

Dane County Conditional Use Permit Application

Application Date	C.U.P Number
01/19/2021	DCPCUP-2021-02514
Public Hearing Date	
03/23/2021	

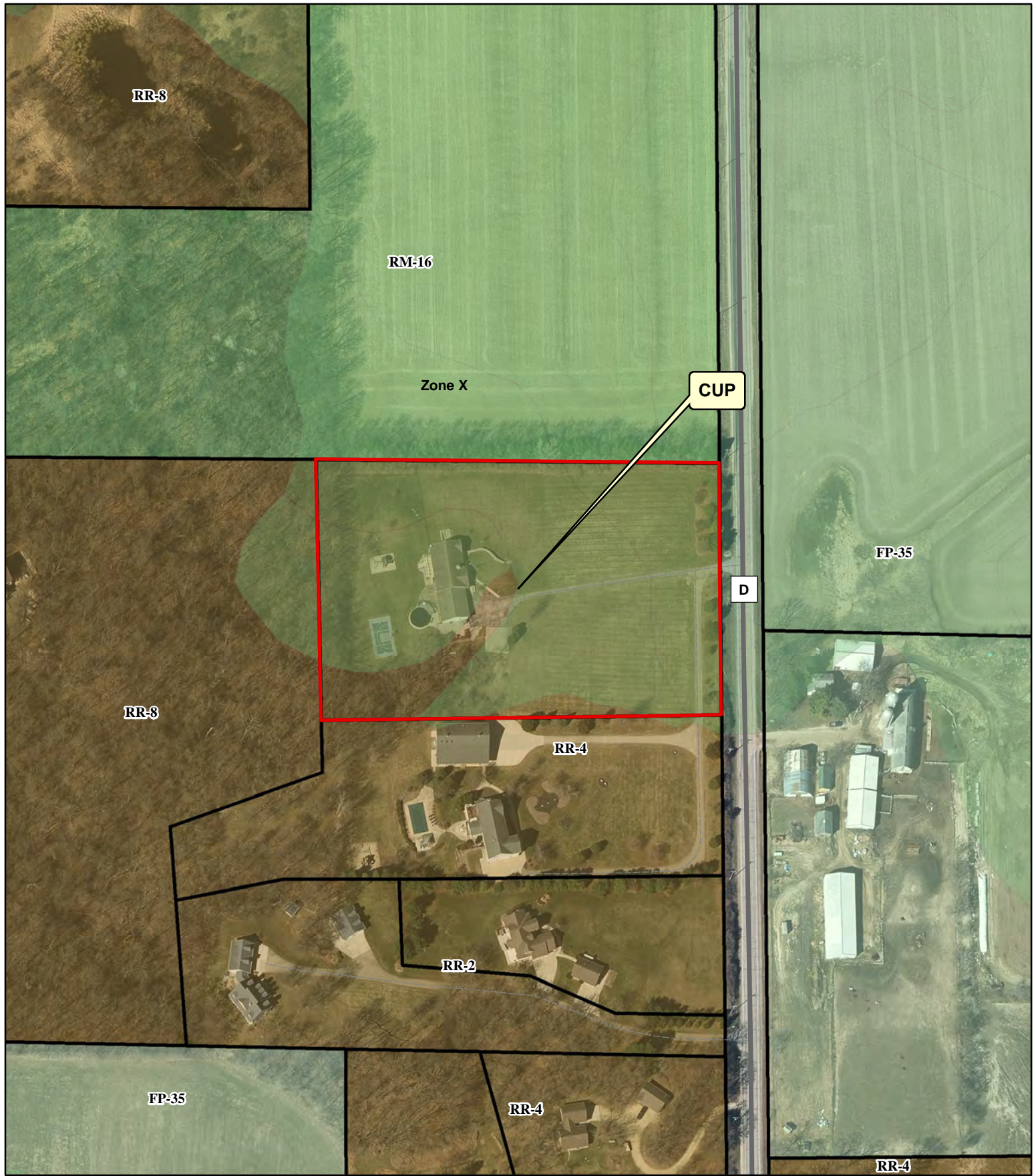
OWNER INFORMATION		AGENT INFORMATION	
OWNER NAME MATTHEW ZUEHLKE	Phone with Area Code (608) 279-1838	AGENT NAME TRAVIS LEESER - CLEARY BUILDING	Phone with Area Code (608) 379-0132
BILLING ADDRESS (Number, Street) 1331 COUNTY HIGHWAY D		ADDRESS (Number, Street) 190 PAOLI STREET	
(City, State, Zip) OREGON, WI 53575		(City, State, Zip) VERONA, WI 53593	
E-MAIL ADDRESS		E-MAIL ADDRESS tleeser@clearybuilding.com	

ADDRESS/LOCATION 1		ADDRESS/LOCATION 2		ADDRESS/LOCATION 3	
ADDRESS OR LOCATION OF CUP		ADDRESS OR LOCATION OF CUP		ADDRESS OR LOCATION OF CUP	
1331 County Hwy D					
TOWNSHIP OREGON	SECTION 8	TOWNSHIP	SECTION	TOWNSHIP	SECTION
PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED	
0509-082-9981-0		---		---	



CUP DESCRIPTION
Limited Family Business CUP for a HVAC Contractor business

DANE COUNTY CODE OF ORDINANCE SECTION	ACRES
10.103(12)	5.7

COMMENTS: ALLOW A LIMITED FAMILY BUSINESS CUP FOR A HVAC CONTRACTOR	DEED RESTRICTION REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No Applicant Initials _____	Inspectors Initials RWL1	SIGNATURE:(Owner or Agent) PRINT NAME: DATE:




Legend

	Wetland	Significant Soils
	Floodplain	 Class 1
		 Class 2



0 50 100 200 Feet



CUP 02514
MATTHEW ZUEHLKE



Dane County
Department of Planning and Development
Zoning Division
Room 116, City-County Building
210 Martin Luther King Jr. Blvd.
Madison, Wisconsin 53703
(608) 266-4266

Application Fees	
General:	\$495
Mineral Extraction:	\$1145
Communication Tower:	\$1145 (+\$3000 RF eng review fee)
PERMIT FEES DOUBLE FOR VIOLATIONS OR WHEN WORK HAS STARTED PRIOR TO ISSUANCE OF PERMIT	

CONDITIONAL USE PERMIT APPLICATION

APPLICANT INFORMATION

Property Owner Name:	Matthew Zuhlke	Agent Name:	
Address (Number & Street):	1331 County HWY D	Address (Number & Street):	
Address (City, State, Zip):	Oregon WI 53575	Address (City, State, Zip):	
Email Address:	info@brothershvac.com	Email Address:	
Phone#:	608 279 1838	Phone#:	

SITE INFORMATION

Township:	Oregon	Parcel Number(s):	042/0509-082-9981-0
Section:	08	Property Address or Location:	1331 County HWY D
Existing Zoning:	RR-4	Proposed Zoning:	RR-4
		CUP Code Section(s):	

DESCRIPTION OF PROPOSED CONDITIONAL USE

Type of conditional use permit (for example: limited family business, animal boarding, mineral extraction, or any other listed conditional use): Limited Family Business	Is this application being submitted to correct a violation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Provide a short but detailed description of the proposed conditional use: Looking for a CUP to build 50x136 building for storage of materials, operation of limited family business, and personal use. Business is HVAC company.	

GENERAL APPLICATION REQUIREMENTS

Applications will not be accepted until the applicant has met with department staff to review the application and determined that all necessary information has been provided. Only complete applications will be accepted. All information from the checklist below must be included. Note that additional application submittal requirements apply for particular uses or as may be required by the Zoning Administrator. Applicants for significant and/or potentially controversial conditional uses are strongly encouraged to meet with staff prior to submittal.

<input type="checkbox"/> Complete attached information sheet for standards	<input type="checkbox"/> Site Plan drawn to scale	<input type="checkbox"/> Detailed operational plan	<input type="checkbox"/> Written legal description of boundaries	<input type="checkbox"/> Detailed written statement of intent	<input type="checkbox"/> Application fee (non-refundable), payable to Dane County Treasurer
--	---	--	--	---	--

I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I hereby give permission for staff of the Dane County Department of Planning and Development to enter my property for the purpose of collecting information to be used as part of the review of this application. I acknowledge that submittal of false or incorrect information may be grounds for denial of this application.

Owner/Agent Signature: 

Date: 3.10.2021

STANDARDS FOR CONDITIONAL USE PERMITS

Applicants must provide adequate evidence demonstrating to the Town and Dane County Zoning & Land Regulation Committee that the proposed conditional use satisfies the following 8 standards for approval, along with any additional standards specific to the applicable zoning district or particular use found in sections [10.220\(1\)](#) and [10.103](#) of the code.

Please explain how the proposed land use will meet the following standards (attach additional pages, if necessary):

1. The establishment maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort or general welfare.

We run a Heating and cooling business where we are on jobsites most all day long. Standard business operating hours are used and clients will not be on premise of this facility. It is not open to public. This building is used for storage and maintenance. Employee and owner meet on actual job sites when possible.

2. The uses, values, and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by establishment, maintenance or operation of the conditional use.

We have spoken to adjacent neighboring properties and are in agreement that this will not impeded or infringe on them. We are more than welcome to shift our exact site location.

3. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

This will not affect anything or any adjoining properties. We have 1 Box truck delivery per week and an occasional semi pending material size and supplier choice.

4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being made to accommodate the conditional use.

None Needed

5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

There will be no substantial traffic or change from current. We are open to site discussions

6. That the conditional use shall conform to all applicable regulations of the district in which it is located.

Yes

7. The conditional use is consistent with the adopted town and county comprehensive plans.

There has been aproval of another neighboring limited family business and a rezone to LC within 1/4 mile of our premise.

8. If the conditional use is located in a Farmland Preservation (FP) Zoning district, the conditional use is subject to the following additional standards found in section 10.220(1). Attach additional pages, if necessary.

- Explain how the use and its location in the Farmland Preservation Zoning District are consistent with the purposes of the district:

NA

- Explain how the use and its location in the Farmland Preservation Zoning district are reasonable and appropriate, considering alternative locations:

NA

- Explain how the use is reasonably designed to minimize the conversion of land from agricultural use or open space use:

NA

- Explain how the use does not substantially impair or limit the current or future agricultural use of surrounding parcels zoned for agricultural use:

NA

- Explain how construction damage to land remaining in agricultural use is minimized and repaired, to the extent feasible:

NA

WRITTEN STATEMENT OF INTENT AND OPERATIONS PLAN

Applicants must provide a detailed written statement of intent describing the proposed conditional use along with an operational plan that explains how the conditional use will be operated. Please use the form below and provide responses, as applicable, to your proposed conditional use. Attach additional pages, if necessary.

Describe in detail the proposed conditional use. Provide the specific location of the use(s), type of equipment used, planned property improvements, including description / size of existing or proposed new buildings to be used, and any other relevant information. For existing or proposed commercial operations, provide the name of the business and describe the nature and type of business activity.

Brothers HVAC LLC, Intent is to use building for storage of materials, maintenance, operating of heating and cooling business, and personal use. We have 1 box/straight truck per week and 1 semi per month pending supplier choice. Hours of operation are 7-5 Mon-Fri. Building is 50x136 with no store front, no Patrons or customers, no one on site at all times daily. 95% of work occurs on job sites off premise.

List the proposed days and hours of operation.

Mon-Fri 7-5

List the number of employees, including both full-time equivalents and maximum number of personnel to be on the premises at any time.

3 family members, 1 non family employee, less than one full time equivalent on premise

List any anticipated noise, odors, dust, soot, runoff or pollution associated with the conditional use, along with any proposed measures that will be taken to mitigate impacts to neighboring properties.

None

Describe any materials proposed to be stored outside and any activities, processing or other operations taking place outside an enclosed building.

None outside. All will be inside

For proposals involving construction of new facilities and/or infrastructure, describe, as applicable, any measures being taken to ensure compliance with county stormwater and erosion control standards under [Chapter 11](#) of [Chapter 14](#), Dane County Code.

Yes

List and describe existing or proposed sanitary facilities, including adequate private onsite wastewater treatment systems, associated with the proposed conditional use. For uses involving domestic pets or livestock, list and describe measures taken to address manure storage or management.

We would like to have a single stall bathroom with a holding tank in the building if possible

List and describe any existing or proposed facilities for managing and removal of trash, solid waste and recyclable materials.

2 roll out dumpsters stored under roof

Describe anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic.

Standard Vans, 1 box/straight truck per week and 1 semi per month

Provide a listing of any hazardous, toxic or explosive materials to be stored on site, and any spill containment, safety or pollution prevention measures.

None

Describe any existing or proposed outdoor lighting along with any measures that will be taken to mitigate light-pollution impacts to neighboring properties. The Zoning Administrator may require submittal of a photometric plan for outdoor lighting if deemed necessary to determine potential impacts to neighbors.

Standard Down lighting facing away from all residences

Describe any existing or proposed signage, including size, location, and materials, consistent with the county's sign ordinance found in s. [10.800](#).

None

Briefly describe the current use(s) of the property on which the conditional use is proposed.

Rural Residential

Briefly describe the current uses of surrounding properties in the neighborhood.

Rural Residential, ag, and commercial

Lane, Roger

From: Travis Leeser <TLeeser@clearybuilding.com>
Sent: Sunday, March 14, 2021 8:38 PM
To: Standing, Brian
Cc: Lane, Roger; 'Stephanie Goth'
Subject: Re: CUP 2514 (Zuelke, Town of Oregon)
Attachments: zuelhke.pdf

CAUTION: External Email - Beware of unknown links and attachments. Contact Helpdesk at 266-4440 if unsure

Roger,

Attached is some updated sketch's with heights and a floor plan showing what the building will be used for. To address the comments/questions from Brian below.

1) Attached

2) No outdoor storage will be on site, there is a section of the building with an open front. If requested, we can enclose fully.

3) We are open to reducing and changing the site plan by either moving the building to the west closer to the house, and or changing the size of the parking area. We just drew it for reference.

4) There currently is a very good natural screening of coniferous trees along the East lot/road line and the south lot line. If needed, we are more than willing to add more trees to further screen. See below picture.

Hopefully, we can get this back on the towns agenda for Tuesday and keep the ball rolling. I appreciate all your guys help on this project.



Thanks and have a great day,

Travis Leeser
Cleary Building Corp.
608-379-0132
tleeser@clearybuilding.com

From: Standing, Brian <Standing@countyofdane.com>
Sent: Friday, March 12, 2021 10:11:25 AM
To: Travis Leeser
Cc: Lane, Roger; 'Stephanie Goth'
Subject: [External] CUP 2514 (Zuelke, Town of Oregon)

Hello, Travis

Roger Lane asked me to respond to your revised application for [Conditional Use Permit 2514](#). After reviewing the revisions, we have determined that we need more information to effectively evaluate your application. Please provide the following, at your earliest convenience:

1. Scaled interior floor plan and exterior profiles, with all dimensions and height above ground, of the proposed 50' x 136' building. Please indicate how all portions of the building will be used.
2. Please note that under the zoning ordinance standards for a Limited Family Business, outdoor storage is not allowed. Please revise the site plan and floor plan to show indoor locations for all materials storage, including dumpsters.
3. The site plan shows a "parking area" that would seem to be excessive for the number of employees. If this area is intended for temporary loading, rather than parking, please relabel appropriately on the site plan. Please also revise the operations plan to describe how this area will be used.
4. Please provide a landscaping plan to meet the "Visual Screening" requirements of [s.10.102\(12\), Dane County Code](#).

Please provide the above directly to Zoning Administrator Roger Lane and Stephanie Goth of the Town of Oregon (both cc'd above). Please direct any questions about any of the above materials directly to Roger.

We have also received one letter of objection from a Town of Oregon resident (see attached). This will be included in the record of information presented at the ZLR public hearing on March 23. Depending on testimony received at the public hearing, recommendations from the Town of Oregon or directions from the ZLR Committee, additional information, revisions, or conditions may be required.

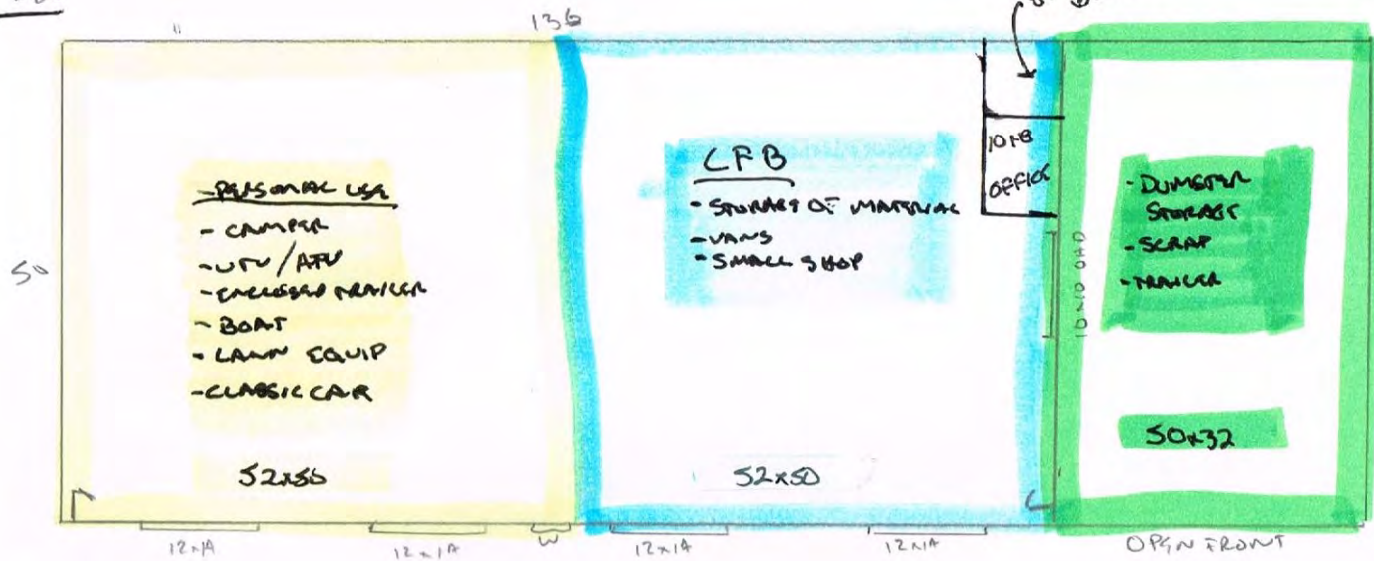
Thank you for your cooperation.

NOTE: The Dane County Planning & Development Department office is currently closed in response to the COVID-19 pandemic. Staff are working remotely and can be reached via email during regular business hours. This is the best way to communicate with our staff. We're also checking voicemail throughout the day, so please don't hesitate to call, and we'll get back to you as soon as possible. Thank you for your patience and understanding.

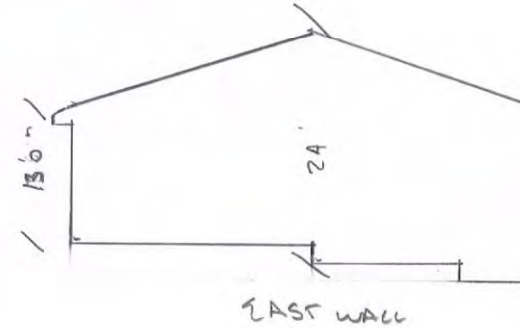
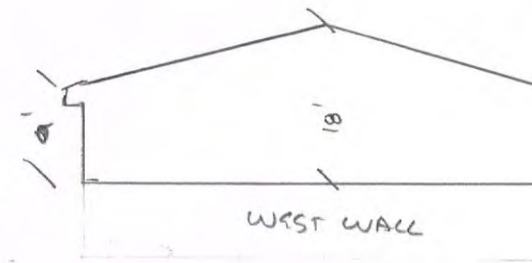
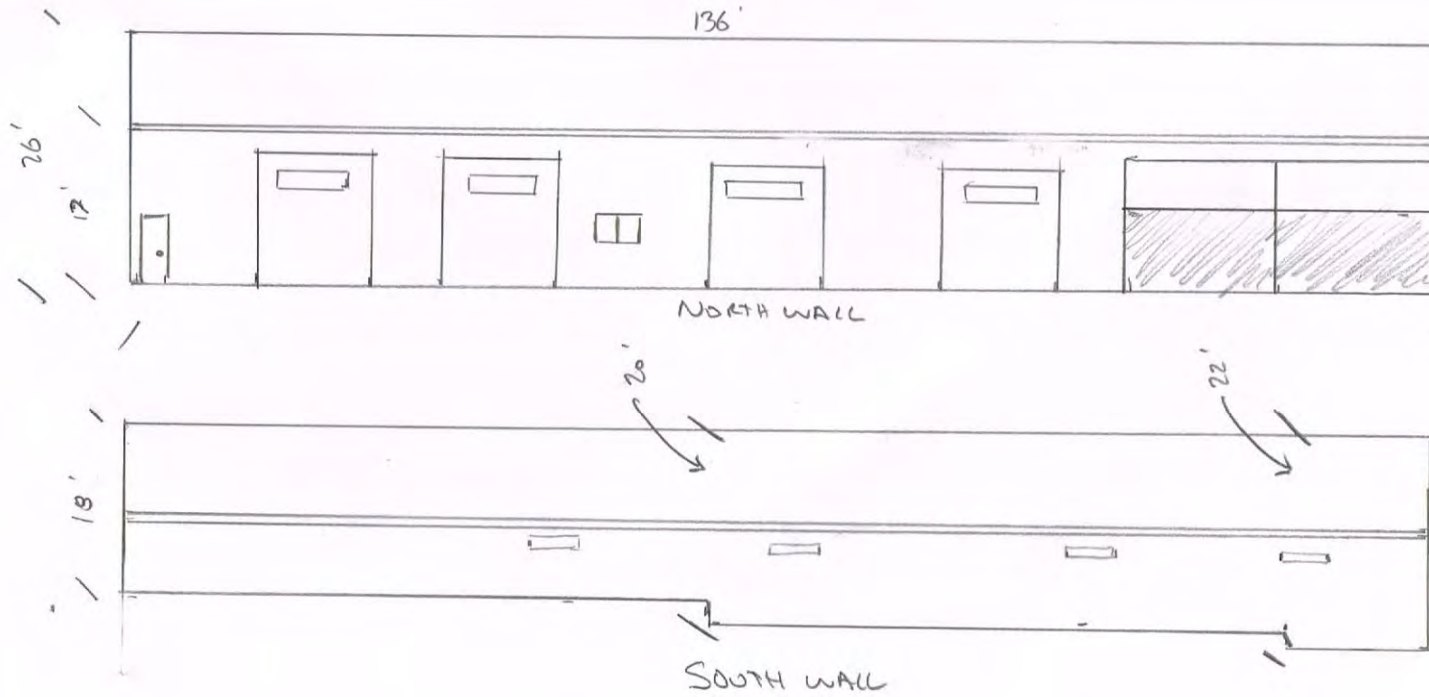
More information and updates can be found on our website: <https://danecountyplanning.com/>

