

**Village of Theresa
202 S. Milwaukee Street
Theresa, WI 53091
(920)488-5421**

CONDITIONAL USE/RE-ZONING APPLICATION

Application to: Village Board of the VILLAGE OF THERESA

Date filed _____

Fees Due Payable to the Village of Theresa

\$ _____ - Application/Permit Fee

\$ _____ - Fee for Public Hearing/Special Meeting

Owner or Agent

Contractor

Name: _____

Address: _____

Phone: _____

Village of Theresa

Dodge County Wisconsin

Address: _____ Tax parcel number _____

Lot area & dimensions: _____ sq. ft. _____ x _____ ft.

Zoning district: _____

Current use and improvements: _____

Nature and disposition of any prior petition for appeal, variance or conditional use:

Description of all nonconforming structures & uses on the property:

Conditional use / Re-Zoning requested (ordinance section # & specific use):

General standards for approval:

Design/practices proposed to achieve Standards:

Specific (design) standards for approval:

Design/practices proposed to achieve these Standards:

Attach a plat or other map of your site and detailed construction plans.

I certify that the information I have provided in this application is true and accurate.

Signed: _____ Date: _____

Applicant/Agent/Owner

Remit to: Village of Theresa, 202 S Milwaukee Street, PO Box #327, Theresa, WI 53091

VILLAGE OF THERESA
Request for Conditional Use Permit

Per Village of Theresa Code of Ordinances Chapter 350 – Zoning “Conditional Uses”

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

Chapter 350. Zoning

Article V. Conditional Uses

§ 350-32. Findings and purpose.

The development and execution of this article is based upon the division of the Village of Theresa into districts, within which districts the use of land and buildings and bulk and location of buildings and structures in relation to the land are mutually compatible and substantially uniform. However, there are certain uses which, because of their unique characteristics, cannot be properly classified as unrestricted permitted uses in any particular district or districts without consideration, in each case, of the impact of those uses upon neighboring land or public facilities and of the public need for the particular use of a particular location. Such uses, nevertheless, may be necessary or desirable to be allowed in a particular district provided that due consideration is given to location, development and operation of such uses. Such uses are classified as conditional uses.

§ 350-33. Authority of Village Board; general requirements.

- A. The Village Board may, by resolution, authorize the Zoning Administrator to issue a conditional use permit for either regular or limited conditional use after review and public hearing, provided that such conditional use and involved structure(s) are found to be in accordance with the purpose and intent of this chapter and are further found to be not hazardous, harmful, offensive or otherwise adverse to the environment or the value of the neighborhood or the community. In the instance of the granting of limited conditional use, the Village Board in its findings shall further specify the delimiting reason(s) or factors which resulted in issuing limited rather than regular conditional use. Such Board resolution, and the resulting conditional use permit, when for limited conditional use, shall specify the period of time for which effective, if specified, the name of the permittee, and the location and legal description of the affected premises. Prior to the granting of a conditional use, the Village Board shall make findings based upon the evidence presented that the standards herein prescribed are being complied with.
- B. Any development within 500 feet of the existing or proposed rights-of-way of freeways or expressways and within 1/2 mile of their existing or proposed interchange or turning lane rights-of-way shall be specifically reviewed by the highway agency that has jurisdiction over the traffic way. The Village Board shall request such review and await the highway agency's recommendation for a period not to exceed 20 days before taking final action.
- C. Conditions such as landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, planting screens, operation control, hours of operation, improved traffic circulation, deed restrictions, highway access restrictions, increased yards or parking requirements may be required by the Village Board upon its finding that these are necessary to fulfill the purpose and intent of this chapter.
- D. Compliance with all other provisions of this chapter, such as lot width and area, yards, height, parking, loading, traffic, highway access and performance standards, shall be required of all conditional uses.

§ 350-34. Initiation.

Any person, firm, corporation or organization having a freehold interest or a possessory interest entitled to exclusive possession, or a contractual interest which may become a freehold interest, or an exclusive possessory interest, and which is specifically enforceable in the land for which a conditional use is sought, may file an application to use such land for one or more of the conditional uses provided for in this article in the zoning district in which such land is located.

§ 350-35. Contents of application.

An application for a conditional use shall be filed on a form prescribed by the Village. The application shall be accompanied by the fee prescribed by Chapter 167, Fees, and by a plan showing the location, size and shape of the lot(s) involved and of any proposed structures, and the existing and proposed use of each structure and lot, and shall include a statement in writing by the applicant and adequate evidence showing that the proposed conditional use shall conform to the standards set forth in § 350-38 hereinafter. The Village Board may require such other information as may be necessary to determine and provide for the enforcement of this chapter, including a plan showing contours and soil types; high-water mark and groundwater conditions; bedrock; vegetative cover; specifications for areas of proposed filling, grading, and lagooning; location of buildings, parking areas, traffic access, driveways, walkways, open spaces and landscaping; plans of buildings, sewage disposal facilities, and water supply systems; and arrangements of operations.

§ 350-36. Hearing on application.

Upon receipt of the application and statement referred to in § 350-35 above, the Village Board shall hold a public hearing on each application for a conditional use at such time and place as shall be established by the Village Board. The hearing shall be conducted and a record of the proceedings shall be preserved in such a manner and according to such procedures as the Village Board shall, by rule, prescribe from time to time.

