

Village of Cambridge Conditional Use Permit Application

200 Spring Street, PO Box 99, Cambridge, WI 53523 ♦ Phone (608) 423- 3712
<https://cambridgewi.gov>

The Plan Commission meets on the second Monday of each month at 6:30 p.m. in the Amundson Community Center. To be placed on the agenda, submit your complete CUP application (with fee) at least 30 days before the desired meeting. The review will begin once the application is complete and the fee is paid to the Village Clerk. Applicants or their representatives should attend the meeting to present the request and answer questions.

If you have any questions about the requirements, please contact Steve Tremlett, Zoning Administrator, at (608) 242-4828 or stremlett@msa-ps.com.

Owner Name(s):	
Applicant Name (if different than above):	
Project Address:	Parcel #:
Applicant Address (if different than above):	
Applicant Phone:	Applicant Email:
Property Zoning Designation:	Current Property Use:
Conditional Use Request:	

A \$800 application fee is required. Fees are subject to change by Village resolution. Please provide the following submittals:

1. A site plan that includes:
 - Parcel boundaries
 - Existing and proposed structures
 - Setbacks from property lines
 - Locations of buildings on adjoining properties
 - North arrow and street names
2. Complete the Conditional Use Standards – Applicant Response Form on the following pages.

I (we) certify that all of the above statement and the statements contained in any papers or plans submitted herewith are true to the best of my (our) knowledge and belief. I (we) consent to the entry in or upon the premises described in this application by any authorized official of the Village of Cambridge for the purpose of securing information posting, maintaining and removing such notices as may be required by law.

Applicant Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____

For Staff Use Only	
Date Received:	Fee Paid?
Public Hearing Date:	Public Hearing Publication Dates:
Date Public Hearing Notices Mailed to Adjoining Property Owners:	
Plan Commission Recommendation: ☐ Denied ☐ Approved Subject to:	
Village Board Decision: ☐ Denied ☐ Approved (Res #: _____) Subject to:	

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Conditional Use Standards – Applicant Response Form

Please respond to each of the following questions. Your answers will help the Plan Commission and Village Board evaluate your request under §17.68.070 of the Cambridge Municipal Code.

Purpose of Request

What is the purpose of the conditional use request? Are there any characteristics of your parcel or location that influence the need for this request?

Adjacent Property Uses

What are the existing uses of all adjacent properties?

Compatibility with Surrounding Area

How is the proposed conditional use compatible with surrounding development and land uses?

Additional Considerations

Are there any other factors related to the proposed use, site conditions, or surrounding area that the Plan Commission should consider?