

CONDITIONAL USE APPLICATION

Applicant Information

Property Owner: _____ Contractor/Agent: _____
Mailing Address: _____ Mailing Address: _____
Daytime Phone: _____ Daytime Phone: _____
Cell: _____ Cell: _____
Email: _____ Email: _____

Site Information / Legal Description

Site Address: _____
Property Location: _____ ¼, _____ ¼, Sec. _____, T. _____, R. _____ Parcel #: _____
Lot # _____ Block # _____ Subdivision or CSM # _____

Land Use Information

Zoning District: _____

State the nature of your request: _____
_____ Zoning Ordinance Reference _____

Fees (Please refer to the current Village fee schedule).

Application Fee: \$ _____

Applications are due on the 1st of each month.

I attest that the information contained in this application is true and correct to the best of my knowledge.

Property Owners Signature: _____ Date _____

Contractor/Agent Signature: _____ Date _____

OFFICE USE ONLY

Pre-application Meeting: ____/____/____
Complete Application Accepted: ____/____/____
Fee Received: ____/____/____ \$ _____

With: _____
By: _____
Receipt #: _____ Scheduled Hearing Date: ____/____/____

General Conditional Use Application Procedure

APPLICATION

Applications will not be accepted until the applicant has:

- Met with the Zoning Administrator to review the application (suggested);
- **Original plus seven copies for a total of 8 (eight) packets** submitted of the entire packet, including all supporting information, maps, and diagrams (see checklist below)
- Resolved any land use violations and paid any outstanding fees owed to the Village;
- Signed the application form (signatures of property owners and agents acting on their behalf are required); and
- Submitted the application fee (nonrefundable) payable to: Village of Cameron.

REVIEW

The Zoning Administrator will review the application for completeness and assign a file number to the application. The Zoning Administrator may require additional information and will notify the applicant any additional needed materials. Upon receiving a complete application and supporting documents, the Zoning Administrator will:

- Schedule a public hearing with the Village of Cameron Plan Commission and notify the applicant by mail of the date and time of the public hearing;
- Payment of \$250 made payable to the Village of Cameron;
- Notify adjoining property owners of the applicant's request;
- Publish a public hearing notice in the local paper;
- Send copies of the application(s) to the appropriate reviewing agencies for comment;
- The Zoning Administrator may schedule a site visit to the applicant's property, at which time the applicant shall flag all applicable property/project corners and label the flags accordingly;
- Following the Public Hearing, the Plan Commission will recommend action to the Village Board; and
- The Village Board will take final action on the conditional use permit application.

ACTION

Conditional Use permits are granted at the discretion of the Village of Cameron Village Board. They are made available to validate uses that, while not permitted within the zoning district in question, are deemed to be compatible with approved uses and/or not found to be hazardous, harmful, offensive or otherwise adverse to other uses. Conditional Uses are subject to conditions, compatibility with surrounding land uses, and compliance with the Village of Cameron Zoning Ordinance. See Ch. 34 of the Village's Zoning Ordinance for the Conditional Use Permit Review Standards.

At the public hearing, the applicant shall appear in person or through an agent or an attorney of his/her choice. The applicant/agent/attorney shall present testimony, evidence, and arguments in support of his/her application. The fact that an application for a permit has been filed does not automatically mean that a permit is granted.

Upon the Board making a decision on the application, the Zoning Administrator shall notify the applicant of the decision in writing. All site plans, pictures, etc. become the property of the Village and will remain in the file.

Checklist for Complete Application

This may be a combination of the Applicant, Village Clerk, or Building Inspector

- ☐ Completed and signed application form with fee.
- ☐ **Original plus seven copies for a total of 8 (eight) packets** needed of the entire application, including all supporting information, maps, and diagrams.
- ☐ List of all adjoining landowner names and mailing addresses (includes properties across roadways).
- ☐ Project description, including details of the proposed use.
- ☐ A complete site plan prepared by a registered surveyor showing:
 - Project location in the Village;
 - Lot/parcel dimensions with property lines and all applicable setbacks;
 - Minimum of 10-foot contours as determined appropriate by the Zoning Administrator;
 - Location of all existing and proposed structures with their square footage and distance from setbacks;
 - Location of existing and proposed, wells, driveways, parking area, access, signs, and other features; and
 - Location of navigable waterways, delineated wetlands, floodplains, bluff lines, slopes in excess of 12%, wooded areas, and any other unique limiting conditions of the property.
- ☐ Search "Conditional Use" on the 'Code of Ordinances' online to review all Conditional Use permitting requirements for application and review procedures relating to those Conditional Use Permit requirements for the request(s) being placed.
- ☐ Other Information: _____

NOTE: All maps, plans, and engineering data shall be no larger than 11" x 17". No covers, binders, or envelopes. Paperclip your application in the upper left-hand corner. All materials submitted with the application become property of the Village and will remain in the file.