



INSTITUTIONAL OR GOVERNMENTAL USE SUPPLEMENTAL INFORMATION SHEET

File #: _____
<i>Office Use Only</i>
<i>Revised 6-2013</i>

WHAT TO INCLUDE WITH YOUR SPECIAL EXCEPTION PERMIT APPLICATION

- The special exception permit application must be completed and signed by the property owner, as well as anyone acting as agent for or on behalf of the property owner.
- To avoid duplication, the application may reference information already on file with the Zoning Administrator.
- In addition to the information requested on the special exception permit application, you must also provide the following information:
 - Detailed Description of Operation and Activities
 - Hours of Operation
 - Number of Employees (PT/FT/Seasonal/Temp)
 - Site Plan (w/dimensions, setbacks, and square footage):
 - Structures (existing and proposed permanent and temporary structures)
 - Sanitary System
 - Parking Lot (with total # of paved stalls)
 - Entrances/Driveway Accesses (all must be paved)
 - Outside Storage Areas
 - Lighting
 - Signage
 - Landscaping Plan (to screen parking areas and provide a buffer to adjacent residential areas)
 - Storm Water Management Plan (for new construction and/or filling and grading activities)
 - Erosion Control Plan (for new construction and/or filling and grading activities)
 - Daily Traffic Estimates
 - Elevation Drawings (for proposed buildings and structures)
 - Other Information: _____

**QUESTIONS? Please contact:
St. Croix County Community Development Department, 715-386-4680**