

**ADAMS COUNTY
PLANNING AND ZONING DEPARTMENT**

P. O. Box 187
Friendship, WI 53934

www.co.adams.wi.gov

Phone: (608) 339 - 4222

Fax: (608) 339 - 4504

APPLICATION FOR CONDITIONAL USE PERMIT {CUP}

FEE: \$300.00⁽¹⁾

The following is a review of the overall procedure involved in applying for a Conditional Use Permit (CUP). This review is not meant to be all-inclusive for all cases, but will provide an idea of what processes and materials are needed to successfully complete your CUP request. If you have questions involving your individual request, please contact the Planning & Zoning Department Office between 8:00 a.m. and 4:30 p.m.

Contained in this packet should be the following items:

- An Application for a Conditional Use Permit form.
- A request for Town Participation form.

The Conditional Use Permit application must be completed and submitted to the Planning & Zoning Office before a public hearing date can be scheduled. To expedite the process, the Planning & Zoning Department will allow applicants to be placed on the County Planning & Development Committee hearing agenda before they meet with the Town. However, the Department must have the completed Town Participation Form prior to the hearing at the County. ⁽¹⁾If the Town Participation Form is not provided for the hearing and the request is tabled as a result, the applicant shall pay another application fee. Public hearings are scheduled on a first come, first served basis and are held at the Adams County Courthouse as the Planning & Development Committee may determine. The Planning & Zoning Department staff will answer questions about the application, but the staff cannot be responsible for any defects that may arise in your application nor provide you with legal advice.

APPLICANT REQUIREMENTS & PUBLIC HEARING INFORMATION

On the CONDITIONAL USE PERMIT APPLICATION form under **Property Location**, the complete legal description of the property must be listed. This legal description can be obtained from the following: (1) Property tax bill (2) Plat of Survey (3) Title policy.

The application must be signed by all property owners of record. If an agent is to sign the application, written proof of authority is required to accompany the application. If the property is in a Trust, the Trustee must sign the application, provide proof of authority and the names and addresses of all those with a beneficial interest in the Trust. If needed, obtain a **TRUST INFORMATION form** the Planning & Zoning Department. The application must be complete including an address and phone number where someone can be reached for questions or information.

Public hearing before the Planning & Development Committee:

At the public hearing, the petitioner will be required to make a presentation pursuant to the items listed below. The Planning & Development Committee does not require that the petitioner have an attorney; however, they may be represented by one if they wish. This presentation can be of any length and can involve any additional materials that are relevant to the petition. The Planning & Development Committee does request that all presentations be kept as short as possible and also wishes to inform the petitioner that any materials presented as evidence to the Planning & Development Committee will be kept permanently with the petition.

Public Hearing Presentation: Items to be addressed at the public hearing are listed below:

- Petitioner, person's attorney or agent must attend the public hearing and present testimony.
- All petitioner's exhibits will be marked and retained by the Planning & Development Committee.
- The order of presentation will be:
 - (1) - Planning & Zoning staff findings
 - (2) - Petitioner
 - (3) - Persons appearing in support
 - (4) - Persons appearing in opposition
- Rationale for zoning relief must be given in narrative form by the petitioner. Provide proof that the proposed Conditional Use and/or associated structures are in accordance with the purpose and intent of the relevant Ordinance(s) and are not hazardous, harmful, offensive, or otherwise adverse to the environment or the value of the neighborhood or the community.

All questions arising from the public shall be directed to the Planning & Development Committee Chairperson.

Decisions: Following the Public Hearing and assuming no problems, the Planning & Development Committee will make a final decision to deny or grant the request.



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CONDITIONAL USE PERMIT APPLICATION

FEE: \$ 300.00⁽¹⁾

Office use:
 File # _____ Date received _____
 Fee \$ _____ Total acres _____
 Comp. # _____ Parcel # _____
 Date parcel created: _____
 County Zoning: _____ SPO Zoning: _____
 FIRM/Flood Study: _____ Airport: _____

Applicant:

Name of Owner _____
 Mailing Address _____

 Phone _____

Property Location:

_____ ¼ _____ ¼ Sec. _____ T _____ N R _____ E
 Lot _____ Block _____ Addition _____
 Subdivision or CSM _____
 Address _____
 Town of _____

Current property information:

IMPORTANT: If zoned A-1 (Exclusive Agriculture), is this property under any Farmland Preservation Tax Credit Program? Yes No

Current use is: _____

Conditional Use Permit request:

As provided in Section _____ of the _____ Ordinance, a Conditional Use Permit is requested so that the following use or activity may be allowed: _____

IMPORTANT: Attach plot plan or location sketch {7 copies} showing the location, boundaries, uses and sizes of the following applicable items: subject site, existing and proposed structures, all structure setbacks {current & proposed}, sanitary system, utilities, parking areas, property drainage, proposed excavation and / or filling, street rights-of-way, easements, driveways, trees 6 inches or greater in diameter at waist height, and all other pertinent features.

REVOCATION:

- (A) A Conditional Use Permit may be revoked if:
 1. the use does not conform with the conditions of approval within the time limits established in the permit,
 2. the use does not continue to conform with the conditions of the original approval;
 3. the character of the use itself has changed, causing the use to be incompatible with the surrounding area; or
 4. the use no longer conforms, to public health, safety, and welfare needs.
- (B) Action to terminate a conditional use permit may be taken by the County Planning and Zoning Committee.
- (C) After revocation of the conditional use permit, such use shall be classified as a nonconforming use.

The undersigned hereby applies for the ordinance change requested above and states that the information on this application and the attached plot plan are accurate.

⁽¹⁾If the Town Participation Form is not provided for the hearing and the request is tabled as a result, the applicant shall pay another application fee.

 Landowner signature Date

Office notes: _____

ADAMS COUNTY PLANNING & ZONING DEPARTMENT
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.

TOWN BOARD: PLEASE FILL OUT INFORMATION BELOW COMPLETELY.

TO THE REQUEST FOR _____ TO BE GRANTED A:
(NAME)

REQUEST TYPE:	BRIEF DESCRIPTION OF REQUEST:
_____ REZONE.....	_____
_____ CONDITIONAL USE.....	_____
_____ VARIANCE.....	_____
_____ SPECIAL EXCEPTION.....	_____
_____ MODIFICATION.....	_____

FOR THE PROPERTY DESCRIBED AS FOLLOWS: _____

DOES THE TOWN HAVE ANY REGULATIONS THAT APPLY TO THE REQUEST {circle one}? Y N
IF YES – PLEASE EXPLAIN: _____

THE REQUEST IS CONSISTENT WITH THE TOWN COMPREHENSIVE PLAN {circle one}: Y N
{THIS IS OF PARTICULAR IMPORTANCE FOR REZONE REQUESTS}

IF NOT CONSISTENT WITH THE TOWN COMPREHENSIVE PLAN, DOES THE TOWN WISH TO AMEND THE COMPREHENSIVE PLAN TO ALLOW THE REQUEST? {circle one} Y N

THE TOWN BOARD OF THE TOWN OF _____
_____ **DOES NOT OBJECT** to the request _____ **OBJECTS** to the request

REASON(S) FOR THE TOWN BOARD DECISION: _____

TOWN CLERK

SUPERVISOR

CHAIRPERSON

SUPERVISOR

DATE: _____

APPLICANT: To get this form completed, request from the Town to be placed on their Board Meeting Agenda. To ensure that the Planning & Zoning Committee or the Board of Adjustment makes a prompt decision on your request, be sure to return this completed form with your application.