



STEPS TO OBTAIN A CONDITIONAL USE PERMIT D, D-1 or E INSTITUTIONAL ZONING DISTRICT

- All uses in the D, D-1, or E Institutional Zoning Districts are conditional uses.
 - No building or other structure can be erected, altered or enlarged without a conditional use permit and an occupancy permit
 - If the proposed change affects the exterior of the building or any part of the property, the matter needs to also have approval by the Architectural Review Committee.
 - Conditional use permits are not transferable to a new business owner or tenant.
1. Submit conditional use permit application and all required documentation. Applications are due no later than 10:00 am two weeks prior to the desired Plan Commission meeting.
 2. Submit \$300 for the application fee and \$100 occupancy permit fee.
 3. The Plan Commission conducts the public hearing and makes a recommendation to the Village Board of Trustees.
 4. At the next scheduled meeting the Village Board of Trustees meets and approves or denies the Plan Commission recommendation.
 5. If approved and exterior changes will be made, submit plans to the Architectural Review Committee.
 6. The Building Inspector issues building permits, and finally an occupancy permit. All permits and occupancy permit must be obtained prior to opening up for business.

Conditions which may be imposed by the Plan Commission as deemed necessary or appropriate include but are not limited to the following: Type of construction; landscaping; planting screens; parking; fencing; lighting; hours of operation; front, rear, and side yard setbacks; operational control; street or highway access; traffic circulation; commencement and completion dates; street or highway dedications; deed restrictions; sureties; duration or expiration date of conditional use permit; special requirements characteristics.



CONDITIONAL USE PERMIT APPLICATION

PLEASE PRINT OR TYPE

Applicant Name(s) _____

Name of business or development _____

Address of proposed business _____, Bayside, WI 53217

Applicant address _____

Applicant phone number(s) _____

Property owner name _____

Property owner address _____ Phone number _____

Parcel number _____

Conditional Use Permit Plan of Operation

Please Answer all questions and attach additional sheets as necessary. If you do not answer a question, provide a justification for why it does not apply to you.

New Conditional Use Permit Amended Conditional Use Permit

Address of Business: _____

Brief overview of specific uses of entire property or lease space and summary of type of business planned: _____

A brief description of on-site operations: _____

Legal description of property: _____

Tax Key ID Number/Parcel Number: _____

Zoning of property: _____

Lot size or lease space size (in square feet): _____

Building dimensions and number of floors: _____

Total floor area (in square feet): _____

Number of shifts and maximum number of employees per shift: _____

Days and hours of operation: _____

Frequency of deliveries to site and type(s) of vehicles that will deliver: _____

Projected traffic circulation: _____

Signage (type, lighting, size, location, existing or new etc.) *All signs must be approved by the ARC: _____

Describe proposed on-site security measures: _____

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

Status of interior plans requiring State approval: _____

Status of State License(s) and/or Certificate(s) required for operation: _____

List the timetable for completion of all building construction or interior construction/remodeling and the anticipated opening date: _____

Anticipated maximum number of facility users and visitors at one time (including special events): _____

Total number of estimated parking spots needed for operation: _____

Dumpster enclosure and trash removal: _____

Does the applicant have the legal authority to act for and obligate the company or corporation? Yes____ No____

Does the applicant have the legal authority to act for and obligate the property owner? Yes____ No____

Is the property owner(s) knowledgeable of the request for a Conditional Use? Yes____ No____

Does the property owner agree with the Conditional Use request? Yes____ No____

Signature of applicant (s)_____ Date _____

*Attach a legal description of the property requested for a conditional use, a plat of survey of the property, and a drawing of any proposed development.

OFFICE USE ONLY:

Application received by: _____

\$300.00 application fee: _____

Public Hearing date: _____

\$100.00 occupancy permit fee: _____

Board of Trustees Meeting: _____

Approved by Board of Trustees: _____

Occupancy Permit Issued?: _____

NSFD Permit Issued?: _____



Conditional Use Permit Checklist

Prior to the Plan Commission submittal deadline, the property owner or agent must present a site plan prepared with the information below to the Village of Bayside. The submitted material is reviewed and if appropriate, discussed at the next regularly scheduled Plan Commission meeting. **The information required below is a required unless otherwise stated and other materials may be requested of the applicant during the review process.**

All Conditional Use Permits are subject to review and renewal after one year of issuance.

Plan Set Submittal Requirements for Conditional Use Permit

- Plan Commission Required Forms and materials**
 - A. Completed Application and fees
 - B. Three (3) full size sets of all materials and plans
 - C. Three (3) 11" by 17" complete sets of all materials (if applicable)
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Required Plans and Information for Conditional Use Permit

- Labeled floor plan and building plans to scale. Plans must include: proposed use(s) of all existing space with dimensions shown; locations of all new construction and additions; locations of all exits and doorways; walls and permanent fixtures and major portable fixtures must be indicated**
- Site Plans for existing and proposed business must include the following:**
 - A. Scale and name of project. Site plan drawn to scale and indicating on the site plan the scale of the drawing and the size of the site.
 - B. Location of all available parking spaces, loading, ingress and egress, and driveway locations. The total number of parking space available, loading areas, drives, and vehicular ingress and egress locations to the site noted in the site plan.
 - C. Type, Size, and Location of All Structures and Signs. The type, size, and location of all structures and signs with all building and sign dimensions note on the site plan. (Any signs must be approved by the Architectural Review Committee)
 - D. Project Summary. A written project summary including operational information, building schedule, and estimated project value, including all site improvement costs.
 - E. Additional Information May Be Required by the Village. Additional information may be required by the Plan Commission, Building Inspector, or Village Staff to review the site plan.
- Occupancy Permit**
- North Shore Fire Department Plan Review and Inspection Permit (Please submit directly to the North Shore Fire Department)**