Brian Standing
Senior Planner
Dane County Planning & Development
Room 116, 210 Martin Luther King, Jr. Blvd.
Madison, WI 53703
(608) 267-4115

1"=20'



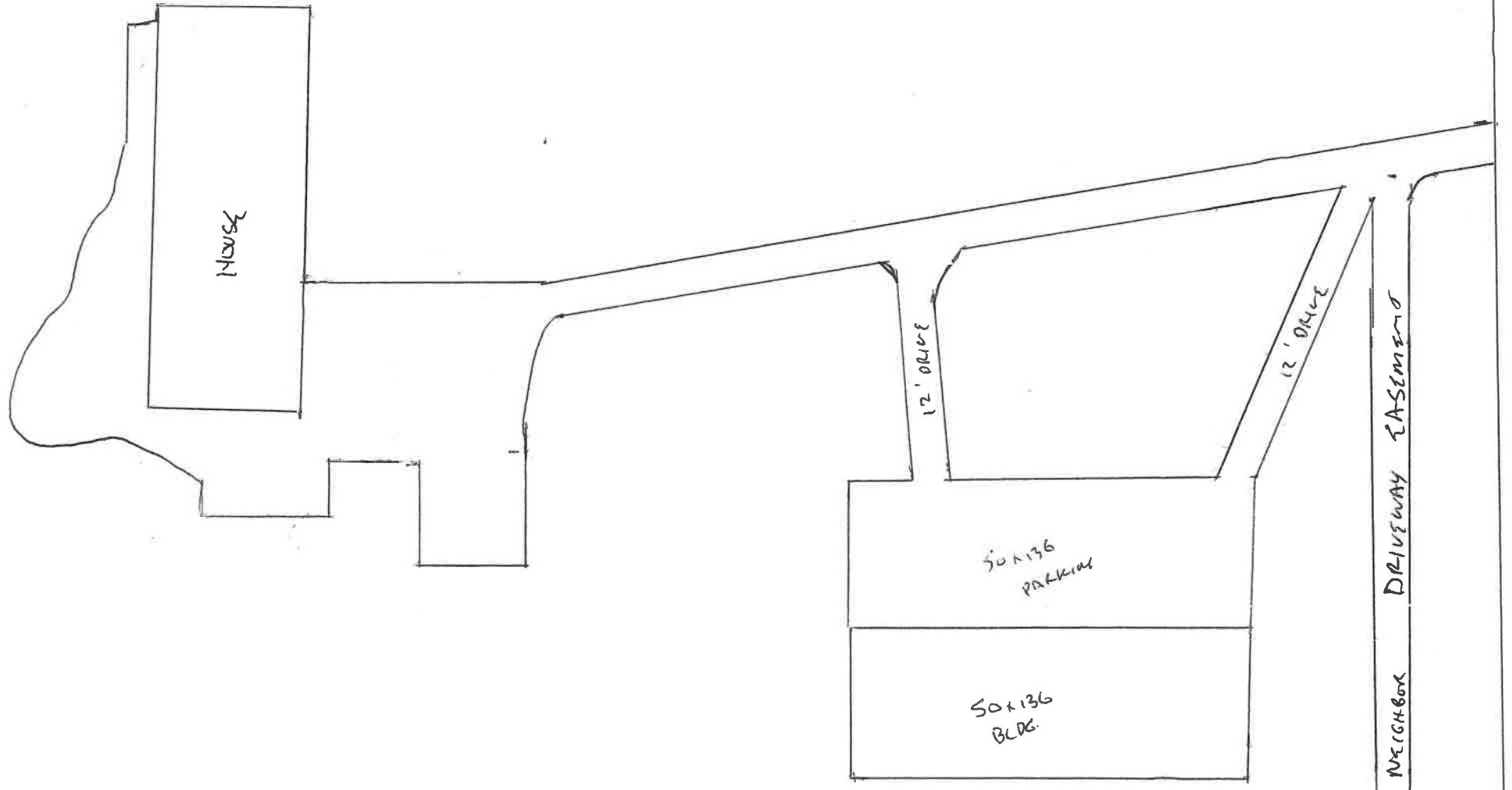
16' SIDEWALL HEIGHT
26' PAVE FROM FLOOR LEVEL



OPEN TO SITE CHANGES / DRIVING PARKING CHANGES

630'

1"=50'



HOUSE

50x136
PARKING

50x136
BLDG.

12' DRIVE

12' DRIVE

NEIGHBOR DRIVEWAY EASEMENT

84'

84'

260'

Dane County Map



January 14, 2021

Dane County Mask

Dane County Mask

Parcels

P.O. Box 237
1677 N. Bristol Street
Sun Prairie, WI. 53590
Phone (608) 837-7463
Fax (608) 837-1081

LOT 1 AND LOT 2 CERTIFIED SURVEY MAP NO. 7638,
BEING PART OF THE NORTHEAST 1/4 OF THE
NORTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE
NORTHWEST 1/4 OF SECTION 8, T5N, R9E, TOWN OF
OREGON, DANE COUNTY WISCONSIN.

