



# CONDITIONAL USE APPLICATION

File #: \_\_\_\_\_  
Office Use Only  
Revised May 2016

## APPLICANT INFORMATION

Property Owner: \_\_\_\_\_ Contractor/Agent: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

## SITE INFORMATION

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

Property Location: \_\_\_\_ 1/4, \_\_\_\_ 1/4, Sec. \_\_\_\_\_, T. \_\_\_\_ N., R. \_\_\_\_ W., Town of \_\_\_\_\_

Computer #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Parcel #: \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_

## LAND USE INFORMATION

Zoning District: (Check one):  AG.  AG. II  AG. RES.  RESIDENTIAL  COMMERCIAL  INDUSTRIAL  
Overlay District: (Check all that apply):  SHORELAND  RIVERWAY  FLOODPLAIN  ADULT ENTERTAINMENT

State the nature of your request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Zoning Ordinance Reference \_\_\_\_\_

More than one request with this application? (See the supplemental fee amount below and attach the appropriate addendums.)

## FEES (Please refer to the current fee schedule on our website)

Application Fee: \_\_\_\_\_ \$ \_\_\_\_\_  
Supplemental Fees: \$ \_\_\_\_\_ x \_\_\_\_\_ (# of additional requests) \$ \_\_\_\_\_  
Total Fees: \$ \_\_\_\_\_

*I attest that the information contained in this application is true and correct to the best of my knowledge.*

Property Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

Contractor/Agent Signature: \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY	
Pre-application Meeting: ___/___/___	With: _____
Complete Application Accepted: ___/___/___	By: _____
Fee Received: ___/___/___ \$ _____	Receipt #: _____ Scheduled Hearing Date: ___/___/___



5) Describe how your request will impact public health, safety, and general welfare. What measures will you take to minimize any negative impacts?

6) How will you ensure that your request will not constitute a nuisance by reason of dust, smoke, odor, or other similar factor? What measures will you take to prevent a nuisance?

7) Additional comments:

**THE FOLLOWING USES REQUIRE A SUPPLEMENTAL INFORMATION SHEET:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Major Home Occupation   | <input type="checkbox"/> Contractor Storage Yard | <input type="checkbox"/> Airstrip                           |
| <input type="checkbox"/> >1 Animal Unit/Acre   | <input type="checkbox"/> Filling & Grading       | <input type="checkbox"/> Wireless Communication Tower       |
| <input type="checkbox"/> Nonmetallic Mining  | <input type="checkbox"/> Adult Entertainment     | <input type="checkbox"/> Commercial/Industrial District Use |
| <input type="checkbox"/> Lower St. Croix Riverway  | <input type="checkbox"/> Shoreland               | <input type="checkbox"/> Floodplain                         |
| <input type="checkbox"/> Junk/Salvage Yard, Kennel, Slaughterhouse, or Limited Commercial Recreational Use |  |   |

## GENERAL CONDITIONAL USE APPLICATION PROCEDURE

### APPLICATION:

The deadline for application submittals is the **1st Monday of the month** before the regularly scheduled St. Croix County Board of Adjustment meeting. The Board of Adjustment generally meets on the 4<sup>th</sup> Thursday of the month.

Applications will not be accepted until the applicant has:

- Met with the Zoning Administrator to review the application;
- ***Original plus 10 copies submitted*** of the entire packet including all supporting information, maps & diagrams;
- Resolved any land use violations and paid any outstanding fees owed to the Community Development Department;
- Signed the application form (*the signatures of the property owners and agents acting on their behalf are required*); and
- Submitted the appropriate application fee (*nonrefundable*) payable to St. Croix County.

### REVIEW:

The Zoning Administrator will review the application for completeness and assign a file number to the application. The Zoning Administrator may require additional information and will notify the applicant of this within 10 days. Upon receiving a complete application and supporting documents, the Zoning Administrator will:

- Schedule a public hearing with the St. Croix County Board of Adjustment and notify the applicant by mail of the date and time of the public hearing;
- Notify adjoining property owners of the applicant's request;
- Publish a public hearing notice in the local paper;
- Send copies of the applications to the appropriate town and reviewing agencies for comment. Applicants are encouraged to contact their town and attend their town meeting to discuss their application;
- Schedule a site visit to the applicant's property, at which time the applicant shall flag all applicable property/project corners and label the flags accordingly; and
- Prepare a staff report on the application. The staff report will be mailed to the applicant and will be available for public review during the week prior to the public hearing.

### ACTION:

Conditional Use permits are granted at the discretion of the St. Croix County Board of Adjustment. They are made available to validate uses that, while not approved within the zoning district in question, are deemed to be compatible with approved uses and/or not found to be hazardous, harmful, offensive or otherwise adverse to other uses. Conditional Uses are subject to conditions, compatibility with surrounding land uses, and compliance with the St. Croix County Zoning Ordinance.

At the public hearing, the applicant may appear in person or through an agent or an attorney of his/her choice. The applicant/agent/attorney may present testimony, evidence and arguments in support of his/her application. The fact that an application for a permit has been filed does not automatically mean that a permit is granted.

Upon the Board making a decision on the application, the Zoning Administrator shall notify the applicant of the decision in writing. All site plans, pictures, etc. become the property of the Community Development Department and will remain in the file.

## CHECKLIST FOR COMPLETE APPLICATION

- Completed and signed application form with fee.
- Original plus 10 copies*** needed of the entire packet including all supporting information, maps & diagrams.
- Addendum for additional requests and/or supplemental information sheet (*if required*).
- Recorded Warranty Deed (*may be obtained at the Register of Deed's office*).
- List of all adjoining land-owner names and mailing addresses (includes properties across roadways).
- A complete site plan prepared by a registered surveyor showing:
  - project location in the town;
  - lot/parcel dimensions with property lines and all applicable setbacks;
  - minimum of 10-foot contours as determined appropriate by the Zoning Administrator;
  - location of all existing and proposed structures and their square footage and distance from setbacks;
  - location of existing and proposed POWTS, wells, driveways, parking areas, access, signs, and other features; and
  - location of navigable waterways with accurate OHWM, delineated wetlands, floodplains, bluff lines, slopes in excess of 12%, wooded areas, and any other unique limiting conditions of the property.
- Other information: \_\_\_\_\_

**NOTE: All maps, plans, and engineering data shall be no larger than 11x17. No covers, binders, or envelopes. Paperclip your application in the upper left-hand corner.**