



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021

APPLICATION FOR CONDITIONAL USE PERMIT

(Review and Action by City Plan Commission/Common Council)

Number: _____ Date Filed: _____ Fee Paid: _____

Location of Property: _____

Applicant: _____

Address: _____ Telephone: _____

Owner of Property: _____

Address: _____ Telephone: _____

Contractor: _____

Address: _____ Telephone: _____

Architect or Professional Engineer: _____

Address: _____ Telephone: _____

Legal Description of Property: _____

Land Parcel Size: _____ Present Use: _____ Zoning District: _____

Type of Existing Structure (if any): _____

Proposed Use of the Structure or Site: _____ Number of Employees: _____

TERMS OF MUNICIPAL CODE

CONDITIONAL USE REQUESTED

_____	_____
_____	_____
_____	_____

Specify Reason(s) for Application: (for example, insufficient lot area, setback, etc.)

ATTACH THE FOLLOWING:

1. Adjoining owners, all names and addresses of all abutting and opposite property owners within 200 feet.
2. Site plan showing the area involved, its location, dimensions, elevations, drainage, parking, etc., and location of adjacent structures within 200 feet.

Date: _____

Signature of Applicant



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cityhall@waterloowis.com

CONDITIONAL USE PERMIT PROCEDURES

Application. Applications for conditional use permits shall be made in duplicate to the Building Inspector on forms furnished by the Inspector and shall include the following:

- (1) Name and address of the applicant, owner of the site, architect, professional engineer, contractor and all opposite and abutting property owners of record.
 - (2) Description of the subject site by lot, block and recorded subdivision, or by metes and bounds; address of the subject site; type of structure; proposed operation or use of the structure or site; number of employees, if any; and the zoning district within which the subject site lies.
 - (3) Site plan showing the location of any buildings and all proposed provisions for off-street parking and loading.
 - (4) Additional information as may be required by the Plan Commission, the Director of Public Works and the Building Inspector.
 - (5) Fees as stated in the Waterloo Fee Schedule. Editor's Note: The Fee Schedule is on file at the office of the City Clerk-Treasurer.
[Amended 11-17-2005 by Ord. No. 2005-4] \$285.00
- C. Notice. Notice of such application and the subsequent hearing thereon before the Plan Commission shall be published as a Class 1 notice.
- D. Appearances at hearings. Either the applicant or his agent or attorney shall attend the public hearing of the Plan Commission at which such application is to be considered unless such attendance has been excused by the Plan Commission.
- E. Review and approval. The Plan Commission shall review the site, existing and proposed structures, architectural plans, neighboring uses, parking areas, driveway locations, highway access, traffic generation and circulation, drainage, sewage and water systems and the proposed operation. The Plan Commission shall hold a hearing and thereafter shall recommend approval, denial or conditional approval to the Council. The Council shall accept, reject or modify the Plan Commission's recommendations.
- F. Issuance of permit. If such permit is issued, the Council may attach conditions thereto such as, but not limited to, landscaping, architectural design, type of construction, construction commencement and completion dates, hours of operation, traffic circulation or parking requirements, highway access restrictions, or increased yards.
- G. Uses adjacent to controlled access highways. Any development within 500 feet of the existing or proposed right-of-way of any freeway, expressway or other controlled access trafficway and within 1,500 feet of its existing or proposed interchange or turning lane right-of-way shall be deemed to be a conditional use which shall require the issuance of a permit.