CONDITIONAL USE APPLICATION
Wisconsin Dells, Wisconsin

Version: May 21, 2007

General instructions. Complete this application as it applies to your project and submit one copy to the zoning administrator along with the required application fee. Before you formally submit your application and fee, you may submit one copy to the zoning administrator who will ensure it is complete. If you have any questions, don't hesitate to contact the zoning administrator at 608-253-2542. You may obtain a digital copy of this file from the zoning administrator.

- Office Use Only -

Initial application fee	**$525.00**
Receipt number	
Application number	

1. Applicant information

Applicant name _____

Street address _____

City _____

State and zip code _____

Daytime telephone number _____

Fax number, if any _____

E-mail, if any _____

2. Subject property information

Street address	
Parcel number	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)	Note: the Zoning map can be found on the "Planning & Zoning" Department page of the City web-site: www.citywd.org
Describe the current use	

3. Proposed use. Describe the proposed use.

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

5. **Off-site effects**. Describe any potential nuisances and mitigating circumstances 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.

6. **Review criteria.** The plan commission in making its recommendation and the common council in making its decision must consider the factors listed below. Provide a response to each. (See Section 19.373 of the Municipal Code.)

a. Consistency of the proposed use with the city's comprehensive plan and neighborhood plan or other subarea plan, if any

b. Effects of the proposed use on traffic safety and efficiency and pedestrian circulation, both on-site and off-site

c. The suitability of the subject property for the proposed use

d. Effects of the proposed use on the natural environment

e. Effects of the proposed use on surrounding properties, including operational considerations relating to hours of operation and creation of potential nuisances

f. Effects of the proposed use on the normal and orderly development and improvement of the surrounding property for uses permitted in the district

g. Effects of the proposed use on the city's financial ability to provide public services

N/A

7. Project map. Attach a scaled map showing the information as listed at the end of this application. Use one of the following page sizes as appropriate: 8½" x 11", 11" x 17", or 24" x 36".

8. 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 agreement below.

Applicant Signature Date

Governing Regulations	The procedures and standards governing this application process are found in Chapter 19, Article 4, Division 6, of the City's Municipal Code.

Reimbursement Agreement for Application Review Costs

A. Payment for Eligible Costs.
By submitting this application for review, the applicant agrees to pay all administrative costs incurred by the City in the processing, study, and review of the application including costs for planning, legal, engineering, and related services, referred to herein as eligible costs.

B. Guarantee of Payment.
To guarantee reimbursement, the applicant shall submit one of the following along with this application:

1. an irrevocable letter of credit in the name of the City in an amount as set by the zoning administrator; or
2. a cash deposit in an amount as set by the zoning administrator.

If a cash deposit is used to guarantee reimbursement, the City will periodically deduct from the cash account such amounts necessary to pay for eligible costs and submit a written statement to the applicant. If a letter of credit is used, the applicant agrees to pay such amounts as invoiced within 7 days of the invoice date. An interest rate of 1½ percent shall be charged on invoices not paid within 30 days of the invoice date. The City shall access the letter of credit to pay for overdue invoices, including late penalty charges, and submit a written notice to the applicant.

If remaining monies in the cash account are insufficient to pay for current and reasonably anticipated eligible costs, the applicant agrees to deposit additional monies into the cash account in an amount as set by the zoning administrator. If the principal amount of the irrevocable letter of credit is insufficient to pay for current and reasonably anticipated eligible costs, the applicant agrees to submit a second letter of credit in an amount as set by the zoning administrator. The applicant may withdraw this application prior to final action by the City Council by submitting a written letter to the City. Upon such notice, the City shall cease all work related to the review of the application. However, withdrawal of this application does not terminate this reimbursement agreement.

If the applicant does not pay for eligible costs, the City Clerk/Treasurer shall add the outstanding balance to the tax roll as a special assessment against the subject property. In addition, the City may pursue other legal means to obtain the outstanding balance as allowed by law.

C. Termination of Guarantee.
If a cash deposit is used to guarantee reimbursement, the City agrees to reimburse the applicant any unused monies in the cash account, including earned interest, within 60 days of the date when the City Council takes final action on the application. If a letter of credit is used, the City shall send a written letter to the applicant releasing the applicant from the letter of credit when all outstanding invoices have been paid.

Applicant Signature Date

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Project Map Checklist

Project Information	Included ?
Project name (e.g., business name, subdivision name)	☐
Applicant name	☐
Preparation date	☐
Survey Information	
North arrow and graphic scale	☐
Address of subject parcel or legal description	☐
Property boundaries	☐
Acreage of subject parcel	☐
Project Development Information	
Easements/rights-of-ways (location, width, purpose, ownership)	☐
Common areas/conservancy areas (location, purpose, ownership)	☐
Setting	
Property boundaries within 50' of the subject parcel	☐
Land uses within 50' of the subject parcel	☐
Zoning district boundaries within 50' of the subject parcel	☐
Municipal boundaries within 50' of the subject parcel	☐

Site Features (Existing and Proposed)	Included ?
Wetlands	☐
Woodlands	☐
Wildlife habitat, including critical wildlife habitat	☐
Environmentally sensitive features	☐
Water resources (rivers, ponds, etc.)	☐
Floodplain boundaries	☐
Environmental and man-made hazards including brownfields, contaminated sites, unstable soils, high groundwater, bedrock, high-pressure natural gas lines, and others as appropriate	☐
Fences, buffers, and berms	☐
Existing trees and other prominent vegetation	☐
Transportation Facilities (Existing and Proposed)	
Streets	☐
Driveways and road access onto public and private roads	☐
Sidewalks / trails	☐
Buildings / Structures (footprint, use, etc.)	
Existing and proposed within subject parcel	☐
Existing within 50' of subject parcel	☐