



# Planning and Development Department

Planning \* Solid Waste \* Zoning \* Sanitation \* Property Listing

311 N. Main Street, Shawano, WI 54166 \* (715)526-6766 Fax (715) 526-6273 www.co.shawano.wi.us

## **POLICY & PROCEDURES FOR OBTAINING A CONDITIONAL USE PERMIT**

THIS LIST IS INTENDED TO SHOW THE STEPS THAT MUST BE COMPLETED TO OBTAIN A CONDITIONAL USE PERMIT – STEPS MUST BE COMPLETED IN ORDER

### **1. CONTACT THE SHAWANO COUNTY PLANNING & DEVELOPMENT DEPARTMENT FOR A PRELIMINARY CONSULTATION AND TO OBTAIN AN INFORMATIONAL PACKET**

- It is recommended to schedule a meeting for the preliminary consultation
- Contact Planning & Development Dept. 715-526-6766 (Basement of the Courthouse Room3)

**\*Applicant must bring along the following information for the preliminary consultation\***

1. Legal description of the property upon which the conditional use request is being made
2. A narrative detailing what the conditional use request is for
3. Any applicable permit applications in progress or obtained from state and/or federal agencies (i.e. DNR, U.S. Army Corps of Engineers, Dept. of Health)

### **2. CONTACT YOUR RESPECTIVE TOWN OFFICIAL AND REQUEST TO BE PLACED ON AN AGENDA FOR A TOWN ZONING COMMITTEE AND/OR TOWN BOARD MEETING/PUBLIC HEARING**

- **START** by checking with your respective town official to determine what is required to be placed on the town agenda and what information must be presented at the town meeting or public hearing
- The Town may request the applicant to provide a listing of adjacent property owners' names and addresses for the purpose of notifying them of the request
- Applicant is requesting the town's written recommendation in regard to the conditional use permit request
- Applicant or someone on their behalf shall attend the meeting/public hearing to answer questions or provide information

### **3. COME TO THE SHAWANO COUNTY PLANNING & DEVELOPMENT DEPARTMENT AND REQUEST TO BE PLACED ON THE AGENDA FOR THE SHAWANO COUNTY PLANNING, DEVELOPMENT & ZONING COMMITTEE PUBLIC HEARING**

*THE NEXT AVAILABLE PUBLIC HEARING DATE IS: \_\_\_\_\_*

*IN ORDER TO BE PLACED ON THIS AGENDA, YOU MUST COME INTO THE PLANNING & DEVELOPMENT DEPARTMENT AND COMPLETE AN APPLICATION AND PAY THE FEE BY 4PM: \_\_\_\_\_*

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

1. **Fee** of \$400.00 (Checks payable to "Shawano County Treasurer")
2. **Written** recommendation from the "town committee(s)"
3. **Legal description of the property** upon which the conditional use request is being made
4. A narrative detailing what the conditional use request is for (if not already submitted or if changed)
5. Any applicable permit applications in progress or permits obtained (if not already submitted or if changed)
6. If applicant is not the property owner, then applicant must provide a written statement, signed by the property owner, stating that the applicant has the property owner's approval to request the conditional use and act as an agent on their behalf
7. A completed County application form for conditional use permit, including a written justification of the proposed conditional use permit request against the criteria listed in subsection (4).
8. A completed site assessment checklist described in Section X.5.08(5).
9. A scaled map legibly showing all lands for which the conditional use permit is sought, and all other lands both adjacent to and across a public street from such lands.
10. If the application is for site or building development involving any new or expanded multiple family dwelling or non-residential use (not including agricultural uses), preliminary copies of the plan sheets that are required under Section X.8.09(4)(h).
11. A traffic impact analysis, if requested by the Planning, Development, and Zoning Committee in consultation with the County Highway Department, to ensure there is sufficient road capacity to serve the proposed use and to mitigate any off site impacts on roads. The traffic impact analysis shall be completed in accordance with the most current revision of the Traffic Impact Analysis Guidelines published by the State of Wisconsin DOT, except if another standard is approved by the Zoning Administrator in consultation with the County Highway Department.
  - Applicant or someone on their behalf shall attend the public hearing to answer questions or provide information
  - The Planning, Development & Zoning Committee will grant (with conditions), deny or table the request at the meeting immediately following the public hearing