

# Oconto County

## Planning & Zoning

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# Conditional Use Permit Application Packet

### Conditional Use Packet Includes:

- Checklist
- Town Recommendation Form for Conditional Use (2 pages)
- Conditional Use Application
- Conditional Use Standards and Diagram of Plans

### PRIOR TO SUBMITTING YOUR CONDITIONAL USE PERMIT APPLICATION:

- Consult Planning & Zoning Staff regarding your proposal
- 

(Please refer to Local Guide for Town Contact and Meeting Information – These guides are available at the Oconto County Planning & Zoning Office (Oconto & Lakewood) or online at <http://www.co.oconto.wi.us>)

- Attend Town Plan Commission Meeting
- Have Plan Commission complete applicable portions of the Town Recommendation Form
- (Note that a town recommendation may not be required for floodplain, conservancy, and certain shoreland matters. This will be determined during your consult with Planning & Zoning Staff.)**
- Attend Town Board Meeting
- Have Town Board complete applicable portions of the Town Recommendation Form
- Complete Conditional Use Permit Application
- Submit to Oconto County Planning & Zoning Office
- Application
  - Detailed explanation and plans showing the location of the proposed area of use. Plans must be drawn to scale showing all dimensions necessary to determine compliance with standards. (i.e. parking spaces, driveway area, building size(s), building height(s), and setbacks from all property lines)
  - Town Recommendation Form (not required for floodplain, conservancy, and certain shoreland matters)
  - \$375.00 Application fee - “After the Fact” fee is double

**All applications must be received by the Oconto County Planning & Zoning Office prior to the first of the month in order to be scheduled for the following month’s public hearings. Please note that incomplete applications will not be processed. Please refer to local guide for additional information.**



Oconto County Planning & Zoning  
301 Washington St.  
Oconto, WI 54153  
920.834.6827

# TOWN RECOMMENDATION FORM

## For Oconto County Conditional Use Application



THIS TOWN RECOMMENDATION FORM MUST BE SUBMITTED TO THE PLANNING & ZONING OFFICE WITH THE CONDITIONAL USE APPLICATION. INCOMPLETE APPLICATIONS MAY BE DELAYED. PLEASE NOTE THAT TOWN RECOMMENDATION MAY NOT BE REQUIRED FOR CERTAIN APPLICATIONS WITHIN THE SHORELAND ZONE (14.500), FLOODPLAIN (14.2200), OR CONSERVANCY (14.2100). PLEASE CONSULT THE OCONTO COUNTY PLANNING & ZONING OFFICE AT 920.834.6827.

### Petitioner Information

**Owner:**  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State & Zip \_\_\_\_\_

*If you wish to appoint an agent to speak at the hearing, please complete the following:*

**Agent:**  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State & Zip \_\_\_\_\_

### Property Information

Parcel No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Location (Gov. Lot \_\_\_\_\_ or \_\_\_\_\_ ¼, \_\_\_\_\_ ¼), Section \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ E, Town of \_\_\_\_\_

Size of the parcel \_\_\_\_\_

### Zoning Information

**Current Zoning District** *(check all that apply)*

- |  |  |
|--|--|
| <input type="checkbox"/> Residential Single Family (R-1)   | <input type="checkbox"/> Agricultural (AG)             |
| <input type="checkbox"/> Residential Multiple Family (R-2) | <input type="checkbox"/> Large Scale Agricultural (LA) |
| <input type="checkbox"/> Mobile Home Park (R-3)            | <input type="checkbox"/> Restricted Commercial (RC)    |
| <input type="checkbox"/> Community Service (CS)            | <input type="checkbox"/> General Commercial (GC)       |
| <input type="checkbox"/> Park and Recreation (PR)          | <input type="checkbox"/> Light Industrial (LI)         |
| <input type="checkbox"/> Forest (F)                        | <input type="checkbox"/> Industrial (I)                |
| <input type="checkbox"/> Rural Residential (RR)            | <input type="checkbox"/> Other _____                   |

For Parcel & Zoning Maps go to: <http://solo.co.oconto.wi.us/ocontoco/>

The Board of Adjustment may make the granting of an application for a conditional use contingent upon certain conditions and standards. District specific standards may apply in addition to the following.

- The period of time in which all or part of the use may be permitted
- Setbacks and yard dimensions
- Specified sewage disposal and water supply facilities
- Landscaping and planting screens
- Sureties
- Deed restrictions
- Location of structures, docks, piers, or signs
- Location and amount of parking facilities
- Type of Construction
- Type of Shore Cover
- The obtaining of other permits required by the State of Wisconsin, Federal Government Agencies, and other County requirements based upon other ordinances, as conditions that must be met before issuance of said permit.

**Please refer to the Oconto County Zoning Ordinance for district specific standards.**

### - THE FOLLOWING QUESTIONS SHALL BE ANSWERED BY THE OWNER/AGENT -

What will be the proposed use(s) of the parcel if the conditional use is approved?

Explain:

What is the suitability of the proposed use(s) to the existing use(s) adjacent to the parcel?

Explain:

- THE FOLLOWING QUESTIONS SHALL BE ANSWERED BY THE TOWN -

Does the proposal agree with the Town vision statement as found in the Town comprehensive plan?  Yes  No

Explain:

Does the proposal agree with the Town Goals, Objectives & Development Strategies as found in the Town Comprehensive Plan?  Yes  No

(Please give detailed information including page numbers from the comprehensive plan supporting the recommendation)

Explain:

If applicable, please list recommended conditions for the Oconto County Board of Adjustment to consider.

(Please attach any additional comments, minutes, or information further supporting the recommendation)

**Town Plan Commission**

Recommend Approval       Recommend Denial

\_\_\_\_\_  
Plan Commission Chairperson

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

**Town Board**

Recommend Approval       Recommend Denial

\_\_\_\_\_  
Town Clerk

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

# OCONTO COUNTY CONDITIONAL USE PERMIT APPLICATION

Certain uses are of such nature or their effects are so dependent upon specific circumstances as to make impractical the determination in advance of where, when, and under what conditions they should be permitted. Conditional uses are land uses listed as such in each zoning district. They may be established only upon approval by the Board of Adjustment.

**Note:** *In order to avoid any delays, please complete all parts of this application. Incomplete applications will not be processed.*

### Applicant Information

**Owner:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State & Zip \_\_\_\_\_

*If you wish to appoint an agent to speak at the hearing, please complete the following:*

**Agent:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State & Zip \_\_\_\_\_

### Property Information

Parcel No. \_\_\_\_\_ - \_\_\_\_\_ Physical Address \_\_\_\_\_

Location (Gov. Lot \_\_\_\_\_ or \_\_\_\_\_ ¼, \_\_\_\_\_ ¼), Section \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ E, Town of \_\_\_\_\_

Subdivision (CSM - Vol. & Page \_\_\_\_\_, Lot \_\_\_\_\_) or (Plat Name \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_)

Current Zoning \_\_\_\_\_

Current Use & Improvements:

### Conditional Use Information

Conditional Use requested per Section \_\_\_\_\_ Oconto County Zoning Ordinance.

Proposed Use: (State exactly what use is intended for the property. Include information from Page 2 for general / design and / or operational standards as it pertains to the specific zoning districts standards.)

Are there current non-conforming structures and/or uses on the property?  Yes  No

If "Yes" please describe:

As the owner of this property, are you aware of previous variance or conditional use applications?  Yes  No

If "Yes" please describe:

**The following items must be enclosed in order for the application to be processed:**

- ✓ **\$375.00 application fee** (payable to Oconto County Zoning) - "After the Fact" fee is a double fee
- ✓ **Town Recommendation Form** - (Not required for floodplain, conservancy, and certain shoreland matters)
- ✓ **A detailed explanation and plans showing the location of the proposed area of use. Plans must be drawn to scale showing all dimensions necessary to determine compliance with standards.** (i.e. parking spaces, driveway areas, building size(s), building height(s), and setbacks from all property lines)

*I certify that the information I have provided in this application is true and accurate. Property owner signature is required.*

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

# CONDITIONAL USE STANDARDS AND DIAGRAM OF PLANS

**GENERAL STANDARDS:** General performance standards and specific design standards for approval of a conditional use are provided for each zoning district. Below are general standards that the Board of Adjustment Committee will address in review of an application for a conditional use. These conditions include, but are not limited to, specifications of:

1. Minimum parcel size
2. Parking availability
3. Minimum setbacks
4. All state approvals required for public buildings and/or made part of the zoning permit
5. Attractiveness or physical appearance
6. Ingress / Egress
7. Maintenance
8. Safety of nearby roads
9. Traffic
10. Waste management
11. Erosion control standards
12. The period of time in which all or part of the use may be permitted
13. Landscaping and planting screens
14. Operational controls
15. Deed restrictions
16. Location of structures, docks, piers, or signs
17. Type of construction
18. The obtaining of other permits required by the State of Wisconsin, Federal Government Agencies, and any other Oconto County Ordinances as a condition of the conditional use permit, must be completed prior to the issuance of the Conditional Use Permit.

Please include information in the application on these general standards as they would apply. An applicant must demonstrate that the proposed project complies with the standards noted for the appropriate zoning district. The decision to grant or deny a conditional use permit is discretionary. (i.e. permit may be denied if the project cannot be tailored to a site without significant harm to ordinance standards and objectives)

Where the zoning district contains no standards unique to that district or use, the following standards shall apply:

1. That granting of a conditional use will not violate the spirit or intent of the zoning ordinance.
2. That the use allowed would not be contrary to the public health, safety, general welfare, or which would be substantially adverse to property values in the neighborhood affected.
3. That the use shall not constitute a nuisance by reason of noise, dust, smoke, odor, or other similar factors.

**Diagram of Plans:** In most applications a diagram of plans must be submitted. This diagram must provide sufficient detail for review of the standards that may apply to the application. This may include locations of existing or proposed buildings, accommodations for parking areas, proximity to navigable waters, floodplain delineation, contour lines for review of excavations and erosion control measures, detailed cross sections, etc...

Although it may not be necessary in all applications, a survey by a registered land surveyor is recommended for showing detail. Detailed proposals assist the Board of Adjustment in the review of the conditional use application. **As noted above, the applicant must demonstrate that the proposed use complies with the standards noted for the zoning district.**

All applications must be received by the Oconto County Planning and Zoning Office prior to the first of the month in order to be scheduled for the following month's public hearings. Please note that incomplete applications will not be processed. Once the complete applications has been processed, you will be notified of the date and time that the Board of Adjustment will conduct an inspection of the property and hold the subsequent hearing at the Town hall. You or your agent is required to attend both the onsite and hearing.

**Please note that postponement / rescheduling of a public hearing due to the applicants error in submittal or failing to attend the onsite and/or public hearing will be charged a rescheduling fee of \$150.00.**