

APPLICATION FOR CONDITIONAL USE

Number: _____ Date Filed: _____	Vilas County Zoning and Planning 330 Court Street Eagle River, WI 54521 Phone: (715) 479-3620 Fax: (715) 479-3752	Fee Required: \$600.00 non-refundable Fee Paid: \$ _____ Rec'd by: _____
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((Print) OWNER INFORMATION)

((Print) AGENT INFORMATION)

Owner: _____
 Name: _____
 Address: _____
 City/State/Zip _____
 Daytime Phone No.: _____

Agent: _____
 Name: _____
 Address: _____
 City/State/Zip _____
 Daytime Phone No.: _____

Legal Description: _____ 1/4 _____ 1/4 or Gov't Lot # _____ Section _____ Town _____ N., Range _____ E.
 Subdivision / Condominium Name: _____ Block # _____ Lot(s)# _____
 Town: _____ Property Address: _____
 Zoning District: _____ Computer Number: _____
 Name of Waterbody (if applicable): _____

Proposed Project Summary: (attach all applicable information)

The property owner agrees to allow free and unlimited access to the projects during daylight hours to the Zoning and Planning Committee or Member or any Zoning and Planning Employee who is investigating the project's construction, operation, or maintenance.

Violations of any condition shall be deemed a violation of this Ordinance. Any person who has applied for and received a permit and begins work on the project acknowledges that they have read and understand and agree to follow all conditions of the permit as granted.

All information contained herewith is accurate and complete to the best of my knowledge. A permit issued under mistake of fact or in violation of this Ordinance, Wisconsin Administrative Code or Wisconsin Statutes give the permittee no vested right and is revocable.

_____	_____	_____
<i>Signature of applicant</i>	<i>Signature of agent</i>	<i>Date</i>
State of Wisconsin))ss. County of Vilas)		

Personally came before me this _____ day of _____, 20_____, the above named _____, known to me to be the person who executed the foregoing instrument and acknowledged the same.

SEAL

 Notary Public
 Vilas County, Wisconsin
 My Commission expires: _____

Instructions for Completing a Conditional Use Application
(ALL INFORMATION SHALL BE PRINTED OR TYPEWRITTEN.)

1. Conditional Use Permit (CUP)

Any application for approval of any CUP, may be filed by a person having an interest in the property to be included in the project.

2. The Application shall include the following:

A. Project Summary

A signed statement from the applicant stating:

1. The name and address of the applicant
2. A summary in less than 500 words that describes the nature and scope of the project.
3. A legal document description of all land proposed to be included in the project. (Copy of deed or tax inquiry).
4. Parcel Identification (computer) Number.
5. A description of the applicant's ownership interest in the property. (Owner/Lease/Rent).
6. Dates construction will begin and be completed. (Timing).
7. The applicant's best estimate and explanation of the life expectancy of the project. (Temporary, seasonal, or long term).
8. Evidence of the applicant's ability to carry out the project. This may include an explanation of the method of financing, a financial statement of the applicant, a list of experience of the applicant in similar projects, letters of reference, or other material.
9. A statement that all information is accurate and complete to the best of the applicant's knowledge.

B. Project Maps

Maps prepared showing the proposed boundaries as it currently exists. The maps shall show the following at an appropriate scale:

1. Boundaries of the property and location of monuments. (On survey?)
2. Contour lines at no greater than ten (10) foot intervals. (On survey?)
3. All major drainages. (Storm water run-off plans).
4. Size of the property.
5. Site Vicinity Map: Relative shape and size of all water bodies within 1,000 feet of said project including ordinary high water mark, floodplain, and wetlands, if any.
6. Neighboring land and water uses within 1,000 feet of the outside boundaries of said property to be developed. (Residential/business)
7. Any proposed shoreline alteration, vegetation removal, replacement or new plantings. (See Land Disturbance Handout).
8. Proposed filling & grading on the property, plans to protect such area from erosion & the water body from sedimentation.
9. Adjacent roadways and distances to public road to which access is proposed.
10. Existing structures of other man-made features. (Shown on survey or drawn to scale).
11. Scale and north arrow. (See survey).
12. Any other feature of major importance or other information necessary to accurately represent the area. (Shown on survey or drawn to scale – septic, slopes, existing vegetation).

C. Project Description

A description of the proposed project in sufficient detail to allow the Zoning Committee to assess probable physical, environment, and developmental impacts on other property in Vilas County.

1. A description of the timing and phasing of the project including maps of all major phases. (Large scale, etc.).
2. A map of the completed development. (Show all proposed phases).
3. A description of any related development taking place in the county or planned to take place.
4. A statement of known physical, environmental, or any developmental impacts on other property.
5. A description of homeowners or other associations that are responsible for maintenance of open space or shared facilities. (e.g. Condo).
6. Size and location of on-site waste disposal system to include soil evaluation reports and anticipated liquid waste generation. (Soil test, Sanitary Permit, installer, etc.).
7. Effect on the municipal wastewater collection & treatment system if the project is to be served by such. Such discussion will include a written agreement with the governing body of the municipal system indicating the development will be adequately handled & the system of such capacity to handle the development. A factor to be considered in is the possible service of presently unsewered development in intervening areas between the project & the municipal treatment plant. (Letter from municipality if applicable).
8. Water supply system. (Private or municipal).
9. Status of existing solid waste disposal facilities that will serve this project and the estimated effect of the project on such facilities. (Recyclable, chemicals, by projects, etc. disposed by whom and where).
10. The anticipated demand for police, fire, medical, ambulance and school services and facilities.
11. An estimate of permanent residents and transient residents that will generate by proposed development and its impact on the community. (Hotel, etc.).

D. Other Information

Any other information necessary for the Committee to assess probable physical, developmental, or environmental impacts of the project. The Town's opinion is very important in the outcome of the Conditional Use Permit application. The Vilas County Zoning and Planning Committee requests that each Town involved provide comments and recommendations regarding the CUP application.

3. Filing of Application

Application shall be filed with the Zoning Administrator. The applicant shall present six (6) copies of all information and material listed. The Administrator may request up to ten (10) copies. If the Administrator requests extra copies they shall be furnished without charge. The Administrator shall immediately initial and date one (1) copy of the information and materials furnished when it is received.

“You have 30 days to appeal any decision by the Vilas County Zoning Committee to the Vilas County Board of Adjustment.”