TOWN OF WILSON

SHEBOYGAN COUNTY, WISCONSIN

CONDITIONAL USE SUBMITTAL REQUIREMENTS/APPLICATION

Applications are due 45 days prior to the Plan Commission meeting date on which they will be on the agenda. It is pertinent that the relevant section of the Zoning Code is reviewed for regulations and other information, which may be required for submittal depending on the type of application. The Clerk will not accept incomplete applications. No hearing will be scheduled unless all required information is attached – no exceptions. **Application Fee: $250.00.**

1. Name of applicant: _____
2. Applicant's address: _____
3. Applicant's phone number: _____
4. Owner of property: _____
5. Owner's phone number: _____
6. Project Architect/Contractor/Engineer: _____
7. Project Architect/Contractor/Engineer Phone Number: _____
8. Address/Location of Property: _____
9. Parcel Number of Property: _____
10. Existing zoning of the property: _____
11. Adjacent use:

	Use
North	
South	
East	
West	

12. Frontage width of parcel: _____
13. Total Area of Parcel: _____
14. a) Total First Floor Area of Structure: _____

    b) Total Area of Structure (excluding basement): _____
15. Total Area of Proposed/Existing Structure: _____
    (excluding basement)
16. Addition / New Construction / Re-Occupation (Please circle)

16. Conditional Use Requested: _____

_____

_____

Fifteen (15) sets of each item in 17-22 shall be submitted:

_____17. Operations Plan: Please attach Operations Plan, which includes information required per the Operations Plan Submittal Form.

_____18. Location Map: Typically at 1:200 scale, highlighting the parcel in relation to its context of immediate neighborhood, surrounding public streets and adjacent parcels.

_____19. Plat of survey/Site Plan: (Minimum: 1:40 scale), preferably prepared by a registered land surveyor, showing outline of proposed structure(s) and hard surfaced areas (including driveways, walkways and patios) in relation to all property lines and adjacent front yard street. Any easements, conservancy/wetland/floodplain areas and intermittent and/or perennial streams, which may be located within the parcel should also be shown. In addition, mean and historic high water lines, on or within 40 feet of the subject premises shall be shown. Existing and proposed landscaping shall also be shown.

_____20. Grading Plan: (New construction), showing existing and proposed grades at a contour interval of one (1) foot.

_____21. Floor Plans: Basement, first floor and each subsequent floor.

_____22. Elevations: (new construction/addition). One of each elevation, plus one (1) color rendered primary elevation indicating materials and colors.

_____23. Method of Sanitary Sewage Disposal: Include a copy of the Sanitary Sewer Permit obtained by Sheboygan County.

All material submitted for consideration by the Plan Commission or at the Public Hearing is considered part of the Conditional Use Permit.

APPLICANT SIGNATURE: _____ DATE: _____

Applicant or agent must be present at the Plan Commission Meeting.

Accepted by: _____ Date: _____
Plan Commission Meeting Date: _____
Town Board Meeting Date: _____

Application for a conditional use permit constitutes permission by the property owner to any official or agent of the Town of Wilson to enter upon the premises, upon reasonable advance notice, for the sole purpose of inspecting the property and the operations thereon for compliance with the conditions of this permit.

CONDITIONAL USE
OPERATIONS PLAN INFORMATION

This information must accompany all requests for conditional use permits.

1. Description of Operations (interior and exterior):

2. Number of employees:

3. Hours of operation:

4. Structures - layout and appearance of buildings (please attach architectural drawings):

5. Traffic - including number and type of vehicles entering and leaving; parking and loading:

6. Security – including fencing, lighting and screening:

7. Environmental impact – including noise generated from operation, waste disposal, air pollution, and surface drainage: