

CONDITIONAL USE APPLICATION

Evansville, Wisconsin

Version: September 2023

General instructions. Complete this application as it applies to your project. Submit one copy of the application form, **20 copies of any maps**, and the required application fee to the Community Development Director. Before you formally submit your application and fee, you may submit one copy to the Community Development Director, who will ensure it is complete. If you have any questions, contact the Community Development Director at 608.882.2263 or c.spranger@evansvillewi.gov. You may download this file as a PDF off of the City's website at: <http://www.evansvillewi.gov>

PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION AND INCLUDE ALL REQUESTED MAPS. THE APPLICATION WILL NOT BE REVIEWED UNTIL THE ENTIRE APPLICATION IS COMPLETED.

1. Applicant information

Applicant name _____

Street address _____

City _____

State and zip code _____

Daytime telephone number _____

Fax number, if any _____

E-mail, if any _____

- Office Use Only -

	Initial application fee \$400 {\$150 for Indoor Commercial Entertainment (B-2 only)}
	Receipt number _____
	Date of pre-application meeting _____
	Date of determination of completeness _____
	Name of zoning administrator _____
	Date of Plan Commission review _____
	Application number _____

2. Agent contact information. Include the names of agents, if any, that helped prepare this application including the supplemental information. Agents may include surveyors, engineers, landscape architects, architects, planners, and attorneys.

	Agent 1	Agent 2	Agent 3
Name			
Company			
Street address			
City			
State and zip code			
Daytime telephone number			
Fax number, if any			
E-mail, if any			

3. Subject property information

Street address			
Parcel number	6 - 27 - _____ . _____	Note: the parcel number can be found on the tax bill for the property or may be obtained from the City.	
Current zoning classification(s)	Agricultural District A Residential Districts RR LL-R12 LL-R15 R-1 R-2 R-3 Business Districts B-1 B-2 B-3 B-4 B-5 Planned Office District O-1 Industrial Districts I-1 I-2 I-3		

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Describe the current use	
Full legal description *You can request this information from Real Property *This may be attached as a separate file	

4. Proposed use. Describe the proposed use.

5. Operating conditions. For non-residential uses, describe anticipated operating conditions (hours of operation, conditions that may affect surrounding properties, etc.)

6. Potential nuisances. Describe any potential nuisances relating to street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials.

7. Review criteria. Describe the reasons why you believe the proposed use is in keeping with the City's master plan. Refer to Section 130-104(3)a-f of the Municipal Code for the review criteria.

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8. Other information. Provide any other information relating to the intended project and its relation to nearby properties.

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9. Site plan. Include **20 copies** of a site plan (11" x 17") with the application. In addition, the Community Development Director may require one copy that is 24" x 36". A checklist of items that must be shown on the site plan is included at the end of this application.

10. Location map. Include a map (8 1/2" x 11") that shows the subject property and all parcels lying within 250 feet of the subject property. This map shall be reproducible with a photocopier, at a scale which is not less than one inch equals 600 feet. It shall include a graphic scale and a north arrow.

11. Applicant certification

- ◆ I certify that the application is true as of the date it was submitted to the City for review.
- ◆ I understand that I may be charged additional fees (above and beyond the initial application fee) consistent with the Municipal Code.

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Applicant Signature

Date

12. Landlord certification (if applicable)

**If you do not own the building that houses your business, you must have your landlord sign this application*

- ◆ I certify that the application is true as of the date it was submitted to the City for review.
- ◆ The applicant has discussed their plans with me, and I support their application for this conditional use permit in my building.

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Landlord Signature

Date

Governing Regulations The procedures and standards governing this application process are found in Chapter 130, Article 2, Division 8, of the Municipal Code.

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Site Plan Checklist		Complete ?	
		Yes	No
a.	Title block with name, address, and phone and fax numbers of the current property owner and/or agents (developer, architect, engineer, planner) for the project	<input type="checkbox"/>	<input type="checkbox"/>
b.	Date of the original plan and the latest date of revision	<input type="checkbox"/>	<input type="checkbox"/>
c.	North arrow and graphic scale (not smaller than one inch equals 100 feet)	<input type="checkbox"/>	<input type="checkbox"/>
d.	Parcel number of the subject property	<input type="checkbox"/>	<input type="checkbox"/>
e.	Property lines and existing and proposed right-of-way lines, with bearings and distances clearly labeled	<input type="checkbox"/>	<input type="checkbox"/>
f.	Existing and proposed easement lines and dimensions with a key on the margin describing ownership and purpose	<input type="checkbox"/>	<input type="checkbox"/>
g.	Required building setback lines	<input type="checkbox"/>	<input type="checkbox"/>
h.	Existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls	<input type="checkbox"/>	<input type="checkbox"/>
i.	The location and dimension (cross section and entry throat) of all access points onto public streets	<input type="checkbox"/>	<input type="checkbox"/>
j.	The location and dimensions of on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by this chapter	<input type="checkbox"/>	<input type="checkbox"/>
k.	The location and dimension of all loading and service areas of the subject property	<input type="checkbox"/>	<input type="checkbox"/>
l.	The location of all outdoor storage areas and the design of all screening devices	<input type="checkbox"/>	<input type="checkbox"/>
m.	The location, type, height, size, and lighting of all signage (existing and proposed)	<input type="checkbox"/>	<input type="checkbox"/>
n.	The location, type, height, design/type, illumination power and orientation of all exterior lighting on the subject property, including clear demonstration of compliance with lighting requirements of the zoning code	<input type="checkbox"/>	<input type="checkbox"/>
o.	The location and type of any permanently protected green space areas	<input type="checkbox"/>	<input type="checkbox"/>
p.	The location of existing and proposed drainage facilities	<input type="checkbox"/>	<input type="checkbox"/>
q.	In the legend, data for the subject property as follows:	<input type="checkbox"/>	<input type="checkbox"/>
1.	Lot area (square feet or acres)	<input type="checkbox"/>	<input type="checkbox"/>
2.	Floor area (square feet)	<input type="checkbox"/>	<input type="checkbox"/>
3.	Floor area ratio	<input type="checkbox"/>	<input type="checkbox"/>
4.	Impervious surface area (square feet)	<input type="checkbox"/>	<input type="checkbox"/>
5.	Impervious surface ratio	<input type="checkbox"/>	<input type="checkbox"/>
6.	Building height (feet)	<input type="checkbox"/>	<input type="checkbox"/>

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FACT SHEET

What is a conditional use?

A conditional use is a land use that would not be appropriate generally or without restriction throughout a specified area but which, if controlled as to the number, area, location, or relation to the neighborhood, could promote the public health, safety, or general welfare.

What is the purpose of a conditional use permit?

A conditional use permit allows for the possibility of a conditional land use to exist within the City's zoning code. Conditional use permits are often required to protect residential neighborhoods against potentially disruptive uses. For example, uses which might generate substantial amounts of noise, odor, traffic, or are otherwise incompatible with the neighborhood.

It is the responsibility of the property owner to demonstrate that the use will not create major undesirable impacts on nearby properties, the environment, or the community as a whole. The Evansville Plan Commission may issue a conditional use permit after considering the appropriateness of the use in the proposed location and evaluating how potential undesirable impacts, if any, will be addressed.

What are some examples of uses requiring a conditional use permit?

Some examples of conditional uses include: restaurants, taverns, theaters, arcades, indoor commercial entertainment community living arrangements, vehicle sales or rental, drive through facilities, group day care centers, vehicle repair and maintenance uses, car washes, personal storage facilities, group developments, or heavy industrial uses.

What information is required to apply for a conditional use permit?

The applicant must submit maps clearly identifying the property and location of the proposed use. 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 and a site plan are also required. The applicant should also provide written justification as to the reasons why the applicant believes the proposed conditional use is appropriate and does not create undesirable impacts on nearby properties, the environment, or the community.

What is the process?

The applicant is encouraged to meet with the City Community Development Director to discuss any questions prior to the submission of the application. After the application is submitted, it will be reviewed by City staff, who will check it for completeness and evaluate whether the use is in harmony with the goals of the City's Comprehensive Plan. The Plan Commission will hold a public hearing, consider the staff recommendations, and make a decision within 60 days of the public hearing. There is a fee of \$400, plus reimbursement of municipal consulting costs. (This fee is in addition to the \$500 fee for site plan review.)

Are there opportunities for public input?

A public hearing will be scheduled for a Plan Commission meeting. Notice of the hearing will be sent to property owners within 250 feet of the subject property, posted at City Hall, and published in the *Evansville Review*. Interested individuals are encouraged to contact the Community Development with questions prior to the hearing and attend the hearing to share their opinions regarding the application.

Note: This fact sheet is prepared to facilitate an understanding about conditional use permits. Applicants should refer to the City's zoning code for further explanation and requirements. Please contact the Community Development Director at 608.882.2263 or colette.spranger@ci.evansville.wi.gov if you have any questions.