



# Planning and Development Department

Planning \* Solid Waste \* Zoning \* Sanitation

311 N Main Street, Shawano, WI 54166 PH: (715) 526-6766

## POLICY & PROCEDURE FOR OBTAINING A CONDITIONAL USE PERMIT

THE FOLLOWING STEPS MUST BE COMPLETED WHEN TRYING TO OBTAIN A CONDITIONAL USE PERMIT (CUP)

CONTACT THE SHAWANO COUNTY PLANNING & DEVELOPMENT DEPARTMENT (P&D Dept.) FOR A PRELIMINARY CONSULTATION AND TO OBTAIN AN INFORMATION PACKET.

- Contact the P&D Dept. at 715-526-6766 ext. 0 to make an appointment for consultation

\*Applicant must provide the following information for the preliminary consultation:

1. Tax parcel number, address or legal description of the parcel in which the CUP will be conducted
2. Detailed business plan outlining proposed activity/business (see attached business plan requirements).
3. Detailed site plan outlining parcel, existing structures on parcel, septic system and well, parking areas and any proposed new structures/areas for the conditional use permit to take place in/on
4. If applicable, letter signed by all property owner(s) authorizing agent/applicant to initiate CUP request
5. Any applicable permit applications in progress or obtained from state and/or federal agencies (i.e. DNR, US Army Corps of Engineers, Department of Health, Department of Ag, Trade and Consumer Protection, Wisconsin Department of Safety and Professional Services, Etc.)

1. P&D Dept. staff will prepare an information packet which will include:

1. Completed preliminary consultation form
2. Map of property
3. Section(s) of the Shawano County Zoning Ordinance No. 7-14 highlighting the zoning district in which the parcel is located in; table of permitted/conditional uses; and the section(s) which defines the conditional use (land use)
4. Buffer map and mailing list
5. List of available public hearing dates and associated sign up deadlines

2. Once information packet is completed and provided to the applicant and copies sent to the applicable town, it is the **OWNERS RESPONSIBILITY** to contact the town zoning representative to be placed on a town zoning committee and/or town board meeting/public hearing.

Contact: \_\_\_\_\_ at \_\_\_\_\_ for Town of \_\_\_\_\_

3. Once applicant or his/her agent has met with the town and the town has submitted a written recommendation, the applicant can contact the P&D Dept to make an appointment to sign up for a public hearing before the Shawano County Planning, Development & Zoning Committee (PD&Z).

\*\* Applicant must bring the following when requesting to be placed on an agenda\*\*

1. Applicable fee (see Shawano County P&D Dept fee schedule for fee amount); cash or check
2. Written recommendation from the town – if not already submitted

4. Planning, Development & Zoning Committee Public Hearing

- Applicant/agent or someone on their behalf shall attend the public hearing to hear and answer questions pertaining to conditional use permit request.
- The Planning, Development and Zoning Committee will grant (with conditions), deny, postpone or table the request at the meeting immediately following the public hearing.
- If conditional use permit is granted, applicant will be required to make an appointment to obtain all other necessary permit for the CUP. Permits MAY NOT be available directly after granting of CUP.

\*\* Conditional use permit (land use) MAY NOT commence, nor shall other associated permits be obtained until such time as the conditional use permit is granted by the Planning, Development and Zoning Committee. If activity begins prior to sign up and/or public hearing date, an after the fact fee will be assessed to either the conditional use permit or other associated permits.