

Conditional Use Permit Application

Fee: \$500.00

Town of Beaver Dam

W8540 County Road W
Beaver Dam, WI 53916
920-887-0791

A Conditional Use Permit allows special uses to take place in all zoning districts that may require additional regulation by the town to protect the rights of all property owners. The Plan Commission may impose limitations or conditions on the types and scale of allowable uses to ensure that public interests and neighboring properties are protected. For the remainder of this form, a Conditional Use Permit will be referred to as a CUP.

The process for obtaining a CUP is as follows:

1. Complete the attached application form and submit the \$500.00 fee.
2. Provide a detailed site plan describing your parcel and the proposed use.
3. Provide a written statement stating the proposed use of your parcel.

The site plan must be drawn to scale and must show the location of all existing and proposed structures, lot lines, streets and other public ways, driveways, off-street parking, loading areas and existing and proposed front, side and rear yards. If the site plan is illegible or appears to be inaccurate, the Plan Commission may request a site plan prepared by a registered land surveyor.

After a completed application has been received by the Land Use Administrator, a notice will be published in the Daily Citizen describing your project and listing the location and time of the required public hearing. All neighbors located within 300 feet of your property boundaries will be notified of your request.

At the public hearing, you may appear in person or be represented by an agent or attorney. You or your agent may be asked to provide information and answer questions regarding the reason for the CUP request. If you or your agent do not appear at the public hearing, your request may be denied and your application fee will be forfeited. The public hearing is also the time when concerned citizens have the opportunity to ask questions and/or to state their position regarding the issuance of a CUP.

Please complete and return this form to the Land Use Administrator along with a \$500 check to the Town of Beaver Dam. The form can be mailed or returned in person to the town hall at W8540 County Road W, Beaver Dam, Wisconsin.

If you have questions contact the Land Use Administrator at 920-887-0791 ext. 15.

Certificate

I hereby certify that I am the owner and/or authorized agent of the property and that all the above statements and attachments submitted are true and correct to the best of my knowledge and belief. I hereby authorize members of the Town of Beaver Dam Plan Commission to enter the above described property for purposes of obtaining information pertinent to my CUP request.

Signature of owner or authorized agent _____

Date _____ Contact number _____

Disposition (For office use only)

Plan Commission Meeting Date: _____

The CUP is (denied/granted/granted in part) subject to the following conditions:

Permit is hereby issued with the understanding that all work performed be in accordance with the application and in compliance with the Town of Beaver Dam Zoning Ordinance and relevant Laws of the State of Wisconsin and subject to the conditions stated above.

Signed _____ Date _____
Land Use Administrator