



CONDITIONAL USE APPLICATION PROCEDURES

Steps:

1. Complete the conditional use permit (CUP) application. If only a portion of a larger existing parcel is being proposed for the CUP, provide a land survey map from a licensed surveyor. All property owner(s) of record must sign the application.
2. Contact the Town the property is located in and request a CUP hearing.
3. Present the Township participation form & your request at the Town CUP hearing.
4. Submit the completed application, Township participation form, and fee to the Lafayette County Land Conservation, Planning & Zoning Department (LCPZ).
5. Final approval/denial is determined during the Planning & Zoning Committee meeting.

Application:

- Only original documents are accepted.
- If an agent is to sign the application, written proof of agent authority is required.
- If the property is in a Trust, the Trustee must sign the application and provide proof of authority with the names and addresses of all those with a beneficial interest in the Trust.
- The legal description under "Description of Property" can be obtained from: (1) Property tax bill, (2) Plat of Survey, (3) Title policy, (4) From a Licensed Surveyor if a land division is proposed when rezoning a portion of a parcel.
- An attached sketch is required to be drawn to scale or with dimensions showing the locations, boundaries, uses and sizes of all existing and proposed structures, property lines, road right-of-way lines, easements, driveways, the high water mark of any abutting water course and location of septic tank and drain field.

Planning & Zoning Committee Hearing Public Notice:

- Conditional Use Permit: Requires a class II posting (request is posted twice, for two consecutive weeks)

Planning & Zoning Committee Hearing:

- Rationale for CUP must be given by the applicant and with information provided that the proposed CUP and/or associated structures are in accordance of the relevant ordinance(s) and are not adverse to the environment and community.
- The applicant, applicant's attorney or agent may attend the public hearing and present testimony. This presentation can involve additional materials that are relevant to the CUP request. The presentation should be kept as short as possible.
- The order of presentation will be: (1) Open Hearing, (2) Zoning Office Statement, (3) Applicant Statement, (4a) Public Statement In Favor, (4b) Public Statement In Opposition, (4c) Public Statement In Interest, (5) Applicant's Rebuttal, (6) Committee Discussion, (7) Close Hearing, (8) Decision.
- All materials presented as evidence and exhibits by the applicant may be retained by the Planning & Zoning Committee.
- All questions arising from the public shall be directed to the Planning & Zoning Committee Chairperson.
- Planning & Zoning Committee makes final approval/denial determination
- Public comments must be submitted 5 business days prior to the public hearing



APPLICATION FOR CONDITIONAL USE PERMIT

[APPLICATION FEE = \$500.00]

FOR COUNTY USE ONLY

Applicant:

Name: _____

Phone: _____

Mailing Address: _____

Date Received: _____

Fee Amount: \$ _____

Cash/Check #: _____

Land Owner (If different):

Name: _____

Phone: _____

Mailing Address: _____

Township Form Date: _____

P&Z Meeting Date: _____

Permit #: CU - -

Description of Property:

Town of _____ Tax Parcel Number _____

Legal Description: _____ 1/4 _____ 1/4 Section _____ Town _____ Range _____

Subdivision Name _____

Total Acreage Owned: _____

Current Zoning District:

_____ Agricultural Working Land Initiative (A-1)

_____ Conservancy-Forestry-Recreation (CFR)

_____ Agricultural (A-2)

_____ Commercial (C-1)

_____ Rural Residential (R-R)

_____ Rural Business (B-1)

_____ Single-Family Residential (R-1)

_____ Light Industrial (M-1)

_____ Multi-Family Residential (R-2)

_____ Heavy Industrial (M-2)

_____ Mobile Home & Multi-Unit Residential (R-3)

Current Use Is: _____

Proposed Use Is: _____

I/We the undersigned are applying for a Conditional Use Permit for the above described property and I/We hereby state that the information on this application, the attached sketch and materials presented as evidence or exhibits pursuant to this request are accurate. I/We the undersigned property owner(s) hereby grant permission to Lafayette County Land Conservation, Planning & Zoning Dept. staff to enter upon the above described property at their discretion during normal working hours to acquire information pursuant to this request. I/We the undersigned property owner(s) hereby grant permission for the Lafayette County Planning & Zoning Committee hearing to be held on the above described property at the discretion of the Committee Chairperson.

Property Owner(s) Signature _____

Date _____



Land Conservation, Planning and Zoning Department

700 Main Street

Darlington, WI 53530

Phone: (608) 776-3836

Sketch

This sketch is **required** to be drawn to scale or with dimensions showing the locations, boundaries, uses and sizes of all existing and proposed structures, property lines, roads and their right-of-way lines, easements, driveways, the high water mark of any abutting water course and location of septic tank and drain field.

A large, empty rectangular box with a thin black border, intended for the user to draw a site sketch according to the requirements listed above.



REQUEST FOR TOWNSHIP PARTICIPATION

LAWS REGARDING COMPREHENSIVE PLANS:

Wisconsin Statute 66.1001(3) ACTIONS. Procedures that must be consistent with comprehensive plans. Beginning on January 1, 2010, land-use decisions made by local governmental units shall be consistent with that local governmental unit's Comprehensive Plan.

APPLICANT: To get this form completed by the Town, have your request placed on the Town Board Meeting Agenda. To ensure that the Planning & Zoning Committee will hear your request, be sure to return this completed form with your application.

Section - 1

APPLICANT COMPLETES SECTION - 1

To the request for (Owner(s) Name) _____

Property Address _____ Tax Parcel#: _____ Acres: _____

Narrative of Request: _____

Section - 2

TOWNSHIP COMPLETES SECTION - 2

---- Questions 1 through 2.b. must be answered to validate this document ----

CIRCLE ONE

1 - Does the town, have any regulations in addition to Lafayette County Comprehensive Zoning Ordinance (ie: town ordinance) that would apply to the request? ----- Yes No

If yes - please explain: _____

2 - Does the Town feel the request is consistent with their Comprehensive Plan objectives and policies? ----- Yes No N/A

2.a. If yes, is the Town in favor of the conditional use permit (CUP) request? ----- Yes No N/A

2.b. If no, does the Town wish to amend the Comprehensive Plan to allow the CUP request? ----- Yes No N/A

THE TOWN OF _____ TOWN BOARD ON THIS DATE _____

DOES NOT OBJECT TO THE REQUEST

OBJECTS TO THE REQUEST

Board Vote: Number In-Favor _____ Number Opposed _____ Number Abstained _____

Reason(s) for the town board decision: _____

CHAIRMAN

CLERK

SUPERVISOR

SUPERVISOR

Township, please contact the Land Conservation, Planning & Zoning Department if there are conditions you would request to be attached to this conditional use permit application if it were to be approved. We will pass that information to the Lafayette County Planning & Zoning Committee for their consideration.