

# CITY OF STURGEON BAY CONDITIONAL USE PERMIT APPLICATION

Date Received: _____
Fee Paid      \$ _____
Received By: _____

	APPLICANT/AGENT	LEGAL PROPERTY OWNER (if different)
Name		
Company		
Street Address		
City/State/Zip		
Daytime Telephone No.		
Fax No.		

STREET ADDRESS OF SUBJECT PROPERTY: \_\_\_\_\_  
 Location if not assigned a common address: \_\_\_\_\_

TAX PARCEL NUMBER: \_\_\_\_\_

CURRENT ZONING CLASSIFICATION: \_\_\_\_\_

CURRENT USE AND IMPROVEMENTS:

\_\_\_\_\_

\_\_\_\_\_

IDENTIFY MUNICIPAL CODE SECTION PERTINENT TO REQUEST AND STATEMENT OF SPECIFIC ITEM BEING REQUESTED FOR REVIEW: \_\_\_\_\_

\_\_\_\_\_

ZONING AND USES OF ADJACENT SURROUNDING PROPERTIES:

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

**PROPOSED USE OF SURROUNDING PROPERTY UNDER COMPREHENSIVE PLAN:**  
 North: \_\_\_\_\_  
 South: \_\_\_\_\_  
 East: \_\_\_\_\_  
 West: \_\_\_\_\_  
 \_\_\_\_\_

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HAVE THERE BEEN ANY VARIANCES, CONDITIONAL USE PERMITS, ETC. GRANTED PREVIOUSLY FOR THIS PROPERTY? \_\_\_\_\_ IF YES, EXPLAIN: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Attach an 8-1/2" X 11" detailed site plan (if site plan is larger than 8-1/2" x 11", also include 15 large sized copies), full legal description (preferably on disk), 8-1/2 x 11" location map, construction plans for the proposed project, and Agreement for Reimbursement of expenses. Site plan shall include dimensions of property, pertinent structures and buildings, proposed site improvements, signature of person who drew plan, etc.

Property Owner (Print Name)	Signature	Date
Applicant/Agent (Print Name)	Signature	Date

I, \_\_\_\_\_, have attended a review meeting with at least one member of staff and understand that I am responsible for sign placement and following all stages listed on the check list in regard to the applicant.

Date of review meeting	Applicant Signature	Staff Signature

- Attachments:**  
 Procedure & Check List  
 Agreement For Reimbursement of Expenses

**STAFF USE ONLY**

Application conditions of approval or denial:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date	Community Development Director

**AGREEMENT FOR REIMBURSEMENT OF EXPENSES**

**WHEREAS** the City of Sturgeon Bay has created Section 3.035 of the Municipal Code authorizing the City Clerk/Treasurer to charge for reimbursement of legal, consulting and incidental expenses incurred on behalf of and/or for the benefit of third parties for services rendered by the City of Sturgeon Bay;

**AND WHEREAS** the undersigned has requested services and/or authorizations of the City of Sturgeon Bay which will result in the necessity to incur legal, consulting or incidental expenses on behalf of the undersigned or in consideration of the request submitted by the undersigned;

**NOW, THEREFORE, IT IS AGREED** that the undersigned will reimburse the City of Sturgeon Bay by providing payment to the City Clerk/Treasurer within fourteen (14) days of receiving an invoice, for all legal, consulting and incidental expenses incurred by the City of Sturgeon Bay for the benefit of the undersigned or for the consideration of the request submitted by the undersigned. These expenses are likely to include the following: Planning and engineering review, legal review and document preparation, recording, publication, and miscellaneous expenses.

This Agreement must be signed prior to the initiation of any action by the City of Sturgeon Bay.

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

## PROCEDURE & CHECK LIST FOR CONDITIONAL USE

- \_\_\_\_\_ 1. Application filed with Community Development Department and reviewed by staff. Application shall contain a detailed site plan (including an 8 ½ " x 11" copy), full legal description, location map, Agreement For Reimbursement of Expenses, and construction plans for the proposed project. Site or plot plan shall include dimensions of property, structures, building elevations, proposed site improvements, signature of person who drew plan, etc.
- \_\_\_\_\_ 2. After review by staff, application is forwarded to Community Development Secretary for placement on City Plan Commission agenda.
- \_\_\_\_\_ 3. Community Development Secretary forwards copy of Reimbursement of Expenses and name and address of responsible party to City Treasurer.
- \_\_\_\_\_ 4. Community Development Department obtains list of names and addresses of property owners within 300 feet of subject property.
- \_\_\_\_\_ 5. Community Development Secretary schedules public hearing to be held before the Plan Commission, drafts a public hearing notice, and publishes Class 2 notice (2 insertions a week apart with the second one being one week prior to public hearing). Copy of public hearing notice placed on City Hall bulletin boards. Publication dates: \_\_\_\_\_ and \_\_\_\_\_. Public hearing date: \_\_\_\_\_.
- \_\_\_\_\_ 6. Community Development Secretary forwards public hearing notice by regular mail to property owners within 300 feet of subject property at least 10 days prior to hearing (by: \_\_\_\_\_).
- \_\_\_\_\_ 7. Community Development Department coordinates placement of signage with applicant. Signs shall be obtained from Building Inspection Department, require \$50.00 deposit per sign, and shall be placed on subject property at least 10 days prior to hearing (by: \_\_\_\_\_).
- \_\_\_\_\_ 8. City Clerk places request on public access television one week before Plan Commission meeting.
- \_\_\_\_\_ 9. Plan Commission meeting:
  - a. Presentation of request by applicant.
  - b. Public hearing.
  - c. Review by Plan Commission for compliance with all conditions under Section 20.25 of the Municipal Code.
- \_\_\_\_\_ 10. Approval or denial of conditional use by Plan Commission, and authorization to Building Inspector to issue permit if approved.
- \_\_\_\_\_ 11. Issuance of Conditional Use Permit by Community Development Director, if approved.