



**Land Resources & Environment  
Department**  
**505 Broadway, Ste. 248**  
**Baraboo, Wisconsin 53913**  
**Phone: (608) 355-3245**  
**Fax: (608) 355-3292**  
**www.co.sauk.wi.us**

Application Accepted: \_\_\_\_\_  
Accepted By: \_\_\_\_\_  
Petition Number: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_  
Supervisor District #: \_\_\_\_\_

## **Conditional Use Permit Application**

### General Information

Property Owner Name:	Home Phone:
Mailing Address:	Cell Phone:
E-mail Address:	
Agent/Applicant Name:	Home Phone:
Mailing Address:	Cell Phone:
E-mail Address:	

### Site Information

Site Address:						
Parcel ID:						
Property Description:	1/4	1/4	Section	, T	N, R	W,
Town of:						Zoning:
Overlay District:	<input type="checkbox"/> Shoreland	<input type="checkbox"/> Floodplain	<input type="checkbox"/> Airport			
Current Use:						
Existing Structures/Improvements:						

### Proposed Use

Applicable Ordinance Section	Description

Describe specifically the nature of the request (be sure to list all proposed uses of the property). What do you plan to do?  
Please attach additional sheets, if necessary.


If your proposal has additional development or secondary standards, please explain how your proposal meets or exceeds those requirements. Please attached additional sheets, if necessary.


General Application Requirements

<b>Applications will not be accepted until the applicant has met with department staff to review the application and determine if all the necessary information has been provided. All information from the checklist must be provided to the Department to be considered a complete application. Only complete applications submitted by the deadline will be noticed for a specific hearing date/time.</b>
<input type="checkbox"/> Completed Conditional Use Permit Application Form.
<input type="checkbox"/> A completed Land Use Permit Application Form with appropriate fee, payable to Sauk County LRE
<input type="checkbox"/> \$500 application fee (non-refundable), payable to Sauk County LRE
<input type="checkbox"/> A written narrative of the proposed conditional use; to include: a description of the proposed business activity; equipment used in the business activity; days/hours of operation; number of employees; noise, dust, vibration, fumes abatement measures; visual screening measures; and other features or characteristics (signs, fences, outdoor display/storage areas, etc.).
<input type="checkbox"/> A scaled site plan which shall include the location of all existing and proposed buildings, driveways, entrances, sidewalks, trails, and signs; the location, size number and screening of all parking spaces.
<input type="checkbox"/> Landscaping Plan, if applicable.
<input type="checkbox"/> Stormwater and Erosion Control Plan, if applicable.
<input type="checkbox"/> A detailed proposal including covenants, agreements, or other documents showing the ownership and method of assuring perpetual maintenance of land to be owned or used for common purposes.
<input type="checkbox"/> Building elevation and floor plans, if applicable.
<input type="checkbox"/> Any other information as required by the zoning administrator to explain the request.

Conditional Use Standards

**Part A: Conditional Use Standards**

**Please explain how the establishment, maintenance, or operation of the proposed use may not be detrimental to or endanger the public health, safety, or general welfare of the occupants of surrounding lands.**


**Please explain how the use will be designed constructed, operated, and maintained so as to be compatible and be appropriate in appearance with the existing or intended character of the general vicinity, and that such use may not change the essential character of the area by substantially impairing or diminishing the use, value or enjoyment of existing or future permitted uses in the area.**

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**Part B: Conditional Use Criteria**

**Please explain how the proposed conditional use is able to address the following:**

- (a) Erosion potential of the site based on topography, drainage, slope, soil type, and vegetative cover and mitigation of erosion potential.**
- (b) The prevention and control of water pollution, including sedimentation, and the potential impacts on floodplain and wetlands.**
- (c) Whether the site has adequate utilities including, acceptable disposal systems.**
- (d) Whether the site has access to roads and highways.**
- (e) Whether the site has suitable ingress and egress.**
- (f) Whether the site is designed to minimize traffic congestion, and the potential effect on traffic flow.**

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**Certification**

I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I give permission for the staff of the Sauk County Land Resources & Environment Department to enter my property for the purpose of collecting information to be used as part of the public hearing process. I understand that the conditional use fee is a non-refundable, regardless if the conditional use is approved or denied. I understand that the fee for this application is only for the conditional use request and if permits are required for the project that those will require separate application(s) and/or fee(s). I understand that partial or incomplete applications will be returned to the applicant resulting in the application being removed from the hearing agenda and the submittal deadlines will restart. I further agree to withdraw this application if substantive false or incorrect information has been included.

Applicant/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

At the public hearing, the applicant may appear in person or through an agent or an attorney of their choice. The applicant/agent/attorney may present testimony, evidence and arguments in support of the application. All site plans, pictures, etc. become the property of the Land Resources & Environment Department, will remain in the file, and will be public record.

## **Conditional Use Procedures and Requirements**

### **What is a conditional use?**

A conditional use is a land use that may be permitted in a respective zoning district only after approval is granted by the Land Resources & Environment Committee (LRE) in accordance with the standards and criteria set by the zoning ordinance. A conditional use is not suited to all locations in a zoning district, but may be allowed in some locations if it is not contradictory to the ordinance's standards/criteria and the general purpose statement for the particular zoning district. The Agency may approve such a request with conditions, which generally relate to the site's suitability and compatibility with neighboring land uses. Conditional uses must be custom tailored to a specific location and must be listed as such in the use table key of the zoning ordinance.

### **Standards and Criteria**

In reviewing a Conditional Use request, the LRE Committee must follow two standards:

- a) The establishment, maintenance, or operation of the proposed use may not be detrimental to or endanger the public health, safety, or general welfare of the occupants of surrounding lands.
- b) The use will be designed constructed, operated, and maintained so as to be compatible and be appropriate in appearance with the existing or intended character of the general vicinity, and that such use may not change the essential character of the area by substantially impairing or diminishing the use, value or enjoyment of existing or future permitted uses in the area.

The LRE Committee must also consider the request based on the following:

- (a) Erosion potential of the site based on topography, drainage, slope, soil type, and vegetative cover and mitigation of erosion potential.
- (b) The prevention and control of water pollution, including sedimentation, and the potential impacts on floodplain and wetlands.
- (c) Whether the site has adequate utilities including, acceptable disposal systems.
- (d) Whether the site has access to roads and highways.
- (e) Whether the site has suitable ingress and egress.
- (f) Whether the site is designed to minimize traffic congestion, and the potential effect on traffic flow.

If the LRE Committee finds that the standards and criteria have been met, the committee has the authority to grant the conditional use permit. The Committee also has the authority to attach conditions and restrictions on the establishment, location, maintenance, and operation of the conditional use as it deems necessary to ensure that the proposed conditional use adheres to the purpose and review criteria within the zoning ordinance.

### **Process**

1. Contact the LRE Department to schedule a meeting to review your potential request.
2. Complete the Conditional Use Permit Application and provide all the supplemental items to the LRE Department by the filing deadline.
3. Review such application with the appropriate staff member to determine completeness.
4. If the application is complete, LRE staff will publish notice of your request for a conditional use in the County's official newspaper noting the location and time of the required public hearing before the LRE Committee. Neighbors, town officials, and affected state agencies will be notified as well.
5. If the Town chooses to review the conditional use request at the Town Planning Commission and Town Board level, you will need to attend such meetings to provide information regarding the request. Please request that copies of minutes/proceedings outlining the Town's recommendation be provided to the LRE Department for the file.
6. A public hearing will be held before the LRE Committee. Either the property owner or designated agent will need to be present at the hearing to provide testimony regarding the request. The LRE Committee must make a decision based only on the evidence that is submitted to it at the time of the hearing. Failure to provide representation may result in denial or postponement of your request.
7. If the LRE Committee grants your conditional use you must obtain a land use permit from the LRE Department. A conditional use must be initiated by securing a land use permit within 365 days of the date of the approval. Failure to do so will result in the conditional use being void. The permit will be issued if all of the requirements of the Department and any conditions of the Committee have been addressed.
8. If the LRE Committee denies your conditional use, the decision will become final unless a written appeal is filed with the Zoning Administrator within 30-days of the decision. Appeals are heard before the Board of Adjustment, which will review whether the agency followed the standards and criteria in the zoning ordinance, rather than conducting a de novo review of the conditional use application.

*Please Note: If a conditional use application is denied by the LRE Committee and no appeal is filed, no new conditional use application can be re-submitted for a period of 365 days from the date of the LRE Committee's decision, except on grounds of new evidence or proof of changes of factors found valid by the LRE Committee*