Conditional Use Permit

Approval Process:

Town of Kennan

☐**Step 1: Pre-application Staff Meeting**

Although not required, it is recommended that the applicant meet with the Zoning Administrator to discuss the proposed request. This step is intended to explain to the applicant the purpose and objectives of the regulations and the comprehensive plan, and to informally reach mutual conclusions regarding the general program and objectives of the proposed development.

☐**Step 2: File Application Materials**

The applicant submits a completed application form, other necessary materials, and a $150 application fee. The application materials shall include the following items:

a) A description of the type of structure(s) on the site, proposed operation or use, the number of employees.

b) A Site Plan that shows the dimensions of the property, location, dimensions and setbacks of any existing or proposed buildings, parking areas, landscaping, exterior lighting, and signage.

c) Additional information as required by the Zoning Administrator.

Upon receipt of the necessary materials, a preliminary review will be placed on the agenda for the next available Plan Commission meeting. The application deadline for getting on the next agenda is twenty (20) working days prior to the meeting. The Plan Commission meets on the first Monday of the month, at 5:30 p.m. at the Kennan-Georgetown Municipal Building.

☐**Step 3: Preliminary Review**

The Zoning Administrator, including representatives of various town departments as needed, will provide a technical review of the request and the submitted information to identify relevant issues. If extensive changes are required or more information is needed to adequately review the application (e.g. additional plans or engineering studies), the application may be rescheduled to a later Planning Commission meeting date to allow time for the necessary work to be completed. If deficiencies are minor, the item will be scheduled for a Planning Commission meeting, subject to revised plans being submitted at a later date. The public hearing may be scheduled at the preliminary review.

☐**Step 4: Public Notice**

Zoning Administrator will publish a notice in the newspaper and give written notice to landowners within three-hundred (300) feet of the subject property as to what is being proposed and where a public hearing will be conducted on your proposal. It's advisable that you contact adjacent landowners in advance of the hearing to inform them of your intentions to help clarify any concerns.

☐**Step 5: Plan Commission Review/ Recommendation (Public Hearing)**

The Plan Commission shall review the proposed request and shall recommend that the conditional use permit be granted as requested, modified, or denied. The applicant should attend this meeting and be prepared to present the request and answer questions from the Plan Commission. Public statements will be allowed at this meeting.

☐**Step 6: Town Board Review and Action**

The Town Board shall review the proposed request and shall recommend that the conditional use permit be granted as requested, modified, or denied. The applicant and members of the public will be allowed to make statements regarding the request. Following such hearing and after careful consideration of the Plan Commission's recommendations and public comments, the Town Board shall vote on the application. The approval may include conditions placed on the operation of the use such as hours of operation, parking, screening, etc. The Town Board meets on the first Monday of each month, at 6:00 p.m. at the Kennan-Georgetown Municipal Building.

In the case of a denial, no application requesting the same or similar action may be resubmitted by the original applicant or his/her agent for the same property before the passage of six (6) months following Town Board action.

Town of Kennan Conditional Use Permit Application

Date Received _____
Payment Date _____
Payment Amount _____
Check Number _____

Applicant's name: _____

Applicant's email: _____ Phone Number: _____

Applicant's address _____

Owner(s) of property
(as listed on the deed) _____

Address of the property _____

Zoning District:

- ☐R-4 Multiple Family Residential District
- ☐RC Recreation District
- ☐C-1 Commercial
- ☐Conservancy District
- ☐A-1 Agricultural
- ☐M-1 Industrial District

LEGAL DESCRIPTION: _____1/4, _____1/4, Section_____ T _____ N, R _____E/W

Section_____of the Town of Kennan Zoning Code provides the authority for this application to be submitted for the proposed conditional use.

Please answer these questions to help explain your proposal

1. Proposed Conditional Use: (Attach additional sheets if necessary. Describe the main activities and equipment to be used.)

_____

_____

_____

_____

_____

_____

2. Hours of Operations: _____
3. Number of employees _____

4. Will your proposal increase the percentage of impervious surface upon the property in which the conditional use is being proposed. Yes ☐ No ☐. If yes, please quantify the amount of impervious surface to be created and mitigation measures to be implemented to reduce erosion potential to adjoining property.

5. Will your proposal have an adverse effect on public health? Yes ☐ No ☐. If yes, please explain

6. Will your proposal have an adverse effect on the established character and quality of the area? Yes ☐ No ☐ If yes, please explain.

7. Will your proposal have an adverse effect on any existing public roadway in your community? Yes ☐ No ☐. If yes, please explain the volume of traffic you anticipate.

8. Will your proposal create harmful or nuisance effects that include noise, dust, smoke, odor, or other factors? Yes ☐ No ☐. If yes, please explain

9. Will your proposal involve any excavation on the respective property? Yes ☐No ☐. If yes, please attach a topographical map with 1 ft. contours indicating pre-construction and post construction drainage patterns and the erosion control measures to be implemented during construction.

Plot Plan

A plot plan **shall** be submitted with **all** conditional use permit applications. **Use the last page of this application to draw your plot plan.** The plot plan should be drawn to scale (indicate scale on map) and include items whether existing or proposed as follows:

1. All structures on the property upon which the conditional use is being proposed.
2. The well, septic system (including tanks and drainfield), and garbage/recycling containers.
3. All public roads, private driveways and parking areas.
4. Wetlands, floodplains, and ordinary highwater mark of any navigable lake, river, or stream.
5. Property boundary, If parcel is >5 acres in area, draw the items listed above at a scale that is discernable and simply indicate the distance to the boundary lines.

I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I give permission for staff of the Town of Kennan Zoning Commission to enter onto the property on which the conditional use is being proposed by this application during daylight hours to collect information relative to my proposal. I further agree to withdraw this application if substantive false or incorrect information has been included. I also understand that the $150 fee is nonrefundable once a public hearing has been conducted on my proposal.

Notarized Signature of Applicant or Agent	Subscribed and sworn to before me This _____day of _____, 20_____ _____, Notary Public
Print Name Date	My commission Expires_____

Office Use Only

Date of preliminary review: _____

Date neighbors notified:_____

Date public notice published:_____

Date of public hearing:_____

Conditions of approval:

1. _____
2. _____
3. _____
4. _____

The Zoning Commission approved/denied this application on _____

Signature of Zoning Administrator Date

North

Scale: 1” =