**APPLICATION/PLAN REQUIREMENTS  
CONDITION USE/SPECIAL EXCEPTION PERMIT  
SAUK COUNTY CONSERVATION PLANNING & ZONING DEPARTMENT**

DIRECTIONS: The following items are needed to comply with the application/plan requirements of the Sauk County Zoning Ordinance. All items should be submitted to the Conservation, Planning and Zoning Department.

1. Application.
2. Application/Plan Requirements Checklist (and associated documents)
3. Letter of Intent
4. Site Plans

IN ADDITION: The application should distribute one copy of the completed application/plan to each of the following agencies (if applicable).

|  |  |  |
| --- | --- | --- |
| **AGENCY** | **ADDRESS** | **PHONE** |
| Road/Driveway Jurisdiction  Town Board County Highway Shop State Highway – Wis DOT | (obtain from local source) 620 STH 136, Baraboo 4802 Sheboygan Ave, Madison | 608-355-4855  608-266-3438 or 608-266-3813 |
| Fire Department | (obtain from local source) |  |
| Public Health/Environmental Health | 505 Broadway, Baraboo | 608-355-3290 / 608-355-4305 |
| Affected Township |  |  |

**Application Review Checklist**

**CUP#/SP#:\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date Received: \_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Property Address:** |  |
| **Subdivision and Lot (if applicable):** |  |
| **Tax Parcel Number:** |  |
| **Township:** |  |
| **Proposed Use of Property:** |  |

**CHECKLIST**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Basic Map Information** | **Yes** | **No** | **N/A** | **Comments** |
| 1 | Proposed site location map (indicate sufficient area reference to locate site) |  |  |  |  |
| 2 | Appropriate scale |  |  |  |  |
| 3 | Date, North Arrow, Street Names (existing and proposed right-of-ways |  |  |  |  |
| 4 | Name, address and phone number of person preparing the plan |  |  |  |  |
| 5 | Property line dimensions |  |  |  |  |
|  | **Basic Zoning Information** |  |  |  |  |
| 6 | Zoning setback lines – Building Setbacks:  Front:\_\_\_\_\_\_\_ Side: \_\_\_\_\_\_\_ Side:\_\_\_\_\_\_\_\_ Rear/Water:\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| 7 | Distance between buildings (nearest point to nearest point) |  |  |  |  |
| 8 | Location of new buildings and general floor plan. Dimensions of building(s) = \_\_\_\_\_x\_\_\_\_\_ = Total sq. ft\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| 9 | Proposed building elevations (to scale) Max Height = \_\_\_\_\_\_\_ |  |  |  |  |
| 10 | All existing structures (labeled) within 100 feet of perimeter property lines |  |  |  |  |
| 11 | Multiple housing units – Number of units = \_\_\_\_\_\_\_\_, composition (efficiency, one bedroom, two, three) |  |  |  |  |
| 12 | Surrounding zoning (properties immediate to subject site) |  |  |  |  |
| 13 | Lot coverage of proposed buildings = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |  |  |  |  |
|  | **Natural Features** |  |  |  |  |
| 14 | Boundaries of existing natural features (trees, lakes, ponds, streams, rock out-croppings, severe topography, wetlands, woodlands, etc.) |  |  |  |  |
| 15 | Has a wetland permit been applied for (if applicable) |  |  |  |  |
| 16 | Existing topography |  |  |  |  |
| 17 | Soil analysis provided |  |  |  |  |
| 18 | Site inventory provided |  |  |  |  |
| 19 | Are there scenic view considerations |  |  |  |  |
|  | **Drainage / Parking / Roads** |  |  |  |  |
| 20 | Access drives internal roads (note public or private) service roads. Width or right-of-way = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| 21 | Loading/unloading, service areas |  |  |  |  |
| 22 | Sidewalks, paths, and trails (internal and public within road right-of-ways. |  |  |  |  |
| 23 | Acceleration/deceleration lanes |  |  |  |  |
| 24 | Road agency approval |  |  |  |  |
| 25 | Parking areas (dimensioned typical parking space, maneuvering lanes) |  |  |  |  |
| 26 | **Parking spaces required \_\_\_\_\_, parking spaces actual \_\_\_\_\_\_\_\_ Handicap parking location and number \_\_\_\_\_\_\_\_\_\_** |  |  |  |  |
| 27 | Landscaping in parking areas |  |  |  |  |
| 28 | Snow storage/snow management plan |  |  |  |  |
| 29 | Existing easements (utility, access) within site limits |  |  |  |  |
| 30 | Location of water/well, sewer/septic and storm water |  |  |  |  |
| 31 | Site grading and drainage plan (on-site elevations for pavements, drives, roads, parking lots, curbs, sidewalks and finished grades at building facades) **Attach an engineering storm water control plan** on all projects open to the public. |  |  |  |  |
| 32 | Proposed retention/detention sedimentation ponds |  |  |  |  |
|  | **Other Site Requirements** |  |  |  |  |
| 33 | Proposed landscaping (required greenbelts, plant materials/size and type, fences, retaining walls, earth berms, etc.) |  |  |  |  |
| 34 | Location of outdoor lights, pole heights, bollards, building attached, luminary shielding techniques |  |  |  |  |
| 35 | Location of sign(s) |  |  |  |  |
| 36 | Site amenities (play area, pools, beaches, tennis courts, etc.) |  |  |  |  |
| 37 | Fire hydrants and fire vehicle access. |  |  |  |  |
| 38 | Fire department approval? |  |  |  |  |
| 39 | Road Agency approval? |  |  |  |  |
| 40 | Health agency approval? |  |  |  |  |
| 41 | Army Corp of Engineers approval? |  |  |  |  |
| 42 | Wisconsin DNR, DATCP and/or DOT approval? |  |  |  |  |
| 43 | Property has no current zoning violations |  |  |  |  |
| 44 | Property is compliant with septic maintenance/pumping . Last inspection date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
|  | **Relative Documents / Other information** |  |  |  |  |
| 45 | Detail of all covenants or agreements (existing and proposed) |  |  |  |  |
| 46 | Detail of all ownership |  |  |  |  |
| 47 | Method of assuring perpetual maintenance of land to be owned or used for common purposes. |  |  |  |  |
| 48 | Fee submitted |  |  |  |  |
| 49 | Proper Application provided (CUP, Variance, Special Exception, Change in Admin Decision) |  |  |  |  |
| 50 | All documents are signed by owner |  |  |  |  |
| 51 | Town acknowledgement form provided (if applicable – BOA) |  |  |  |  |
| 52 | Letter of intent provided |  |  |  |  |
| 53 | Land Use Application Submitted with CUP Application |  |  |  |  |

**APPLICANT ACCOUNTABILITY AGREEMENT**

Upon signing this document, I take the full responsibility to obtain all necessary permits, from all appropriate *Federal, State, County and/or Town units.*

A) I hereby certify that all information contained in this document and provided with the application for a Conditional Use Permit or Special Exception Permit, are true and correct. I understand that no construction, including but not limited to the pouring of a foundation or basement or the construction or alteration of any other structure may occur before the issuance of all necessary permits and that if building does occur before that time, I am subject to penalty fees in addition to my land use and/or sanitary fee, citations to be paid to Sauk County Clerk of Courts, and/or removal of the non-permitted structure(s).

B) I will allow representatives from the Sauk County Conservation, Planning and Zoning Department to access my property to inspect the project's design, layout, construction, operation and/or maintenance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Applicant(s) Signature Date