

CONDITIONAL USE PERMIT APPLICATION

VILLAGE OF COTTAGE GROVE

APPLICANT: _____

APPLICANT ADDRESS: _____

APPLICANT TELEPHONE: _____

APPLICANT EMAIL ADDRESS: _____

Note: Applicant must be owner of the property where conditional use is requested.

PROPERTY ADDRESS: _____

ZONING CLASSIFICATION: _____

CONDITIONAL USE REQUESTED: _____

Applicant Signature: _____ **Date:** _____

***** OFFICE USE ONLY *****

Date Received: _____ **Fee Paid:** _____

Receipt # _____

Preferred Method of Contact: **EMAIL** or **MAIL (circle one)**

**Note: Fees are due upon submittal.*

**VILLAGE OF COTTAGE GROVE PROCEDURAL CHECKLIST FOR
CONDITIONAL USE REVIEW AND APPROVAL**

This form should be used by the Applicant as a guide to submitting a complete application for a conditional use and by the Village to process said application. Parts II and III should be used by the Applicant to submit a complete application; Parts I-IV should be used by the Village as a guide when processing said application.

I. RECORDATION OF ADMINISTRATIVE PROCEDURES

- ___ Pre-submittal staff meeting scheduled:
Date of Meeting:_____ Time of Meeting:_____ Date:_____ by:_____
- ___ Follow-up pre-submittal staff meetings scheduled for:
Date of Meeting:_____ Time of Meeting:_____ Date:_____ by:_____
- ___ Date of Meeting:_____ Time of Meeting:_____ Date:_____ by:_____
- ___ Date of Meeting:_____ Time of Meeting:_____ Date:_____ by:_____
- ___ Date of Meeting:_____ Time of Meeting:_____ Date:_____ by:_____
- ___ Application form filed with Zoning Administrator: Date:_____ by:_____
- ___ Application fee of \$_____ received by Zoning Administrator: Date:_____ by:_____
- ___ Reimbursement of professional consultant costs agreement executed: Date:_____ by:_____

II. APPLICATION SUBMITTAL PACKET REQUIREMENTS

Prior to submitting the 20 final complete applications as certified by the Zoning Administrator, the Applicant shall submit 5 initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments.

- Initial Packet (5 Copies to Zoning Administrator) Date:_____ by:_____
- ___ Draft Final Packet (1 Copy to Zoning Administrator) Date:_____ by:_____
- ___ (a) A map of the proposed conditional use:
 - ___ Showing all lands for which the conditional use is proposed;
 - ___ Showing all other lands within 300 feet of the boundaries of the subject property;
 - ___ Referenced to a list of the names and addresses of the owners of said lands as the same appear on the current records of the Register of Deeds of Dane County (as provided by the Village of Cottage Grove).
 - ___ Clearly indicating the current zoning of the subject property and its environs, and the jurisdiction(s) which maintains control;
 - ___ Map and all its parts are clearly reproducible with a photocopier;
 - ___ Map size 11" by 17" shall be at a scale which is not less than one inch equals 800 feet;
 - ___ All lot dimensions of the subject property provided;
 - ___ Graphic Scale and north arrow provided.

- _____ (b) A map, such as the Land Use Plan Map, of the generalized location of the subject property in relation to the Village as a whole;
- _____ (c) A written description of the proposed conditional use describing the type of activities, buildings, and structures proposed for the subject property and their general locations;
- _____ (d) A site plan of the subject property as proposed for development. Said Site plan shall conform to any and all the requirements of §325-803. If the proposed conditional use is a group development, a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan;
- _____ (e) Written justification for the proposed conditional use:
 - _____ Provide written justification for the proposed conditional use consisting of the reasons why the Applicant believes the proposed conditional use is appropriate, particularly as evidenced by compliance with the standards set forth in §325-802D(2)(a) through (f).

III. JUSTIFICATION OF THE PROPOSED CONDITIONAL USE

1. How is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the Village of Cottage Grove’s Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the Village?

2. How is the proposed conditional use, in its specific location, in harmony with the proposed, goals, objectives, policies and standards of the Village of Cottage Grove Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the Village?

3. Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see 6.3(d), above), result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map ordinance adopted or under consideration pursuant to official notice by the Village or other governmental agency have jurisdiction to guide development?

4. How does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

5. Is the proposed conditional use located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

6. Do the potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use (as identified in Subsections 1. – 5.), after taking into consideration the Applicant’s proposal and any requirements recommended by the Applicant to ameliorate such impacts?

IV. FINAL APPLICATION PACKET INFORMATION

____ Receipt of 5 full scale copies in blue/line or black/line of complete Final Application Packet by Zoning Administrator Date: ____ by: ____

____ Receipt of 20 reduced (8.5” by 11” text and 11’ X 17” graphics) copies of complete Final Application Packet by Zoning Administrator Date: ____ by: ____

____ Certification of complete Final Application Packet and required copies to the Zoning Administrator by Village Clerk Date: ____ by: ____

____ Class 2 Legal Notice sent to official newspaper by Village Clerk Date: ____ by: ____

____ Class 2 Legal Notice published on _____ and _____ by: ____

____ Conditional Use recorded with the County Register of Deeds Office: Date: ____ by: ____