Date Submitted:

CONDITIONAL USE PERMIT APPLICATION

Ledgeview Zoning & Planning Commission

This application form may also be completed online at www.ledgeviewwisconsin.com/permits

Completed application must be submitted to the Town Clerk no less than fourteen (14) days prior to the first Monday of the month before 12:00pm (noon) to be included on that month's ZPC agenda

Zoning and Planning Commission meets the second Wednesday after the first Monday of the month at 6:00 p.m. at the Ledgeview Municipal Building

A Conditional Use Permit application review fee of **$200.00** must be submitted with materials

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1) Applicant Information

Name:

Business Name:

Street Address: City/State: Zip:

Telephone: Fax: Email:

Firm Preparing Plans: Contact:

Street Address: City/State: Zip:

Telephone: Fax: Email:

All correspondence on this application should be sent to: ☐ Property Owner, OR ☐ Agent

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2) Property Owner Information *This section can be left blank if the same as above.*

Name:

Business Name:

Street Address: City/State: Zip:

Telephone: Fax: Email:

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3) Information regarding requested Conditional Use Permit

Address/Location:

Town and Range:

Parcel ID Number:

Zoning District:

Size of parcel in acres:

Sewer: ☐ Municipal ☐ Septic/Mound

Water: ☐ Municipal ☐ Private Water Trust ☐ Private Well

Briefly describe the Proposed Site Use:

Please provide a Legal Description below:

****Please see Sec 135 - 151 for additional information on Conditional Uses****

Notes

- Attendance by the applicant is strongly encouraged at both Zoning and Planning Commission and Town Board meetings where action/approval is to take place. It is the policy of the Zoning and Planning Commission to give applicants the opportunity to speak at such meetings. Contact the Town Clerk for the meeting schedule.
- The applicant/owner of the above parcel(s) hereby gives permission to the Town of Ledgeview, its staff/employees, agents and/or appointees to enter the property for the purpose of executing their duties associated with this request and following proper notification to applicant/owner.
- Upon approval of request, check with the Ledgeview Town Clerk for any necessary permits.

4) Applicant Declarations

- The signer attests that the application has been completed accurately and all required materials have been submitted.
- Please note that the application will NOT be accepted without the signature of the property owner.

I HEREBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE CONDITIONAL USE PERMIT PROCEDURE AND FAILURE TO COMPLY WITH TOWN REQUIREMENTS WILL RESULT IN THIS APPLICATION BEING WITHHELD FROM CONSIDERATION.

Signature of the Property Owner (required):	*Signature of the Applicant ("Agent" for the owner):*
Print Name:	*Print Name:*
Date:	*Date:*

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5) Submittal Requirements

Each submittal shall consist of the following materials. Please note that ALL digital files MUST be in PDF format with a minimum 300dpi resolution.

- A detailed statement by the applicant describing the intended use and how the proposed conditional use will conform to standards set forth in the respective zone districts, as per Section 250 of the Zoning code (Digital Only)
- One (1) full set of building plans (Hard Copy Only)
- 11 x 17 property site plan (Digital Only)
- Completed Conditional Use Permit Application

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6) Submittal Checklists (completion required for application)

A. Written Description of the intended use describing in reasonable detail the:

N/A	Included	
☐	☐	Full name and contact information of the petitioner and / or agent, and property owner, if different;
☐	☐	Full name and contact information of petitioner's engineers / surveyors / architects, and other design professionals used in conditional use permit application preparation;
☐	☐	Existing zoning district(s) and proposed zoning district(s) if different;
☐	☐	Current land uses present on the subject property;
☐	☐	Proposed land uses for the subject property;
☐	☐	Land use designation(s) as depicted on the adopted Comprehensive Plan;
☐	☐	Projected number of residents, employees, and / or daily customers;
☐	☐	Description of existing environmental features;

- ☐ ☐ Proposed amount of dwelling units, floor area, Open Space area, and landscape surface area, expressed in square feet and acreage to the nearest one-hundredth of an acre;
- ☐ ☐ Resulting site density, Floor Area Ratio as calculated using the criteria established in Sec 135 – 8, Open Space Ratio, and Landscape Surface Area Ratio, as defined by Sec 135 – 8;
- ☐ ☐ Operational considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings;
- ☐ ☐ Operational considerations relating to potential nuisance creation pertaining to the appropriate design of street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials;
- ☐ ☐ Traffic generation;
- ☐ ☐ Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties;
- ☐ ☐ Possible future expansion and related implications, and;
- ☐ ☐ Material Safety Data Sheets (MSDS) for all materials anticipated to be used or stored on site; Exterior building and fencing materials;

B. Property Site Plan drawing which includes:

- ☐ ☐ A title block which provides all contact information for the petitioner and / or agent, and property owner if different;
- ☐ ☐ Full name and contact information of petitioner's engineers / surveyors / architects, and other design professionals used in conditional use application preparation;
- ☐ ☐ The date of the original plan and the latest date of revision to the plan;
- ☐ ☐ A north arrow and a graphic scale;
- ☐ ☐ All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled;
- ☐ ☐ All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose;
- ☐ ☐ All required building setback and offset lines, including dimensions from structures to property lines;
- ☐ ☐ All existing and proposed buildings, accessory structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, walls;
- ☐ ☐ All existing and proposed utility and drainage systems, connections, and fixtures;
- ☐ ☐ The location and dimension of all access points onto public streets including cross-section drawings of the entry throat;
- ☐ ☐ The location, type, height, size and lighting of all signage on the subject property;
- ☐ ☐ The location of all outdoor storage and refuse disposal areas and the design of all screening devices;

☐ ☐ The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas;

☐ ☐ The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by Sec 135 – 124;

☐ ☐ The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property -- including the clear demonstration of compliance with a limit of 0.5 foot candles at all property lines;

☐ ☐ The location and type of any permanently protected green space areas;

☐ ☐ The location and delineation of all wetlands, escarpments, uplands, or other unique environmental features;

☐ ☐ The location of existing and proposed drainage facilities;

☐ ☐ In the legend, data for the subject property:

a) Lot Area measured in square feet and acres to the nearest one-hundredth of an acre;
b) Floor Area measured in square feet using the criteria in Sec 135 - 8;
c) Open Space Area as defined in Section 8 and as calculated using the criteria of Sec 135 - 8;
d) Building Height as defined and calculated using the Sec 135 - 8 of the Zoning Code

Submit all documents to:

Town of Ledgeview Municipal Building
3700 Dickinson Road
De Pere, WI 54115

E: rpeters@ledgeviewwisconsin.com
P: (920) 336 – 3360
F: (920) 336 – 8517

For Office Use Only

Submittal Date:___/___/____ **Staff Signature:** _____

Fees Paid: Y / N