



FOR DOD OFFICE USE ONLY

Date Received: _____

DOD File: _____

Fee paid: \$ _____ Ck. # _____

DEPARTMENT OF DEVELOPMENT
CONDITIONAL USE PERMIT APPLICATION

Property Owner *(Please Type or Print)*

| | | |
|---------------|-------|----------|
| Name | | |
| Business Name | | |
| Address | | |
| City | State | Zip Code |
| Telephone(s) | | |
| Fax No. | | |
| Mobil No. | | |
| E-Mail | | |

Owner's Agent *(Please Type or Print)*

| | | |
|---------------|-------|----------|
| Name | | |
| Business Name | | |
| Address | | |
| City | State | Zip Code |
| Telephone(s) | | |
| Fax No. | | |
| Mobil No. | | |
| E-Mail | | |

- ☐ Major Home Occupation ☐ All other Conditional Use Permit requests
- ☐ Annual Review (if Plan Commission requires an Annual Review, see the Fee Schedule for the required fee).

I hereby request the City Plan Commission to grant a Conditional Use Permit for the following described property:

- Project Name: _____
- Street/Address/Location: _____
- City Tax Key Number(s): _____
- Legal Description (including acreage): _____
- Zoning District(s): _____
- Present Use of the Property: _____
- A Conditional Use Permit is required by Section 17. _____ of the Zoning Code.
- Attach a digital copy (PDF or word document) of a thorough written description of the proposed use and activity (business plan), which will assist Dept. of Development (DOD) staff and the City Plan Commission to better understand the proposed use. The following list must be addressed (if applicable) in the written description:
 - description of the business operations including, but not limited to, hours of operation, number of employees, amount of anticipated customer circulation, advertising, signage, frequency of deliveries, size of delivery trucks, anticipated business growth, etc.
 - identification of all property restrictions, covenants, easements, and previous variances or conditional use permits.

- identification of all licenses, permits, and approvals already obtained or required to be obtained by federal, state, county, or local authorities for the owner, employees, or the business.
- identification of all special equipment, materials, and any hazardous materials.
- identification of any noise, dust, odors, hazards, and special lighting.
- identification of all planned renovations, additions, alterations, and site modifications.
- identification of all traffic impacts including, but not limited to, the number and location of all existing and proposed parking stalls on-site/off site, driveway locations, delivery locations, access, access restrictions, anticipated volume increases, etc.

NOTE: A Traffic Impact Study (TIA) may be required with large development proposals.

9. In the event that DOD staff has determined that a site plan is required [per 17.10(2)], the following information, at a minimum, should be provided on the site plan drawn to an appropriate scale in compliance with Section 17.39 of the City Zoning Code:

- | | |
|---------------------------------------|---|
| - existing and proposed structures | - adjacent structures and land uses |
| - sidewalks and all other paved areas | - parking areas, driveway locations, and access |
| - traffic generation and circulation | - drainage patterns and a grading plan |
| - sanitary sewer and water systems | - architectural building elevations |
| - landscaping and planting buffers | - refuse screening and outdoor storage |
| - signage | - floodplain and wetland boundaries |

10. For conditional use permit applications for Shoreland permits per the Washington County Shoreland regulations, see the attached "Shoreland Permits" page and complete items 1-6 of the Conditional Use Permit Application.

This Conditional Use Permit Application was completed by: _____

NOTE: *In addition to the above basic land development fee, the city reserves the right to charge additional fees for the actual costs to the city to review, process, and to record development project documents and plans. The applicant will be billed, and payment shall be received, prior to the issuance of a building permit.*

The application and plan set can be submitted electronically in a PDF format. The application must be signed by the property owner and can be emailed, faxed, or mailed to the DOD. Fees can be mailed to the DOD within three working days. Below is the contact information for the DOD.

Department of Development
1115 S. Main Street
West Bend, WI 53095
Phone: 262-335-5122
Fax: 262-335-5182
Email: citydcd@ci.west-bend.wi.us

Signature of PROPERTY OWNER (Required)

Printed name of Property Owner

Date

Signature of AGENT

Printed Name of Agent

Date

CONDITIONAL USE PERMIT PROCEDURES

The Department of Development (DOD) uses a two-step application process to be followed in order for a conditional use permit (CU) to be placed on a Plan Commission agenda.

STEP 1: Initial Meeting with City Planning Office

An initial meeting is to insure that both the applicant and the city staff have a proper understanding of what is being requested and to explain the approvals necessary. An engineered drawing is not required for this meeting, but an accurate sketch and any applicable background information may be needed. Additional meetings” can be arranged by calling the DOD.

