CONDITIONAL USE PERMIT

Reedsville Village Hall, 217 Menasha Street, Reedsville, WI 54230

Village Clerk/Zoning Clerk: Stephanie Steifvater
Phone (920) 754-4731
Fax: (920) 754-4757
Email: clerk-treasurer@reedsvillewi.gov

APPLICATION

Instructions: The Village has prepared instructions on what materials may be required along with a submitted application. Please review the instructions prior to filling out and submitting the application.

Submission of Materials: All application materials must be submitted to the Village Clerk/Zoning Clerk at least 45 days prior to each meeting in order for the application to be placed on the agenda.

Attendance: The applicant's attendance at public meetings is not required, but it is strongly advised. Failure to attend can result in the denial or delay of review due to lack of information or unanswered questions.

1. APPLICANT INFORMATION			
Name:		Phone:	Email:
Address, City, State, Zip:			
Applicant is (check one):	Owner ☐	Authorized Representative ☐	Other (describe): ☐
2. LAND OWNER INFORMATION (if different from Applicant)			
Name:		Phone:	Email:
Address, City, State, Zip:			

3. SITE INFORMATION

Address, City, State, Zip (if no address, describe location):

Parcel No.:

Current Land Use:

Proposed Land Use:

Current Parcel Zoning District:

Conditional Use Being Requested (as listed in zoning ordinance):

4. ADDITIONAL MATERIALS REQUIRED WITH APPLICATION*

- ☐ Parcel(s) Location Map
- ☐ Scaled Plot Plan

**Additional information may be required by the Plan Commission, or the Village Board.*

5. FEES

See Village of Reedsville Fee Schedule. Fee is due at the time of application submittal and is non-refundable. The fee will not be refunded if the request is denied.

6. DESCRIBE THE REASON FOR THE REQUESTED CONDITIONAL USE PERMIT (add pages if necessary):

7. SUPPLEMENTAL QUESTIONS FOR CONDITIONAL USE PERMIT

A conditional use permit applicant has the burden of proof. The applicant must demonstrate that the application and all requirements and conditions established by the Village of Reedsville relating to the conditional use are or shall be satisfied, all of which must be supported by substantial evidence. "Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion. If an applicant meets this burden of proof, the Village of Reedsville will grant the conditional use permit. If an applicant fails to meet this burden of proof, the conditional use permit application will be denied. To aid in its review of the proposed project, the Village will consider the Zoning Code of the Village of Reedsville criteria set forth below. Answer all portions of all questions completely. State "not applicable," if appropriate, offering an explanation as to why facts and information were not provided.

Note that a conditional use permit will generally remain in effect as long as the conditions and requirements upon which the permit was issued are followed. Subsequent owners of the property are generally allowed to continue the use, subject to those conditions and requirements. The Village of Reedsville may, however, impose conditions regarding the permit's duration, transfer, or renewal, in addition to any other conditions pertaining to ordinance standards or the specific criteria listed above. For example, the Village may grant a limited term conditional use permit if a reasonable basis exists for such limitation. Any limited term conditional use permit may be subject to renewal after a re-evaluation of the use via a hearing before the Village of Reedsville.

Please provide the Village substantial evidence regarding:

1) Whether the proposed project/use will be injurious to the use and enjoyment of other property in the immediate vicinity.

_____

_____

2) Whether the proposed project/use will substantially diminish and/or impair property values within the neighborhood.

_____

_____

3) Whether the proposed project/use will impede the normal and orderly development and improvement of the surrounding property(ies).

_____

_____

4) Whether the proposed use is similar to other uses in the area.

_____

_____

5) Whether the proposed project is consistent with the Village of Reedsville Comprehensive Plan or any other officially adopted Village plan.

_____

_____

6) Provision of an approved Private Onsite Wastewater Treatment System (POWTS).

_____

_____

7) Provision for a potable water supply

_____

_____

8) Provisions for solid waste disposal

_____

_____

9) Whether the proposed use creates noise, odor, or dust (yes/no and describe).

Noise: _____

Odor: _____

Dust: _____

10) Provision of safe vehicular and pedestrian access.

Vehicular Access:

- ☐ Existing Driveway(s) to _____ (Road Name)
- ☐ New Driveway(s) to _____ (Road Name)

Pedestrian Access:

- ☐ Sidewalks
- ☐ Path or Trail
- ☐ No Pedestrian Traffic

Whether the proposed project adversely impacts neighborhood traffic flow and congestion.

Existing traffic: High Levels ____ Medium Levels _____ Low Levels _____

11) Adequacy of emergency services and their ability to service the site.

SEE SECTION 8 FOR FIRE CHIEF REVIEW/SIGNATURE

12) Provision for proper surface water drainage.

☐ Natural Infiltration (explain below)

_____

_____

☐ Some Grading of the Site (explain below)

_____

_____

☐ Engineered Stormwater and/or Erosion Control Plan (attach)

14) Whether proposed buildings contribute to visual harmony with existing buildings in the neighborhood, particularly as related to scale and design.

_____

_____

15) Whether the proposed project creates excessive exterior lighting glare or spillover onto neighboring properties, or cause issues with roadway navigation.

_____

_____

16) Whether, and to what extent, site-specific conditions should be imposed to mitigate potentially problematic impacts of the use.

_____

_____

17) The impact of the proposed project/use on public health, safety, morals, comfort, or general welfare of the Village.

_____

_____

18) By what month and year will the project be completed? _____

19) The Village of Reedsville is allowed to consider topics in addition to the above. Please provide information on additional topics you think the Village should or may consider in evaluating this project.

_____

_____

_____

_____

8. FIRE DEPARTMENT REVIEW & CONCURRENCE

Please take this page to the Reedsville Fire Department Fire Chief with a copy of the project plans for review. Have the Fire Chief complete and sign below. Applicants are responsible for returning the completed form to the Village of Reedsville.

12) Adequacy of emergency services and their ability to service the site.

- As Fire Chief of the Reedsville Fire Department, I have reviewed the plans of this project. The Reedsville Fire Department CAN / CANNOT (circle one) access this site for fire protection purposes.

- Other Fire Chief comments:

The undersigned certifies that the information in this application is true and correct to the best of the applicant's knowledge and authorizes Village Staff, representatives of the Village and Village Board or Committee members to visit and inspect the site location listed on this application.

Applicant Signature: _____ Date: _____

9. THIS PAGE FOR VILLAGE USE ONLY

Fee: _____ Acct No: _____ Receipt: _____

Date Rec'vd _____ By: _____ Application/Permit No.: _____

Date Completeness Determined_____ By: _____

Public hearing notice publication dates: _____and _____ or Not Applicable (circle)

Neighbors within 300 feet of subject property notified? Yes _____ No ____ Not Applicable_____

Date notified: _____

Plan Commission Review Date: _____

Plan Commission Action: Approve _____ Approve w/Conditions_____ Deny _____

Conditions (Note: Conditions may relate to project design, construction activities, or operation of a facility161 and must address and be commensurate with project impacts):

Reason(s) for denial:

Village Board Review Date: _____

Village Board Action: Approve _____ Approve w/Conditions _____ Deny _____

Reason for denial:

Village Clerk / Zoning Clerk Signature: _____

Date: _____