

**TOWN OF KEWASKUM
CONDITIONAL USE PERMIT
INFORMATION SHEET**

Town Board/Plan Commission meets the 4th Tuesday of each month at 7:00 p.m.

I. Procedure

A. Conceptual Review (optional)

1. Submit 15 copies of site plan and one agenda request form to the Town Clerk's office.
2. Submit information 30 days prior to meeting.
3. Plan Commission reviews the proposal and provides ideas/feedback to applicant.

B. Conditional Use Permit Application Review

1. Submit 15 copies of application, 15 copies of plan of operation (if applicable), 15 copies of site plan, and one legal description to Town Clerk's office.
2. Submit information 30 days prior to meeting.
3. Town Clerk will confirm the names and mailing addresses of all property owners within 300 feet of subject site (1/2-mile from property line for quarry operations) and any municipalities within 1000 feet of subject site for notification of public hearing.
4. A public hearing date will be set to allow time for publication in the Kewaskum Statesman.
5. Public hearing held and Plan Commission makes recommendation to Town Board.
6. Town Board approves, conditionally approves, or denies request.
7. If the request is denied, the applicant may petition the Board of Appeals for a variance.

II. Fees

- A. Hearing and Review Fee Town of Kewaskum - \$300
- B. Newspaper Publication - \$72
- C. Bond - \$1000

***Professional Services:* All costs of professional services such as legal, engineering, research, recording fees, and traffic control costs related to any action initiated by a responsible party, other than the Town, to be reviewed or acted upon by the Town of Kewaskum Plan Commission, Board of Appeals, or Town Board of Supervisors shall pass to the responsible party.**

TOWN OF KEWASKUM
APPLICATION FOR CONDITIONAL USE PERMIT
(UPDATED 9-14)

Address/Location of Subject Site:

Tax Key Number: _____ Section Number: _____

Number of acres: _____ Zoning District: _____

Property Owner:

Name: _____

Address: _____

Phone (home): _____ (cell): _____

(work): _____ (fax): _____

Email: _____

Owner's Agent (if different):

Name: _____

Address: _____

Phone (home): _____ (cell): _____

(work): _____ (fax): _____

Email: _____

Legal Description of Property Involved (description must come from the deed - attach copy if necessary):

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APPLICATION FOR CONDITIONAL USE PERMIT

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The specific conditional use being requested is for _____

as provided for in Section _____ of the Zoning Ordinance.

The property is presently used for the following purpose(s): _____

The conditional use permit is requested so that the property may be used in the following specific manner or for the following specific purpose(s):

Items that must accompany this application (please check each box to confirm that each of the items has been provided as required; an application shall not be accepted until all of the following information has been provided):

- One copy of the Deed
- Fifteen (15) copies of a plat survey or scaled Site Plan (scale not less than 100ft = 1 inch) and a location sketch showing the following:
 - Boundaries and dimensions of the property
 - Location of existing and proposed buildings and their distance from lot lines
 - Location of driveways and easements
 - Distances to neighboring buildings and their uses
 - Location of the wells and sanitary systems and their distances to lot lines and buildings
 - High water elevation and navigable streams within 100 ft of land
 - Location of wetlands and environmental corridors
 - Proposed locations of buildings, sanitary systems and wells
 - The names and complete mailing addresses of all property owners within 300 feet of subject site (1/2-mile from property line for quarry operations)
 - Any applications required by WisDNR
 - Such other information as requested by the Zoning Planner/ Administrator, Town Board or Plan Commission
- Fifteen (15) copies of the application

TOWN OF KEWASKUM
APPLICATION FOR CONDITIONAL USE PERMIT

(UPDATED 9-14)

Note: The following fees must be paid at time of submittal of application:

1. Hearing and Review Fee Town of Kewaskum - \$300
2. Newspaper Publication – \$72
3. Bond \$1000 (for professional services)
4. Professional Services: All costs of professional services such as Independent Inspections Ltd. fees, legal, engineering, research, recording fees, any additional zoning administration fees, and publication costs related to any action initiated by a responsible party, other than the Town, to be reviewed or acted upon by the Town of Kewaskum Plan Commission, Board of Appeals, or Town Board of Supervisors shall pass to the responsible party.

Signature of Owner

Date

Signature of Owner's Agent (if different)

Date

(FOR OFFICE USE ONLY)

Date Application Received: _____

Date Sent to Town Engineer: _____

Date Sent to Zoning Administrator: _____

Paid: _____ Check #: _____