



# CONDITIONAL USE PERMIT APPLICATION

## Part I. General Information

Applicant  
information:

Person's Name(s): \_\_\_\_\_

Firm Name (if any): \_\_\_\_\_

Relationship (check one):  Owner  Tenant  Prospective Owner/Tenant  Representing: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Property owner  
information:

Person's Name(s): \_\_\_\_\_

Ownership (check one):  Individual  Trust  Partnership  Corporation/LLC  Other: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Parcel number or  
legal description of  
subject property:

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

Address or street  
boundaries of  
subject property:

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

Current and  
proposed use of  
subject property  
(check all  
applicable uses,  
and whether each  
is a current use,  
proposed use, or  
both):

- |  |   |
|--|---|
| <input type="checkbox"/> multiple family residential—3+ unit building(s) | ( <input type="checkbox"/> current use <input type="checkbox"/> proposed use) |
| <input type="checkbox"/> mixed commercial/residential building(s)        | ( <input type="checkbox"/> current use <input type="checkbox"/> proposed use) |
| <input type="checkbox"/> office/research                                 | ( <input type="checkbox"/> current use <input type="checkbox"/> proposed use) |
| <input type="checkbox"/> retail/commercial services                      | ( <input type="checkbox"/> current use <input type="checkbox"/> proposed use) |
| <input type="checkbox"/> manufacturing/warehousing/contractor            | ( <input type="checkbox"/> current use <input type="checkbox"/> proposed use) |
| <input type="checkbox"/> institutional use                               | ( <input type="checkbox"/> current use <input type="checkbox"/> proposed use) |
| <input type="checkbox"/> parking   | ( <input type="checkbox"/> current use <input type="checkbox"/> proposed use) |
| <input type="checkbox"/> significant earth filling, excavating, grading  | ( <input type="checkbox"/> current use <input type="checkbox"/> proposed use) |
| <input type="checkbox"/> other use: _____                                | ( <input type="checkbox"/> current use <input type="checkbox"/> proposed use) |

Summary of  
proposed project  
(attach pages as  
necessary):

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



Parcel Address or ID #: \_\_\_\_\_

## Part II. Application Submittal Requirements

Along with this application, please submit a non-refundable conditional use permit application fee of \$275. Also, please submit one digital copy in an easily reproducible format (e.g., PDF) of all materials that are required to make a complete application. The Village Administrator may also require hard copies after you provide a digital copy. Except as the Village Administrator may otherwise allow, each complete application must include the following information:

- A title block that indicates the name, address, and phone/fax number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for project.
- The date of the original plan and the latest date of revision to the plan.
- A north arrow and a graphic scale. Said scale shall not be smaller than one inch equals 800 feet, except where the Administrator allows reduced scales.
- A map showing the location and current zoning of all lands for which the conditional use permit is proposed, the location and current zoning of all lands within 300 feet, and the jurisdiction(s) within which the subject property lies (i.e., Village of Prairie du Sac or Town of Prairie du Sac).
- Unless provided by the Zoning Administrator, a list of names and addresses of all property owners within 300 feet of the subject property as they appear on the current tax records.
- A map, such as the Future Land Use Map in the Comprehensive Plan, of the generalized location of the subject property in relation to the Village or extraterritorial zoning jurisdiction as a whole.
- A written description of the proposed conditional use describing the type of activities, buildings, and structures proposed for the subject property and their general locations.
- Written justification for the proposed conditional use consisting of the reasons why the applicant believes the proposed conditional use is appropriate, particularly as evidenced by compliance with the approval criteria set forth in Part III.
- If the conditional use permit involves exterior building or site improvements, site and building plans for the subject property identifying such improvements per Section 10-1-1307 of the zoning ordinance. (Complete separate site plan approval application.)
- If the proposed conditional use is for a new or expanded Group Development and/or a Large Retail and Commercial Service Development (as defined in Section 10-1-0302(o) and (p) of the zoning ordinance), all additional information required under Section 10-1-0604 and/or 10-1-0605 of the zoning ordinance.



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- Any of following additional information requested by the Administrator or Plan Commission:
  - Operational details that may affect municipal services such as average and peak utility usage, and average and peak traffic generation.
  - Operational details pertaining to potential nuisances such as hours of operation, outdoor storage, vibration, noise, air pollution, odor, glare, heat, fire and explosion, toxic and noxious materials, and hazardous materials as they relate to the performance standards of Article 8 of the zoning ordinance.
  - Details relating to exterior building, fence materials, lighting, or other improvements.
  - Possible future building and/or parking lot expansions.
  - Certified Survey Map of the property in cases where lot lines and public easements are unclear or require adjustment.
  - Any other information pertinent to adequate understanding of the intended use and its relationship to nearby properties and the Comprehensive Plan.



Parcel Address or ID #: \_\_\_\_\_

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**Part III. Comparison of Proposed Conditional Use Permit with Required Review Criteria (to be completed below or on an attached sheet)**

1. 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 Sauk Prairie Comprehensive Plan; zoning ordinance; and any other plan, program or ordinance adopted or under consideration? Explain how, or why not. (Consult with Village Administrator as necessary on applicable plans.)

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2. Will the proposed conditional use in this location, result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, the natural environment, traffic, 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? Explain how, or why not.

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3. Will 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? How?

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4. 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? Explain how this has been evaluated.

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5. What are the public benefits of this proposal? Do the potential public benefits of the proposed conditional use outweigh potential adverse impacts of the proposed conditional use?

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Parcel Address or ID #: \_\_\_\_\_

**Part IV. Reimbursement for Development Review Services**

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 10-1-1318(d) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

**Part V. Signatures**

By signing and dating below, I/We:

1. Reviewed and understand the Village of Prairie du Sac zoning ordinance and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section above;
3. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
5. Understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons;
6. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and
7. Understand that the Village’s zoning ordinance and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner (if different)

\_\_\_\_\_  
Date



Parcel Address or ID #: \_\_\_\_\_

**Part VI. Record of Administrative Procedures (*to be completed by Village*)**

- Verification that subject property within (check one):  Village  Town (ET Jurisdiction)
- Pre-application conference with Village Administrator or designee (optional)  
Date of conference: \_\_\_\_\_ Participants: \_\_\_\_\_
- Pre-application conference with Village Plan Commission or Joint ET Committee (optional)  
Date of Conference: \_\_\_\_\_
- Application and required plans filed with Village  
Date filed: \_\_\_\_\_  
Name of Village staff person who accepted application: \_\_\_\_\_
- Application fee of \$275 received by Village (non-refundable)  
Date received: \_\_\_\_\_  
Name of Village staff person who accepted fee: \_\_\_\_\_
- Application and submitted plans verified as being complete  
Date verified: \_\_\_\_\_  
Name of Village staff person who verified application as complete: \_\_\_\_\_
- Notice of public hearing sent to owners within 300 feet, clerks within 1,000 feet, & newspaper  
Date sent to nearby land owners and clerks: \_\_\_\_\_  
Date of first publishing in community newspaper: \_\_\_\_\_  
Date of second publishing in community newspaper: \_\_\_\_\_
- Village Plan Commission or Joint ET Committee public hearing  
Meeting date: \_\_\_\_\_ (to be held within 45 days of complete application)
- Village Plan Commission or Joint ET Committee action taken  
Meeting date: \_\_\_\_\_ (within 60 days after public hearing, or per extension)  
Action (circle one): Approval as presented    Approval with conditions    Denial
- Applicant notified of Village Plan Commission or Joint ET Committee action  
Date: \_\_\_\_\_  
Name of Village staff person who notified Applicant: \_\_\_\_\_