CONDITIONAL USE APPLICATIONS

Please read the instructions carefully and complete the application.

The following items are included:

1. Conditional Use application instructions.
2. Conditional Use application form.
3. Schedule for the next available public hearing.

Filing instructions:

The complete application, site plan and fee should be submitted to the Zoning Office as far in advance of the application deadline as possible

INCOMPLETE APPLICATIONS MAY BE DELAYED UNTIL ALL NECESSARY MATERIAL HAS BEEN RECEIVED.

Prior to filing the application, contact the Town Planning and Zoning Administrator to determine if your request will comply with the Town land use plan. If it does not, you may have to have the Town plan amended prior to proceeding with this application.

In addition, if you are within 3 miles of cities of Neenah, Menasha, Oshkosh, Village of Winneconne or 1 ½ miles from City of Omro, you need to contact that community to determine if your request is in compliance with their land use plan. Although the city or village cannot approve or deny this request, any required survey map may fall within their approval jurisdiction resulting in a denial of that map if the use of the property will not comply with their plan.

If you are unsure of whether or not to contact someone, do so anyway to be on the safe side.

FAILURE TO CONTACT THE TOWN AND CITY MAY RESULT IN A DENIAL AND APPLICATION FEES ARE NOT REFUNDABLE.

IMPORTANT: Any Conditional Use Permit granted shall expire twelve (12) months from the date of approval unless substantial work has commenced.

If you have any questions concerning the application procedure, please contact Town Clerk.

CONDITIONAL USE APPLICATION INSTRUCTIONS

1. ***A site plan must be included with the application***. Site plan should be drawn to scale showing exact property dimensions, setbacks (existing and proposed), building dimensions, parking areas, etc.

2. The application should note the number of employees, hours of operation, seasonal requirements, any proposed landscaping, duration of time permit needed, etc. Use an additional sheet of paper if necessary.

3. If the application is for fill, existing and proposed contours must be shown. Stakes, about 2 ft. to 3 ft. high, should be placed around the perimeter of the fill area to assist the Committee and staff when viewing.

4. Where the request is for vacant property, place a 2 ft. to 3 ft. stake with red flagging in the CENTER OF THE LOT at the PROPERTY LINE so the Committee and staff can determine the location of the property more easily when viewing.

5. Application Requirements:

   Item A: **A-1**: Property owner completes, **and signs.**

   A-2: If someone else is handling the application, that person ***must complete, and sign also***.

   Item B: **B-1** and **B-2** can be obtained from the tax bill or deed.

   B-3: Identify by address, or closest address and directions (such as North of 2222 Address Road).

   B-4: Show existing zoning. Mark proposed zoning as N/A.

   B-5: State the current use, and proposed use if the application is approved.

   B-6: Check if sanitary service is provided or needed, and if by public sewer, or private sanitary system.

   Item D: **D-3 through D-5**: ***To be completed in your own words***.

6. Filing: File the completed application, site plan, and filing fee with the Planning and Zoning Administrator as soon as possible such that a public hearing may be scheduled.

Mail to: Town Clerk
8693 Town Hall Road
Winneconne, WI 54986

Town of Poygan
8693 Town Hall Road
Winneconne, WI 54986

Check or Money Order payable to: Town of Poygan

APPLICATION FOR

FEE: $250.00
Receipt #: _____

APPLICATION #: _____

CONDITIONAL USE PERMIT

(Please print or type. Please use black ink for duplicating purposes.)

A. Property Owner:

A-1 NAME _____

Mailing Address _____

_____

Phone _____

Permission is hereby granted for appropriate Town Staff to enter upon the property for the placement and removal of hearing notices, conducting inspections prior to hearing, and conducting inspections to determine compliance with the terms and conditions, if any, of the conditional use granted. Said permission is to remain in force until a Certificate of Compliance has been issued, and is binding on all heirs and assigns.

Signature _____ Date _____

I HEREBY APPOINT THE FOLLOWING AS MY AGENT FOR PURPOSES OF THIS APPLICATION:

A-2 APPLICANT (NAME) _____

Mailing Address _____

_____

Phone _____ Signature _____

Date _____

B. Property Information:

B-1 Tax Key/Parcel #: _____

B-2 Lot _____ Block _____ Subdivision _____ or CSM # _____

Section _____ Town _____ North Range _____ East

Town of _____ Acres _____

B-3 Location (of property) _____

B-4 Zoning (Existing) _____ Zoning (Proposed): _____

B-5 Use (Existing): _____

Use (Proposed): _____

B-6 SEWER:
Existing _____ Required _____ Municipal _____ Private System: _____

Applicant please fill out all questions

D-3 Conditional Use Requested:

D-4 Describe the proposed use:

D-5 Describe how the proposed use will not have adverse effects of surrounding property: