



# CONDITIONAL USE PERMIT APPLICATION

**Village of Rochester**  
 300 W. Spring St., Rochester, WI 53167  
 (262) 534-2431

## APPLICANT INFORMATION

Property Owner Name:		Agent/Architect Name:	
Address (Number & Street):		Address (Number & Street):	
Address (City, State, Zip):		Address (City, State, Zip):	
Email Address:		Email Address:	
Phone #:		Phone #:	

## SITE INFORMATION

Legal Description:		
Zoning District:	Property Address or Location:	

## DESCRIPTION OF PROPOSED CONDITIONAL USE

<b>Type of conditional use permit</b> (For example: manufactured home community, quarry, wind turbine, amendment, or any other listed conditional use. Include Code section, if known.):	<b>Is this application being submitted to correct a violation?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
Provide the project name and a short summary of the proposed conditional use:	

## GENERAL APPLICATION REQUIREMENTS

**Applications will not be accepted until the applicant has met with Village staff to review the application and determined that all necessary information has been provided. Only complete applications will be accepted. All information from the checklist below must be included. Note that additional application submittal requirements apply for particular uses or as may be required by the Zoning Administrator. Applicants for significant and/or potentially controversial conditional uses are strongly encouraged to meet with staff prior to submittal.**

<input type="checkbox"/> Complete attached planning overview	<input type="checkbox"/> Site Plan drawn to scale	<input type="checkbox"/> Detailed operational plan	<input type="checkbox"/> Agreement for Reimbursable services form	<input type="checkbox"/> Detailed written statement of intent	<input type="checkbox"/> Application fee ( <b>non-refundable</b> ), payable to Village of Rochester. See current fee schedule for fee amounts
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I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I hereby give permission for staff of the Village of Rochester to enter my property for the purpose of collecting information to be used as part of the review of this application. I acknowledge that submittal of false or incorrect information may be grounds for denial of this application.

Owner/Agent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**WRITTEN STATEMENT OF INTENT**

Applicants must provide a detailed written statement of intent describing the proposed conditional use. Please use the form below and provide responses, as applicable, to your proposed conditional use. Attach additional pages, if necessary.

Describe in detail the proposed conditional use. Provide the specific location of the use(s), type of equipment used, planned property improvements, including description / size of existing or proposed new buildings to be used, and any other relevant information. For existing or proposed commercial operations, provide the name of the business and describe the nature and type of business activity.

**CONDITIONAL USE PERMIT PLANNING OVERVIEW**

Applicants must provide adequate evidence demonstrating to the Village of Rochester Plan Commission that the proposed conditional use complies with the following standards for approval, along with any additional standards specific to the applicable zoning district or particular use found in Chapter 35 of the Village of Rochester Code.

*Please explain how the proposed land use will comply with the following (attach additional pages, if necessary):*

<p>1. The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort, or general welfare.</p>
<p>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 establishment, maintenance, or operation of the conditional use. Briefly describe the current uses of surrounding properties in the neighborhood.</p>
<p>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.</p>
<p>4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being made to accommodate the conditional use.</p>
<p>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.</p>
<p>6. The conditional use shall conform to all applicable regulations of the district in which it is located. Briefly describe the current use(s) of the property on which the conditional use is proposed.</p>
<p>7. The conditional use is consistent with the adopted Village land use plans.</p>
<p>8. Any signage required by the conditional use will comply with the provisions of Ord. 35-170 through 35-179.</p>

## APPLICATION CHECKLIST FOR A CONDITIONAL USE PERMIT

**A scaled site plan and detailed operations plan must be submitted with your Conditional Use Permit application. Please use the checklist below to ensure you are submitting all required information applicable to your request. Please attach to your application form the required maps and plans listed below, along with any additional pages. (Parentheses indicate Code references.)**

