



Department of Building and Zoning Conditional Use Permit Request Application and Checklists

The Building Inspector is authorized to issue a Conditional Use Permit after reviewing all materials and holding a Public Hearing. Conditional uses and structures must be in accordance with the intent of the Village Code, Title 17- Zoning. Permits will not be issued if the conditional use is found to be hazardous, offensive, or adverse to the environment or community. The Plan Commission may impose conditions on use such as landscaping, type of construction, floodproofing, anchoring of structures in floodplain areas, sureties, and construction commencement and completion dates.

All commercial uses of land on lots greater than 2 acres and/or within building footprints over 25,000 square feet require a Conditional Use Permit. There is a wide variety of other projects that require a Conditional Use Permit. Please refer to 17.32.015 of Village Code for a full list of all projects that require a Conditional Use Permit. Village Code can be accessed at <http://www.villageoftwinlakes.net/documents/village-code/>. Commercial conditional uses require Plan Commission review and a 3/4 majority vote of the Village Board.

Legal Property Owner:

Name: _____

Mailing Address: _____

City State Zip

Applicant/Petitioner:

Name: _____

Mailing Address: _____

City State Zip

Telephone # : _____
(Area Code)

Fax Number: _____

E-Mail Address: _____

Property Information

Property Address: _____

City State Zip

Parcel Number: _____

General
Project Location: _____

Proposed
Project Use: _____

Current Use: _____

Existing Zoning: _____
Metes & Bounds
Legal Description: _____

Review & Approval Checklists

1.) Include the following information in the plans you will present to the Plan Commission/Design Review. 2 copies of the plans must be submitted.

Submit the following plans and materials to the Building Inspector for approval. All dimensions shown relating to the location and size of the lot must be based upon an actual survey. The lot and the location of the existing or proposed building must be staked out on the ground before construction begins. The Building Inspector's approval must be obtained at least 30 days prior to the next scheduled Plan Commission meeting. Plan Commission/Design Review meets the fourth Wednesday of each month at 6:30PM at the Village Hall, 108 E. Main Street, unless rescheduling is needed due to availability. Review will not commence until all of the following items have been submitted. Due notice of all hearings on Conditional Use Permit Applications in a Floodland District will be given to the Wisconsin Department of Natural Resources (DNR) for review and comment. No action on such applications will be taken for 30 days or until the DNR has made its recommendation, whichever comes first.

Next Plan Commission Date: _____

- Location, actual shape, and dimensions of the lot of the proposed or existing buildings and accessory structure(s)
- The lines within which the building will be erected, altered, or moved
- Existing and/or intended use of each building or part of a building
- The number of families the building is intended to accommodate
- Type of business, if applicable
- Hours of operation, if applicable
- Off street parking and loading areas
- Existing and proposed highway access or restrictions thereto
- Traffic
- High water elevations and floodway and floodplain boundaries

If the area is subject to inundation by floodwaters, plans must also include the following:

- First floor elevations
- Utility elevations
- Historic and probable future floodwater elevations
- depth of inundation
- Floodproofing measures
- Plans must include dimensions and elevations pertinent to the determination of the hydraulic capacity of structures or their effect on flood flows
- Where floodproofing is required, the applicant must submit a plan or document certified by a registered professional engineer or architect stating that the floodproofing measures are adequate to withstand the flood forces and velocities associated with the 100 year recurrence interval flood
- Prior to the issuance of an Occupancy Permit, the applicant must submit a certification by the registered professional engineer that the floodproofing measures were accomplished in compliance with the Village Code Title 17

Signage

Outdoor seating and other uses

Provisions for avoiding noise, odor, and lighting nuisances

Buffering and fencing

Compatibility with, and impact on, the immediately surrounding properties, neighborhood, or district

Visual character

Concept Plan (see checklist in section 5)

Any other information with regard to the lot and neighboring lots or buildings that will be helpful in the review process

2.) Are you requesting zoning changes?*** Yes _____ No _____

If yes, fill in the fields immediately below:

Current Zoning: _____

Proposed Zoning: _____

** Zoning change requests are \$325

Village staff may determine that an escrow account is to be set up with the Village Treasurer to cover attorney, engineer, or planner fees. Applicant/petitioner is hereby duly advised that the engineer and/or attorney or any professional assistance as deemed necessary by the Village of Twin Lakes may be employed for this project, issue, or matter. Escrow money required from the applicant will be put into an account for use in the payment of any professional fees and any balance will be returned within 45 days after the matter is completed.

To accompany this application: \$250.00 fee for Plan Commission/Design Review appearance, additional fees and escrow money as noted below, and all required supporting documents.

Owner's Name (please print): _____

Owner's Signature: _____

Applicant/Petitioner's Name (please print): _____

Applicant/Petitioner's Signature: _____

Date: _____

4.) Required Fees

Plan Commission/Design Review Appearance Fee (Village Code 3.06.010 (D), 1 & 2): \$ 250.00

Zoning Change Request Fee, \$325 if applicable (Municipal Code 17.44.050): \$ _____

Escrow, as required by Village Administrator and Building Inspector: \$ _____

Total Amount Due: \$ _____

Developer's Agreement Required? Yes _____ No _____

Checks shall be made payable to Village of Twin Lakes

5.) Concept Plan Checklist

- Name, address, and telephone number of developer, engineer, and architect
- Existing and proposed zoning districts and land uses
- Plan must be drawn to a recognized engineering scale with graphic scale and north arrow
- Neighborhood sketch plan (if required, consult with Building Inspector regarding your specific project)
- Pattern of existing and probable future development of the area in question
- How the proposed development will relate to the surrounding area
- Conceptual building layouts and parking areas for all uses (other than single-family residential development)
- If available, artist renderings of structures and facilities and floor plans (other than single-family residential development)
- Identify existing and proposed zoning districts and land uses
- Proposed conceptual landscaping (other than single-family residential development)
- Access and internal traffic movement
- Topographic contours at two-foot intervals
- Existing and proposed public and private street layout pattern and all existing and proposed roads to be named (cannot be similar to existing road names)
- Lot or parcel layout, existing and proposed; including areas and dimensions for each
- Number of dwelling units per acre
- Lands reserved or dedicated for streets, parks, playgrounds, and other public purposes
- Existing and proposed sanitary and stormwater management, utility and drainage easements, and erosion/sediment control
- Significant environmental features including navigable waters, wetlands, floodlands, and woodlands
- Vicinity sketch showing adjacent subdivisions and boundaries of unsubdivided land