

**VILLAGE OF SOMERSET  
PLAN COMMISSION – CONDITIONAL USE PERMIT  
FEE \$250.00**

**Office Use Only**  
Received \_\_\_/\_\_\_/\_\_\_  
Fee Received \$\_\_\_\_\_

**PROPERTY INFORMATION**

Site Address: \_\_\_\_\_

Parcel #: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Present use(s) of property: \_\_\_\_\_

Proposed use(s) of property: \_\_\_\_\_

**APPLICANT CONTACT INFORMATION**

Applicant is:  Property Owner  Owner's Agent  Developer  Other \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / State / Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY OWNER CONTACT INFORMATION (if applicable)**

Property Owner(s) Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / State / Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**ADDITIONAL PROPERTY INFORMATION / PLAN OF OPERATION**

Please answer the following questions and include them with your application materials.

Describe the property, existing and proposed buildings, type of business proposed including products and/or services.

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**(continued) ADDITIONAL PROPERTY INFORMATION / PLAN OF OPERATION**

Describe any noise, odors, glare, dust, potential fire hazards, or smoke resulting from the proposed use.

Anticipated maximum number of facility users and visitors at one time

Current or Proposed parking

Projected traffic generation (trip generation).

Frequency of deliveries to site and type of vehicles that will deliver.

Days and Hours of Operation:

Will there be any signage (type, number, size, lighting, location, existing or new, etc.)

Describe proposed on-site security measures including any existing and proposed fire suppression and life safety systems.

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**(continued) ADDITIONAL PROPERTY INFORMATION / PLAN OF OPERATION**

Describe proposed dumpster enclosure and trash removal.

Attach safety data sheets for all materials that will be used or stored on site.

If using an existing building, does the proposed use require a change in occupancy?

Status of interior plans requiring State approval.

Status of State License(s)/Certificate(s) required for operation.

List the timetable for completion of construction and the anticipated opening date

**REQUIRED SIGNATURE(S)**

I hereby certify that all statements, forms, and attachments submitted hereto are true and correct to the best of my knowledge and belief:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature (if applicable)

\_\_\_\_\_  
Date

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**CHECKLIST**

- Completed Application & Fee
- Floor plan
- Site plan including name of project and owner/applicant, site address, date, scale, north arrow, yard setbacks, parking and loading areas, sidewalks and other pedestrian facilities, and location of buildings and signs

**CONDITIONAL USE PERMIT PROCEDURE**

1. Submit Application for Review.
  - a. Application is reviewed by Staff (Clerk, Village Attorney, Economic Development Director, and Building Inspector)
  - b. Conditional Use Permit applications require a public hearing. The public hearing notice must be published 10 days prior to the Plan Commission meeting. The Plan Commission meets on the first Thursday of each month. Notice of the hearing is also sent to all property owners within 100 feet of the subject property.
2. Plan Commission holds Public Hearing & reviews Conditional Use Permit application.
  - a. After review/discussion, Plan Commission will approve/reject the application. If approved, the application will be reviewed by the Village Board for final approval.
3. Village Board action. The Village Board meets on the third Tuesday of each month.

**ZONING DISTRICTS**

- |  |   |
|--|---|
| R-1 Single-Family Residential District   | I-1 Industrial District                 |
| R-2 Two-Family Residential District      | A-1 Agricultural District               |
| R-3 Multiple Family Residential District | W-1 Conservancy District                |
| R-4 Residential Estate District          | PUD Planned Unit Development District   |
| R-5 Twin Home District                   | Groundwater Protection Overlay District |
| C-1 Central Business District            |   |
| C-2 Highway Commercial District          |   |
| C-3 Professional Office District         |   |

**AUTHORIZATION**

The Village Board, acting under the power given it under Zoning Ordinances of the Village of Somerset do hereby:  Approve the application       Reject the application

\_\_\_\_\_  
Village President Signature

\_\_\_\_\_  
Date