



# ZONING/ TEMPORARY 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):

- multiple family residential—3+ unit building(s) ( current use  proposed use)
- mixed commercial/residential building(s) ( current use  proposed use)
- office/research ( current use  proposed use)
- retail/commercial services ( current use  proposed use)
- manufacturing/warehousing/contractor ( current use  proposed use)
- institutional use ( current use  proposed use)
- parking ( current use  proposed use)
- significant earth filling, excavating, grading ( current use  proposed use)
- temporary use: \_\_\_\_\_ ( current use  proposed use)
- other use: \_\_\_\_\_ ( current use  proposed use)

Summary of proposed project (attach pages as necessary):

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



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

## Part II. Application Submittal Requirements

Along with this application, please include a fee of \$60 to cover Village processing and review expenses. Also, please submit one digital copy in an easily reproducible format (e.g., PDF) of all plans 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 one or more plan sheets specifying the following information:

- A Plat of survey prepared by a land surveyor registered in Wisconsin showing the location, boundaries, dimensions, uses and size of the following: subject site; existing and proposed structures; existing and proposed easements; streets and other public ways; off-street parking, loading areas, and driveways; existing highway access restrictions; high water, channel floodway, and floodplain boundaries; and existing and proposed street, side, and rear yards. In addition, the plat of survey shall show type, slope and boundaries of soils shown in an official Soils Survey prepared for Sauk County by the United States Department of Agriculture Soil Conservation Service.
- Proposed land use(s), with projected number of employees, residents, and customer capacity.
- Locations and dimensions of all on-site parking (and, if applicable, off-site parking), including summary of number of parking stalls provided versus required by zoning ordinance for the land use.
- Locations and dimensions of all loading and service areas on the subject property and labels indicating the dimension of such areas.
- Location of all outdoor storage areas including dumpsters and the height, design, and materials of all screening fences.
- The location of all outdoor areas for daily, seasonal, or longer-term sales, display, and/or collection of merchandise, including but not limited to donation drop-off boxes and vending machines.
- If hazardous materials are to be kept or stored on site, a written description of such materials and the operations involving such materials conducted on their property. The Village may also require a process safety management, risk management, containment, and emergency response program.
- Any of following additional information, if requested by Village Administrator:
  - 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 in cases where lot lines or easements are unclear or require adjustment.
  - Other information to understand the use and relationship to nearby properties and Comprehensive Plan.



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

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

1. Have all standards of the Village zoning ordinance and other applicable Village, Town, State, and Federal regulations been met? Explain how, or why not. (Consult with Village Administrator.)

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2. Explain what measures you have taken so that the project will not endanger public health or safety.

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3. Have adequate public facilities and utilities been provided to serve the site? If not, explain.

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4. How will traffic control and parking appropriate to the site and proposed land use be provided?

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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 of Prairie du Sac

Town of Prairie du Sac (i.e., in Village Extraterritorial (ET) Zoning Jurisdiction)

Pre-application conference with Village Administrator or designee (optional)

Date of conference: \_\_\_\_\_ Participants: \_\_\_\_\_

Application and required plans filed with Village

Date filed: \_\_\_\_\_

Name of Village staff person who accepted application: \_\_\_\_\_

Application fee of \$60 received by Village

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: \_\_\_\_\_

Village Administrator action taken (within 30 days of complete app.)

Action date: \_\_\_\_\_

Action (circle one): Approval as presented      Approval with conditions      Denial

Applicant notified of Village Administrator action

Date: \_\_\_\_\_

Name of Village staff person who notified Applicant: \_\_\_\_\_