



VILLAGE OF
WOODVILLE

CONDITIONAL USE/SPECIAL EXCEPTION APPLICATION

The Conditional Use Permit application, when filed with the Village Clerk's office, will be sent to the Planning Commission for review at which time a public hearing is called. All neighboring property owners (within 100ft of property in question), the community, the Village Board, Zoning Administrator and Village Engineer will be notified of the public hearing. The Planning Commission, after the public hearing, will make their recommendation to the Village Board for their consideration. (ref. Village Ordinance 525, Article IV).

Filing Fee: \$500 non-refundable fee – paid with application

Due Date: Completed application and materials are due by the 15th of the month and can take up to six weeks to process

AN INCOMPLETE APPLICATION WILL DELAY REVIEW

Owner or Agent: _____ **Company Name:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

PROPERTY INFORMATION

Address: _____ **Tax Parcel Number:** _____

Lot area & Dimensions: _____ sq. Ft., _____ x _____ ft

Zoning district _____

Current use & previous improvements _____

Identify all non-conforming structures and/or land uses on the property:

CURRENT REQUEST

Conditional use permit requested (explain in detail)

Attach a plat or other map of your site and detailed construction plans.

I certify that the information I have provided in this application is true and accurate and I have submitted a \$500 fee payable to the Village of Woodville.

Owner/agent signature: _____ **Date:** _____
(Required)

OFFICE USE ONLY

Received in clerk's office	Date _____	Date of Plan Commission Hearing	_____
Fee Received	Date _____	Date of Public Hearing	_____
Maps/Plats/Plans	Date _____	Date Notices Sent	_____
Received			

(updated 2/4/25)

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