§ 350-37. Notice of hearing.

Notice of the time, place and purpose of such hearing shall be given by publication of a Class 2 notice under the Wisconsin Statutes in the official Village newspaper. Notice of the time, place and purpose of such public hearing shall also be sent to the applicant, the Zoning Administrator, members of the Village Board and the owners of record as listed in the office of the Village Assessor who are owners of property in whole or in part situated within 100 feet of the boundaries of the properties affected, said notice to be sent at least 10 days prior to the date of such public hearing.

§ 350-38. Standards for conditional uses.

- A. No application for a conditional use shall be granted by the Village Board unless the Board shall find that all of the following conditions are present:
- (1) The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
 - (2) The uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use and the proposed use is compatible with the use of adjacent land.
 - (3) The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
 - (4) Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided.

- (5) Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
 - (6) The conditional use shall, except for yard requirements, conform to all applicable regulations of the district in which it is located.
 - (7) The proposed use does not violate floodplain regulations governing the site.
- B. When applying the above standards to any new construction of a building or an addition to an existing building, the Board shall bear in mind the statement of purpose for the zoning district such that the proposed building or addition at its location does not defeat the purposes and objective of the zoning district.
- C. In addition to passing upon a conditional use permit, the Board shall also evaluate the effect of the proposed use upon:
- (1) The maintenance of safe and healthful conditions.
 - (2) The prevention and control of water pollution, including sedimentation.
 - (3) Existing topographic and drainage features and vegetative cover on the site.
 - (4) The location of the site with respect to floodplains and floodways of rivers and streams.
 - (5) The erosion potential of the site based upon degree and direction of slope, soil type and vegetative cover.
 - (6) The location of the site with respect to existing or future access roads.
 - (7) The need of the proposed use for a shoreland location.
 - (8) Its compatibility with uses on adjacent land.
 - (9) The amount of liquid wastes to be generated and the adequacy of the proposed disposal systems.

§ 350-39. Denial of application.

When a denial of a conditional use application is made, the Village Board shall furnish the applicant, in writing when so requested, those standards that are not met and enumerate reasons the Board has used in determining that each standard was not met.

§ 350-40. Conditions and restrictions.

The following conditions shall apply to all conditional uses:

- A. General. Prior to the granting of any conditional use, the Village Board may stipulate such conditions and restrictions upon the establishment, location, construction, maintenance and operation of the conditional use as deemed necessary to promote the public health, safety and general welfare of the community and to secure compliance with the standards and requirements specified in § 350-38 above. In all cases in which conditional uses are granted, the Board shall require such evidence and guarantees as it may deem necessary as proof that the conditions stipulated in connection therewith are being and will be complied with. Such conditions may include specifications for, without limitation because of specific enumeration:
- (1) Landscaping;
 - (2) Type of construction;

- (3) Construction commencement and completion dates;
 - (4) Sureties;
 - (5) Lighting;
 - (6) Fencing;
 - (7) Operational control;
 - (8) Hours of operation;
 - (9) Traffic circulation;
 - (10) Deed restrictions;
 - (11) Access restrictions;
 - (12) Setbacks and yards;
 - (13) Type of shore cover;
 - (14) Specified sewage disposal and water supply systems;
 - (15) Planting screens;
 - (16) Piers and docks;
 - (17) Increased parking; or
 - (18) Any other requirements necessary to fulfill the purpose and intent of this chapter.
- B. Site review. The Village Board shall evaluate each application and may request assistance from any source which can provide technical assistance. The Board shall review the site, existing and proposed structures, architectural plans, neighboring uses, parking areas, driveway locations, highway access, traffic generation and circulation, drainage, sewerage and water systems and the proposed operation/use.
- C. Alteration of conditional use. No alteration of a conditional use shall be permitted unless approved by the Village Board.
- D. Architectural treatment. Proposed architectural treatment will be in general harmony with surrounding uses and the landscape. To this end, the Village Board may require the use of certain general types of exterior construction materials and/or architectural treatment.
- E. Sloped sites; unsuitable soils. Where slopes exceed 6% and/or where a use is proposed to be located on areas indicated as having soils which are unsuitable or marginal for development, on-site soil tests and/or construction plans shall be provided which clearly indicate that the soil conditions are adequate to accommodate the development contemplated and/or that any inherent soil condition or slope problems will be overcome by special construction techniques. Such special construction might include, among other techniques, terracing, retaining walls, oversized foundations and footings, drain tile, etc.
- F. Conditional uses to comply with other requirements. Conditional uses shall comply with all other provisions of this chapter, such as lot width and area, yards, height, parking and loading.

§ 350-41. Validity of conditional use permit.

Where the Village Board has approved or conditionally approved an application for a conditional use, such approval shall become null and void within 12 months of the date of the Board's action unless the use is commenced, construction is underway or the current owner possesses a valid building permit under which construction is commenced within six months of the date of issuance and which shall not be renewed unless construction has commenced and is being diligently prosecuted. Approximately 45 days prior to the automatic revocation of such permit, the Zoning Administrator shall notify the holder by certified mail of such revocation. The Board may extend such permit for a period of 90 days for justifiable cause, if application is made to the Village Board at least 30 days before the expiration of said permit.