



**Community &
Economic Development**

Office of the Zoning Administrator
111 S. Main Street • Waupaca, WI 54981
zoning@cityofwaupaca.org
www.cityofwaupaca.org
920.309.0721

APPLICATION for CONDITIONAL USE PERMIT

Notice: Please complete the Application in full. The City of Waupaca cannot accept an incomplete Application Form or Application Packet lacking all required information.

Contact Information:

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Applicant (if different from Property Owner): _____

Address: _____

Phone: _____ Email: _____

Property Description:

Property Address: _____

Tax Key No.: _____ Lot Size: _____ Zoning District: _____

(If additional parcels, please attach as separate sheet)

Use:

The property is currently used for the following purposes (please describe):

Conditional Use:

Use Requested:

Specify the requested Conditional Use, as provided for in Chapter 17.104(3) of the

City of Waupaca Zoning Ordinance: _____

The Conditional Use is requested so that the property may be used in the following specific manner or for the following specific purposes:

Additional Comments (if any):

Conditions Imposed:

The conditions imposed on a Conditional Use Permit shall be:

- a. Related to the purpose of this Chapter.
- b. Based upon substantial evidence. For the purposes of this Section, substantial evidence shall include facts and information, other than merely personal preference or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a Conditional Use Permit and that reasonable persons would accept in support of a conclusion.
- c. Reasonable and, to the extent practicable, measurable.

Additional Information:

Additional information, as applicable, shall be included as an attachment to the Application.

Application Checklist:

The purpose of the Application Checklist is to ensure a complete submittal has been prepared and to expedite the review process. Please complete the checklist in full by using one of the following symbol codes.

✓ Included with Application - Appears Inapplicable

Code	Conditional Use Permit Application Submittal Requirements
	Names and addresses of the applicant, owner of the site, architect, professional engineer, contractor, and all opposite and abutting property owners of record.

	Description of the subject site by lot, block, and recorded subdivision or by metes and bounds; address of the subject site; type of structure; proposed operation or use of the structure or site; number of employees; and the zoning district within which the subject site is located. <i>[Please provide this information in a Word document].</i>
	Building, site and operation plans of the proposed use, as required under Chapter 17.208(4)(a)3 of the zoning ordinance (if applicable)
	For areas designated floodland or floodplain, information as required under Chapter 17.208(4)(a)4 of the zoning ordinance
	A Plat of Survey prepared by a registered land surveyor showing all of the information required under Chapter 236 Wis. Stats., the mean and historic high water lines and floodlands on or within 40 feet of the subject premises and existing structures, paving, and landscaping.

Additional plans and data may be required when determined by the Zoning Administrator, Plan Commission, or Common Council to be necessary in order to complete a thorough and efficient review. Certain submission requirements may be waived when determined to be superfluous.

Submittal Format:

A digital copy of the Application and associated materials shall be submitted in PDF or compatible format unless otherwise requested by the Zoning Administrator.

Commencement of Construction:

No project shall commence construction prior to the issuance of any require City permits or State or Federal approvals.

Signature and Certification:

I certify the information presented on this Application and the drawings, plans, and other materials included therein are, to the best of my knowledge, complete and in accordance with the Zoning Ordinance.

Applicant Signature: _____ Date: _____

Application Fee:

The Application Fee for a Conditional Use Permit is \$350.00. The Application shall not be accepted until the Application Fee has been paid.

Consultant Fees:

The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the review of a proposed conditional use. The submittal of this Application shall be construed as an agreement to pay for such professional review services applicable to the proposal. The City may apply the charges for these services to the petitioner. The City may delay acceptance of this Application as complete, or

may delay final approval, until the petitioner pays such fees. Review fees which are applied to a petitioner, but which are not paid, may be assigned by the City as a special assessment to the subject property. The Petitioner shall be required to provide the City with an executed copy of a professional services reimbursement form as a prerequisite to the processing of the development application.

OFFICE USE ONLY

Fee: _____ Receipt Number: _____ Date Paid: ____/____/____
District: _____ Alderperson: _____ Date Notified: ____/____/____
Conditional Use Permit Number: _____

Staff report in review of proposed Conditional Use is attached.