STEP 2: Official Submission

See Section 17.10 (and Section 17.37 if this permit request is for a Home Occupation) of the City Zoning Code for Conditional Use Permit requirements.

MATERIALS REQUESTED FOR THE SUBMISSION OF A CONDITIONAL USE PERMIT:

- A Conditional Use Permit Application.
- The required submission fee (see the “Development Fee Schedule”).
- A complete written description of the proposed conditional use and activity (two copies if the submission is for a Shoreland Permit).
- If required, a copy of a site plan.

Procedurally, the DOD will publish a Class I Notice of Public Hearing in the West Bend Daily News and will mail that notice to the owners of all properties located within 200' from the proposed conditional use. It is recommended that the applicant notify all of the property owners within 200' of the proposed use prior to the city's mailing of the public notice. A public hearing is then scheduled before the Plan Commission. After the public hearing, the Plan Commission will act on the conditional use permit request.

The applicants and agents listed on the application will receive a copy of the staff recommendation memorandum to Plan Commission and a copy of the agenda. It is recommended that at least one representative for the conditional use permit be present at the Plan Commission meeting. The representative should be prepared to answer any questions the Plan Commission may have.

FEES: In addition to the basic review fees as listed on the Development Fee Schedule, the applicant shall pay a charge equal to the actual costs to the city to review, process, and finalize approval of the conditional use permit.

ANNUAL REVIEW: If Plan Commission requires an Annual Review(s) as a condition of approval for the Conditional Use Permit, the applicant must submit a completed Conditional Use Permit Application, a “business operations status letter”, and an annual review fee one month prior to the required annual review date.

Section 17.10 (Conditional Uses) within the Zoning Code and other valuable information can be accessed on the City’s Website at www.ci.west-bend.wi.us.

SHORELAND PERMITS

Wisconsin State Statute 59.971(7) was amended in 1993 and requires that city's adopt a Shoreland Code or enforce the County Shoreland regulations for all lands annexed since May 7, 1982. The City of West Bend requires that all proposed disturbance in Shoreland areas to comply with Subchapter III in Chapter 17 (city Zoning Code) of the city's Municipal Code and Chapter 23 of the Washington County Code. The property owner is required to obtain a conditional use permit approval by the City Plan Commission prior to any land disturbing activities in County Shoreland zoned areas. The city's Conditional Use Permit approval process shall be followed for all requested Shoreland permits.

All the information needed to complete the Shoreland permit can be obtained from Subchapter III in Chapter 17 of the city's Municipal Code and Chapter 23 of the Washington County Code. The city's Municipal Code can be obtained on the city's website at www.ci.west-bend.wi.us and Chapter 23 of the Washington County Code can be obtained from Washington County.

The following information must be identified on a scaled map for all Shoreland permit requests:

- The lots or parcels of land affected by the Shoreland boundary, including the lot dimensions and area,
- The navigable waterway,
- The 300' or 1000' County Shoreland boundary line,
- The required building setback line from the ordinary high water mark (OHWM) as defined in Chapter 23 of the Washington County Code,
- All applicable culverts and road crossings,
- All existing and proposed structures and other improvements,
- All existing and proposed distances from the structures to the property lines and the center line of all abutting streets and/or highways,
- All existing and proposed grades (contours),
- Proposed erosion control measures,
- Location and landward limits of any wetlands,
- Location of any floodplain and floodway limits on the property,
- Location of existing and future access to roads, and
- Specifications and dimensions for areas of proposed wetland or Shoreland alternations.

The following information must be addressed in a written description per the requirements of Chapter 23 of the Washington County Code (preferably by a Professional Engineer):

- Project description of the proposed activities within Shoreland and/or wetland,
- Verification that the lot size(s) comply with Chapter 23 of the Washington County Code.
- The class and tier of the water body must be identified. A determination of the class and tier can be confirmed by DOD Staff.
- The area in square feet of disturbance within Shoreland,
- The total amounts (in cubic yards) of cut and fill,
- The type of Shoreland vegetation that will be lost,
- The proposed timing and type of seed and other plantings to be used to stabilize the disturbed area, and
- The affects on water quality caused by disturbing the Shoreland areas.

Depending on the type of disturbance and proximity to the water body, additional plans (landscape plan) and restrictions (open space requirements) may apply. Refer to Chapter 23 of the Washington County Code for all of the Shoreland requirements.