

**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, or signed letter from property owner acknowledging application must be provided.

PROPERTY ADDRESS: _____

ZONING CLASSIFICATION: _____

CONDITIONAL USE REQUESTED: _____

Applicant Signature: _____ **Date:** _____

PROVIDE THE FOLLOWING ITEMS:

1. Submittal materials per 325-111(C) of the Zoning Ordinance, as described on the following pages.
2. Fee of \$350.
3. Escrow deposit of \$250 for consultant review. If actual review fees are less, excess will be returned. If actual review fees exceed escrow amount, applicant will be billed for the excess.

Mail or deliver the completed application form, submittal materials, and fees to the Village Hall.

**Village of Cottage Grove
221 E. Cottage Grove Road
Cottage Grove, WI 53527
Telephone: (608) 839-4704
Office Hours: M-F 7:30 a.m. to 4:30 p.m.**

For Office Use Only

Date Received:
Plan Commission meeting date:
Village Board meeting date:

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 I and II should be used by the Applicant to submit a complete application; Part III should be used by the Village as a guide when processing said application.

I. 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. Submittal materials may be submitted as pdf files via email in lieu of printed copies by arrangement with the Village Planning Director.

Submittal Materials per 325-111(C)

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 400 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).

II. 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?
