtained from Building Inspection Department, require \$50.00 deposit per sign, and shall be placed on subject property at last 10 days prior to hearing (by \_\_\_\_\_).
- \_\_\_\_\_ 8. Community Development Administrative Assistant places public hearing notice on City website at least 10 days prior to hearing (by \_\_\_\_\_).
- \_\_\_\_\_ 9. Plan Commission meeting:
  - a. Presentation of request by applicant.
  - b. Public hearing.
  - c. Review by Plan Commission for compliance with all conditions under Section 20.25 of the Municipal Code.
- \_\_\_\_\_ 10. Approval or denial of conditional use by Plan Commission, and authorization to Building Inspector to issue permit if approved.
- \_\_\_\_\_ 11. Issuance of Conditional Use Permit by Community Development Director, if approved.