○ 1"x24" IRON PIPE SET
WEIGHT, 1.13 LBS./FT.

● IRON STAKE FOUND

(XX.XX) RECORDED DATA

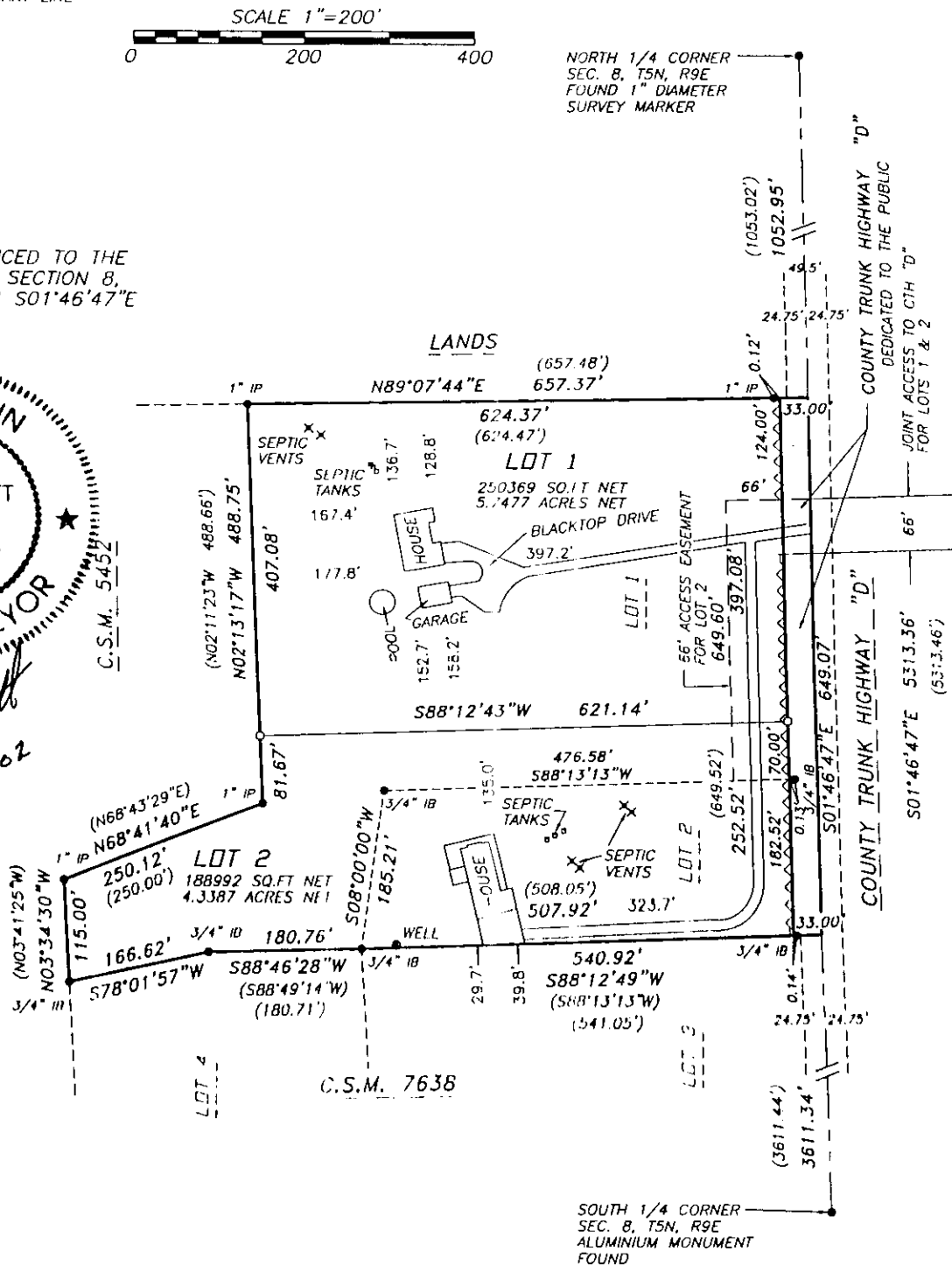
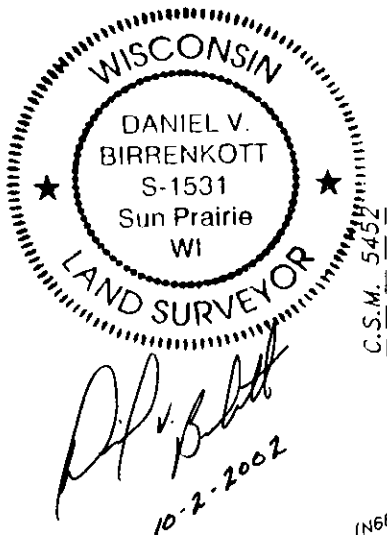
~~~~~ NO VEHICULAR ACCESS

----- FORMER BOUNDARY LINE

OROSZ PROPERTIES  
505 UNIVERSITY AVENUE  
MADISON, WIS. 53703  
(608) 222-9520



BEARINGS REFERENCED TO THE  
N-S 1/4 LINE OF SECTION 8,  
T5N, R9E, BEARING S01°46'47"E



CERTIFIED SURVEY MAP NO. 10551  
VOLUME 62 PAGE 241  
DOCUMENT NO. 3564089





Dane County  
Department of Planning and Development  
Zoning Division  
Room 116, City-County Building  
210 Martin Luther King Jr. Blvd.  
Madison, Wisconsin 53703  
(608) 266-4266

| Application Fees                                                                          |                                       |
|-------------------------------------------------------------------------------------------|---------------------------------------|
| General:                                                                                  | \$495                                 |
| Mineral Extraction:                                                                       | \$1145                                |
| Communication Tower:                                                                      | \$1145<br>(+\$3000 RF eng review fee) |
| PERMIT FEES DOUBLE FOR VIOLATIONS OR WHEN WORK HAS<br>STARTED PRIOR TO ISSUANCE OF PERMIT |                                       |

REVISED

## CONDITIONAL USE PERMIT APPLICATION

| APPLICANT INFORMATION       |                       |                             |  |
|-----------------------------|-----------------------|-----------------------------|--|
| Property Owner Name:        | MATTHEW ZUEHLKE       | Agent Name:                 |  |
| Address (Number & Street):  | 1331 COUNTY HIGHWAY D | Address (Number & Street):  |  |
| Address (City, State, Zip): | OREGON WI 53575       | Address (City, State, Zip): |  |
| Email Address:              |                       | Email Address:              |  |
| Phone#:                     | 608 279 1838          | Phone#:                     |  |

| SITE INFORMATION      |                       |                               |                       |
|-----------------------|-----------------------|-------------------------------|-----------------------|
| Township:             | Town of Oregon        | Parcel Number(s):             | 042/0509-082-9981-0   |
| Section:              | 08                    | Property Address or Location: | 1331 COUNTY HIGHWAY D |
| Existing Zoning: RR-4 | Proposed Zoning: RR-4 | CUP Code Section(s):          |                       |

| DESCRIPTION OF PROPOSED CONDITIONAL USE                                                                                                                                         |                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Type of conditional use permit (for example: limited family business, animal boarding, mineral extraction, or any other listed conditional use):<br>Limited Family Business     | Is this application being submitted to correct a violation?<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Provide a short but detailed description of the proposed conditional use:<br>Looking to build 50x136 building for storage and operation of limited family business HVAC company |                                                                                                                                    |

| GENERAL APPLICATION REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                   |                                                    |                                                                  |                                                               |                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Applications will not be accepted until the applicant has met with department staff to review the application and determined that all necessary information has been provided. <u>Only complete applications will be accepted.</u> All information from the checklist below must be included. Note that additional application submittal requirements apply for particular uses or as may be required by the Zoning Administrator. Applicants for significant and/or potentially controversial conditional uses are strongly encouraged to meet with staff prior to submittal. |                                                   |                                                    |                                                                  |                                                               |                                                                                                      |
| <input type="checkbox"/> Complete attached information sheet for standards                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> Site Plan drawn to scale | <input type="checkbox"/> Detailed operational plan | <input type="checkbox"/> Written legal description of boundaries | <input type="checkbox"/> Detailed written statement of intent | <input type="checkbox"/> Application fee ( <b>non-refundable</b> ), payable to Dane County Treasurer |

