

VILLAGE OF THERESA
Request for Conditional Use Permit
Per Village of Theresa Code of Ordinances Chapter 3560

1. Contact the Building Inspector with the following:
 - a. Complete building permit application(s); i.e. Building, Electrical, Heating, Plumbing, etc.
 - b. Detailed Site Plan (does not have to be to scale).
 - c. Detailed Building Plans.
 - d. Any other information requested by the Building Inspector, Village Board, or Village Clerk.

The Village of Theresa holds a contract with SafeBuilt out of Waukesha Wisconsin. You can set up an appointment with the Building Inspector by calling Tony "Doc" at 262-364-9597.

2. **A Public Hearing must be held in order for a Conditional Use Permit request to be granted.** The clerk requires the following information:
 - a. A complete Conditional Use Permit request application.
 - b. A fee for a Conditional Use Permit in the amount of \$300.00
 - c. Names of abutting property owners. (Clerk will do this)
 - d. Letter of hardship.
 - e. A fee for Public Hearing in the amount of \$350.00; plus publication fee.
3. The Clerk will then ensue the following procedures:
 - a. Publish a class two notice stating the request, location, date, and time of the Village Board Meeting. This notice must be published in the Dodge County Pionier, the designated Village newspaper. Publication must appear in the newspaper twice (2weeks).
 - b. Schedule Public Hearing ten (10) days after the final publication date.
 - c. Notification as to the date and time of the scheduled Public Hearing will be given to the Village Board Members. This notification should not be not more than thirty (30) days in advance, and not less than five (5) days prior to the meeting.
 - d. Notification of the variance request and the Public Hearing will be sent to all landowners within one-hundred (100) feet of any part of the subjects building or premises involved in the appeal. (Done by Village Clerk).
4. Upon completion of the above procedures the Public Hearing may be held. It is recommended that the individual requesting the Conditional Use Permit be present at the hearing. After the Public Hearing has been held, and the decision to grant or deny the permit has been announced, all fees are required. Including all permit fees and the fee for the Public Hearing.
5. For further information, please contact:
 - * Pamela Koll, CMC, WCMC, CMTW
Village Clerk – Treasurer
(920) 488-5421