



Conditional Use Permit Procedure

1. The deadline for submitting a complete application for a conditional use is four weeks before the hearing date. Prior to submitting the final application, it is recommended that the applicant submit 2 draft copies of the application and map for review by the Zoning Administrator 10 days before the application deadline.

An application must be accompanied by the following:

- \$165 application fee
 - a map of the existing conditions of the property
 - a written description of the proposal
 - a proposed site plan
 - written justification (optional)
 - complete application form
2. Upon receiving a complete application, the City Clerk will notify the neighbors within 250 feet of the proposed conditional use. The Clerk will also publish a notice in the paper describing the conditional use request.
 3. It is strongly suggested that the applicant attend the meeting. An attorney or agent may appear on your behalf. If the applicant cannot attend the meeting, the representative must be fully informed and able to answer questions pertaining to the proposal.
 4. The Plan Commission shall make its preliminary findings of fact on the application within 60 days of the public hearing, unless an extension is granted by the Plan Commission. The Commission may elect to make its determination the night of the public hearing.
 5. Upon making its determination, the Plan Commission shall issue the conditional use permit.
 6. The applicant must record the conditional use permit and site plan with the County Register of Deeds and provide proof of its recording to the City prior to the Conditional Use permit becoming effective. Development of the conditional use must begin within one year of approval and must be operational within 2 years of approval.
 7. The conditional use permit and its conditions apply to all future owners of the property. If the conditional use is discontinued for more than a year, the permit becomes invalid.

If you have any questions, feel free to contact City Hall at 884-3341.

Date Draft Submitted _____
Date Application Submitted _____
Fee Paid _____
Date Recorded _____

Application for Conditional Use Permit

Owner (must be the applicant) _____

Parcel Address _____ Parcel Number _____

Owner Address _____ Daytime Phone _____

Zoning Classification of Parcel _____

The following items must be submitted with each application. Prior to submitting the final application, it is recommended that the applicant submit 2 draft copies of the application and map(s) for review by the Zoning Administrator 10 days before the application deadline.

(1) **Map of the property showing the following:**

- Entire property
- All lot dimensions
- Existing structures with dimensions to property lines (buildings, fences, walls, etc)
- Existing paved surfaces (driveways, walks, decks, etc)
- Zoning of adjacent parcels
- Street(s) which are adjacent to the parcel
- Graphic scale and north arrow

(2) **Written description of proposed conditional use** describing the type of activities, land uses, buildings, and structures proposed for the subject property. In addition, the written description should include the following information: (Please indicate this in your description if any information that is requested below does not pertain to your conditional use. Additional information may be requested by the Zoning Administrator and the Plan Commission.)

- Current land uses
- Projected number of residents, dwelling units, employees, and daily customers
- Operational considerations relating to traffic generation, hours of operation, parking, drainage, noise, odor, other nuisances, etc
- Exterior building and fencing materials
- Future expansion plans

(3) **A site plan of the property as proposed for development** showing the following items: (Additional site plan information as described in section 22.213(3) may be required by the Zoning Administrator. Please indicate in your description if any information that is requested below does not pertain to your conditional use.)

- Title block with names of owner and engineer/architect/planner for the project

- Date of plan and revision dates
- North arrow and scale
- Address and parcel number of proposed conditional use
- Property lines with dimensions
- Easements
- Building setback lines
- All existing and proposed buildings, structures, paved areas, fences, walls, drainage facilities, and other pertinent site features
- Location of access drives and sidewalks
- Location and dimension of on-site parking and paving materials
- Location and dimension of loading and service areas
- Location and screening of outdoor storage areas
- Location of signage
- Location and description of outside lighting
- Location of permanently protected green areas
- Detailed landscaping plan (not required for single family structures)
- Grading and Erosion Control Plan
- Elevation drawings

(4) **(OPTIONAL) Written justification of the requested conditional use** with reasons why the Applicant believes the proposed conditional use is appropriate.

1. How is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Edgerton Master Plan, this Chapter, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?
2. How is the proposed conditional use (in its specific location) in harmony with the purposes, goals, objectives, policies and standards of the City of Edgerton Master Plan, this Chapter, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?
3. Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see (3)(e), above), result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of this Chapter, the Master Plan, or any other plan, program, map, or ordinance adopted or under consideration pursuant to official notice by the City or other governmental agency having jurisdiction to guide development?
4. Does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

5. Is the proposed conditional use located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

6. Do the potential public benefits of the proposed conditional use outweigh any and all potential adverse impacts of the proposed conditional use (as identified in Subsections 1 through 5 above), after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts?

Verification by applicant: I, _____, owner for which the conditional use is sought, certify that the application and the above information is truthful and accurate to the best of my ability.

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Consideration for Approval: Granted _____ Granted with Conditions _____ Denied _____ <div style="text-align: right;">Date _____</div>
Chairman, City of Edgerton Planning Commission