I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I hereby give permission for staff of the Dane County Department of Planning and Development to enter my property for the purpose of collecting information to be used as part of the review of this application. I acknowledge that submittal of false or incorrect information may be grounds for denial of this application.

Owner/Agent Signature:

Date: 1-14-2021

# REVISED

## STANDARDS FOR CONDITIONAL USE PERMITS

Applicants must provide adequate evidence demonstrating to the Town and Dane County Zoning & Land Regulation Committee that the proposed conditional use satisfies the following 8 standards for approval, along with any additional standards specific to the applicable zoning district or particular use found in sections 10.220(1) and 10.103 of the code.

Please explain how the proposed land use will meet the following standards (attach additional pages, if necessary):

1. The establishment maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort or general welfare.

We run a Heating and cooling business where we are on jobsites all day long. Standard business operation hours are used and clients will not be at this facility. This building is used for storage of materials and maintenance of equipment.

2. The uses, values, and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by establishment, maintenance or operation of the conditional use.

We have spoken to neighbors and are in agreement that this will not impeded or infringe on them.

3. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

This will not affect anything or any other properties around us.

4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being made to accommodate the conditional use.

Already in place

5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

There will be no substantial traffic or change from current.

6. That the conditional use shall conform to all applicable regulations of the district in which it is located.

We will conform

7. The conditional use is consistent with the adopted town and county comprehensive plans.

There has been approval of other commercial improvements within 1/4 mile of our establishment

8. If the conditional use is located in a Farmland Preservation (FP) Zoning district, the conditional use is subject to the following additional standards found in section 10.220(1). Attach additional pages, if necessary.

- Explain how the use and its location in the Farmland Preservation Zoning District are consistent with the purposes of the district:
- Explain how the use and its location in the Farmland Preservation Zoning district are reasonable and appropriate, considering alternative locations:
- Explain how the use is reasonably designed to minimize the conversion of land from agricultural use or open space use:
- Explain how the use does not substantially impair or limit the current or future agricultural use of surrounding parcels zoned for agricultural use:
- Explain how construction damage to land remaining in agricultural use is minimized and repaired, to the extent feasible:



## WRITTEN STATEMENT OF INTENT AND OPERATIONS PLAN

# REVISED

Applicants must provide a detailed written statement of intent describing the proposed conditional use along with an operational plan that explains how the conditional use will be operated. Please use the form below and provide responses, as applicable, to your proposed conditional use. Attach additional pages, if necessary.

Describe in detail the proposed conditional use. Provide the specific location of the use(s), type of equipment used, planned property improvements, including description / size of existing or proposed new buildings to be used, and any other relevant information. For existing or proposed commercial operations, provide the name of the business and describe the nature and type of business activity.

Intent is to use building for storage, maintenance and operation of heating and cooling company. We have 1 straight truck delivery per week, 1 semi delivery per month and 7-5 hours of operation Mon- Fri

List the proposed days and hours of operation.

Mon-Fri 7-5

List the number of employees, including both full-time equivalents and maximum number of personnel to be on the premises at any time.

3 family member employees and 1 non family

List any anticipated noise, odors, dust, soot, runoff or pollution associated with the conditional use, along with any proposed measures that will be taken to mitigate impacts to neighboring properties.

None

Describe any materials proposed to be stored outside and any activities, processing or other operations taking place outside an enclosed building.

HVAC materials including duct work, heaters, air conditioners, boilers etc

For proposals involving construction of new facilities and/or infrastructure, describe, as applicable, any measures being taken to ensure compliance with county stormwater and erosion control standards under Chapter 11 of Chapter 14, Dane County Code.

Yes

List and describe existing or proposed sanitary facilities, including adequate private onsite wastewater treatment systems, associated with the proposed conditional use. For uses involving domestic pets or livestock, list and describe measures taken to address manure storage or management.

None

List and describe any existing or proposed facilities for managing and removal of trash, solid waste and recyclable materials.

