



## Conditional Use Permit Application

The City of Fennimore Plan Commission meets as needed in the Council Chambers of City Hall located at 860 Lincoln Avenue. The review process will begin when this completed application, the appropriate fee is paid to the Municipal Clerk, and one hard copy and one digital version of the items listed in the bulleted list below are submitted. Once all required documentation is received, the Clerk will schedule a meeting within 30 days and notify the applicant of such date and time for meeting. It is recommended that you attend the Plan Commission meeting to answer questions. If you have any questions about the requirements, please contact the City Office at (608) 822-6119 to be put in touch with the appropriate official.

Owner Name:	
Applicant Name (if different than above):	
Property Address:	Parcel:
Applicant Address (if different than above):	
Applicant Phone: ( ) - _____	Applicant Email:
Current Zoning Designation:	Current Property Use:
Requested Zoning Designation:	Requested Property Use:

The Fee for a conditional use request as required in Chapter 25.045 of the Municipal Code is as follows: Publication Fee: **\$150.00** (+) Meeting Fee: **\$150.00** (=) **Total: \$300.00** In addition to the required fee, one copy of each of the following items must be provided:

5.4 Application: Applications for Conditional Use Permits shall be made in duplicate to the Zoning Administrator on forms provided by the Zoning Administrator's Office. Such applications shall be forwarded to the Plan Commission on receipt by the Zoning Administrator. Such applications shall include where applicable:

- (1) Names and addresses of the applicant, owner of the site, architect, professional engineer, contractor and all owners of property located within 100 feet of the property for which the permit is sought.
- (2) Description of the subject site by lot, block and recorded subdivision or by metes and bounds; address of the subject site; type of structure; proposed operation or use of the structure or site; number of employees; and the zoning district within which the subject site lies.
- (3) Plat of survey prepared by a registered land surveyor showing all the information required for a Building Permit under Section 4.03(3), existing and proposed landscaping, and Utility Services information as required under Section 4.03(4) .
- (4) Additional information as may be required by the Director of Public Works, Building Inspector, Zoning Administrator or Plan Commission.



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5. The adjacent property owners within 200':

Name	Address	Parcel #	Current Use

1. I (we), the undersigned, do hereby make application and petition to the City Council to amend the conditional use Ordinance and change the zoning map of the City of Fennimore as requested above, and in support of this application present the above facts concerning the area proposed to be of conditional use and the immediate vicinity of the subject site.

Submitted this: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signatures \_\_\_\_\_  
 \_\_\_\_\_

<i>For City of Fennimore Staff Use only:</i>	
<b>Date Received:</b>	<b>Public Hearing Date:</b>
<b>Fee Amount:</b> <b>Date Paid:</b>	<b>PH Publication Dates:</b>
<b>Date Public Hearing Notice Mailed to Adjoining Property Owners (Within 200'):</b>	
<b>Hearing Outcome:</b>	<b>Subject to:</b>