### **SCALED SITE PLAN. Sufficiently detailed on paper no larger than 11" x 17". Include the following, as applicable:**

- Date plan created, scale, and north arrow.
- Existing subject property lot lines and dimensions.
- Location of all existing and proposed structures and use area. (35-22 B-D)
- Existing topography shown at a contour interval not less than two feet, or where not readily available elevations at appropriate locations, as well as proposed changes in topography. (Ch. 32; 35-22 D)
- The type, size, location, height, and dimensions of all structures including fences and walls showing conformance with all provisions of the underlying zoning district, such as lot width and area, setbacks, yards, building heights, etc. (35-90; 35-22 B-D)
- Location and number of parking stalls and loading and storage areas. (35-160; 35-161; 35-162; 35-22 D)
- Location and size of existing and proposed sanitary sewers, septic tanks and disposal fields, holding tanks, storm sewers, and water mains. (Ch. 10; 32; 35-15)
- Location and dimensions of any existing utilities, easements or rights-of-way, including existing and proposed public right-of-way widths. (35-160; 30-82)
- Location of proposed solid waste (refuse) and recycling storage areas. (35-22 D)
- Location of pedestrian sidewalks and walkways. (35-22 D)
- Zoning district boundaries in the immediate area. All districts on the property and on all neighboring properties must be clearly labeled.
- Location and extent of existing trees, and type of proposed plantings including type and extent of erosion control. (Ch. 32; 35-22 D)
- Location, type, height and intensity of proposed lighting. (35-22 D)
- A graphic delineation of any planned development staging.
- Any other site or use information, such as 100 year internal flood lines, which will assist the Plan Commission in making a determination and recommendation on the proposal.

### **CONSTRUCTION PLAN. Include with site plan the following, as applicable:**

- Primary building materials used in construction of all structures. (35-190; 35-22 C)
- Architectural plans, elevations, and perspective drawings/sketches illustrating the design and character of proposed structures. (35-190; 35-22 C, D)

### **OPERATIONS PLAN. Describe in detail the following characteristics of the operation, as applicable: (Attach as addendum to this application.)**

- Specific use of site and building(s). (See 35-250 for general use restrictions.)
- Hours of operations.
- Number of full and part time employees.
- Type of materials and equipment to be stored on site.
- Method of handling solid and liquid waste disposal.
- Method of exterior maintenance (site and buildings).
- Method of site and building security other than local police.
- Anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic.
- Copies of all special use permits issued by state or county agencies.
- Any other information which will assist the Plan Commission in making a determination and recommendation of the proposal.

### **ADDITIONAL MATERIALS. Additional information is required for certain conditional uses:**

- Conditional uses in the shoreland-wetland and floodplain districts must provide plans showing conformance with Code Ch. 36 and 37, respectively.
- Applications for Manufactured Home Communities must provide additional information. (35-100 D)
- Applications for quarrying operations must submit additional information. (35-100 F 3)
- Applications for solid waste facilities; scrap iron, steel or nonferrous metal processing facilities; recycling facilities; auto junkyards; and auto scrap metal salvage yards must submit additional information. (35-100 F 4)
- Applications for adult-oriented entertainment businesses must provide additional information. (35-100 G)

*Village of Rochester*  
*Agreement for Reimbursable Services*  
**By Petitioner/Applicant/Property Owner**

Any person or applicant presenting a proposal, petition, or project, whether or not a permit or license is required, will be charged costs and fees equivalent to the cost to the Village for reviews and/or other work performed by the consulting Village Engineer, Village Attorney, Zoning Administrator, and any other consultants engaged by the Village.

Such persons or applicants shall be required to pay fees equivalent to the cost to the Village for any work associated with the drafting of agreements or other documents associated with any project, proposal, petition, permit, license, review or approval required, including but not limited to engineering, design, and/or inspection fees for public improvements that are associated with the review.

The Village may require a person or applicant to sign an agreement for payment, and to make a deposit toward such costs and fees. If a deposit is required, the deposit shall be in an amount reasonably estimated by the Village Clerk to cover the anticipated costs and fees, however, the person or applicant shall be liable for the full amount of the Village's costs and fees regardless of the amount of the deposit, unless otherwise prohibited by law. If the deposited amount falls below the amount reasonably estimated to complete the work, the Clerk may require an additional deposit. Any portion of the deposit that is not used by the Village for costs and fees shall be returned to the applicant.

Review fees which are charged to a person or applicant, but which are not paid, may be assigned by the Village as a special assessment to the subject property.

\_\_\_\_\_, the applicant/petitioner/property owner(s) for  
*Name(s)*

\_\_\_\_\_, dated \_\_\_\_\_, 202\_\_\_\_,  
*Nature of application/petition*

agree(s) to reimburse the Village of Rochester for all consultant services (e.g. engineering, planning, surveying, legal) required to process this application in addition to those normal costs payable by an applicant/petitioner (e.g. filing or permit fees, publication expenses, recording fees, impact fees, etc.), and, further, agrees to reimburse the Village for other administrative staff review if, in the judgment of the Village Board, such reimbursement is warranted.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

\_\_\_\_\_  
*Signature of Applicant/Petitioner*

\_\_\_\_\_  
*Signature of Property Owner, if different from Applicant/Petitioner*