We will be relocating roll out dumpsters on site

Describe anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic.

None

Provide a listing of any hazardous, toxic or explosive materials to be stored on site, and any spill containment, safety or pollution prevention measures.

None

Describe any existing or proposed outdoor lighting along with any measures that will be taken to mitigate light-pollution impacts to neighboring properties. The Zoning Administrator may require submittal of a photometric plan for outdoor lighting if deemed necessary to determine potential impacts to neighbors.

Standard down lighting facing away from all residence.

Describe any existing or proposed signage, including size, location, and materials, consistent with the county's sign ordinance found in s. 10.800.

None

Briefly describe the current use(s) of the property on which the conditional use is proposed.

Rural Residential

Briefly describe the current uses of surrounding properties in the neighborhood.

Rural Residential, agriculture and commercial

## APPLICATION CHECKLIST FOR A CONDITIONAL USE PERMIT

A scaled site plan and detailed operations plan must be submitted with your Conditional Use Permit application. Please use the checklist below to ensure you are submitting all required information applicable to your request. Please attach to your application form the required maps and plans listed below, along with any additional pages.

### ☐ **SCALED SITE PLAN.** Show sufficient detail on 11" x 17" paper. Include the following information, as applicable:

- ☐ Scale and north arrow.
- ☐ Date the site plan was created.
- ☐ Existing subject property lot lines and dimensions.
- ☐ Existing and proposed wastewater treatment systems and wells.
- ☐ All buildings and all outdoor use and/or storage areas, existing and proposed, including provisions for water and sewer.
- ☐ All dimension and required setbacks, side yards and rear yards.
- ☐ Location and width of all existing and proposed driveway entrances onto public and private roadways, and of all interior roads or driveways.
- ☐ Location and dimensions of any existing utilities, easements or rights-of-way.
- ☐ Parking lot layout in compliance with s. [10.102\(8\)](#).
- ☐ Proposed loading/unloading areas.
- ☐ Zoning district boundaries in the immediate area. All districts on the property and on all neighboring properties must be clearly labeled.
- ☐ All relevant natural features, including navigable and non-navigable waters, floodplain boundaries, delineated wetland areas, natural drainage patterns, archeological features, and slopes over 12% grade.
- ☐ Location and type of proposed screening, landscaping, berms or buffer areas if adjacent to a residential area.
- ☐ Any lighting, signs, refuse dumpsters, and possible future expansion areas.

### ☐ **NEIGHBORHOOD CHARACTERISTICS.** Describe existing land uses on the subject and surrounding properties:

- ☐ Provide a brief written statement describing the current use(s) of the property on which the conditional use is proposed.
- ☐ Provide a brief written statement documenting the current uses of surrounding properties in the neighborhood.

### ☐ **OPERATIONS PLAN AND NARRATIVE.** Describe in detail the following characteristics of the operation, as applicable:

- ☐ Hours of operation.
- ☐ Number of employees, including both full-time equivalents and maximum number of personnel to be on the premises at any time.
- ☐ Anticipated noise, odors, dust, soot, runoff or pollution and measures taken to mitigate impacts to neighboring properties.
- ☐ Descriptions of any materials stored outside and any activities, processing or other operations taking place outside an enclosed building.
- ☐ Compliance with county stormwater and erosion control standards under [Chapter 11](#) of [Chapter 14](#), Dane County Code.
- ☐ Sanitary facilities, including adequate private onsite wastewater treatment systems and any manure storage or management plans approved by the Madison and Dane County Public Health Agency and/or the Dane County Land and Water Resources Department.
- ☐ Facilities for managing and removal of trash, solid waste and recyclable materials.
- ☐ Anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic.
- ☐ A listing of hazardous, toxic or explosive materials stored on site, and any spill containment, safety or pollution prevention measures taken.
- ☐ Outdoor lighting and measures taken to mitigate light-pollution impacts to neighboring properties.
- ☐ Signage, consistent with section [10.800](#).

### ☐ **ADDITIONAL MATERIALS.** Additional information is required for certain conditional uses listed in s. [10.103](#):

- ☐ Agricultural entertainment, special events, or outdoor assembly activities anticipating over 200 attendees must file an [event plan](#).
- ☐ [Domestic pet](#) or [large animal boarding](#) must provide additional information in site and operations plans.
- ☐ Communication towers must submit additional information as required in s. [10.103\(9\)](#).
- ☐ Farm residences proposed in the FP-35 district must submit additional information as required in s. [10.103\(11\)](#).
- ☐ Mineral extraction proposals must submit additional information as required in s. [10.103\(15\)](#).