

POLK COUNTY CONDITIONAL USE HEARING APPLICATION

Receipt Number	Fee: \$800.00
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MAKE CHECKS (black ink) PAYABLE TO:
 Polk County Land Information Department
 100 Polk County Plaza, Suite 130
 Balsam Lake, WI 54810
 715-485-9111, Mon- Fri, 8:30am-4:30pm

**COMPLETE ALL UNSHADED AREAS
 INCOMPLETE APPLICATIONS MAY BE RETURNED
 PLEASE PRINT – USE BLACK INK AND RETURN ORIGINAL FORM**

Property Address (Number & Street or Ave)
Property Owner _____
Mailing Address _____
City _____ State _____ Zip _____
Email (optional): _____
Phone Number: _____

Previous Owner	Date Purchased
Contractor, agent, builder, dealership, OR Self	
Address	
City	State Zip
Phone Number	Mail Receipt to Contractor <input type="checkbox"/> Yes <input type="checkbox"/> No

LEGAL DESCRIPTION OF PROPERTY – SEE TAX BILL

Parcel # / Computer #	Lot #	Subdivision/CSM #	Gov't Lot
_____ ¼ _____ ¼, Sec _____ / T _____ N /R _____ W Town of _____			
Size of Parcel X = SQ FT OR Acres	Name of Lake/Pond/River/Flowage		Lake Classification <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Size of Proposed/Existing Structure X = SQ FT	Height	Number of Bedrooms	Letter of Representation <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Type of road your driveway is off: <input type="checkbox"/> US or State Hwy <input type="checkbox"/> County Rd <input type="checkbox"/> Town Rd <input type="checkbox"/> Private Rd	Amount of Impervious Surface _____ %		Town Approval Received? <input type="checkbox"/> Yes <input type="checkbox"/> No

I request a Conditional Use Permit under Section _____ of the Polk County Code of Ordinances:

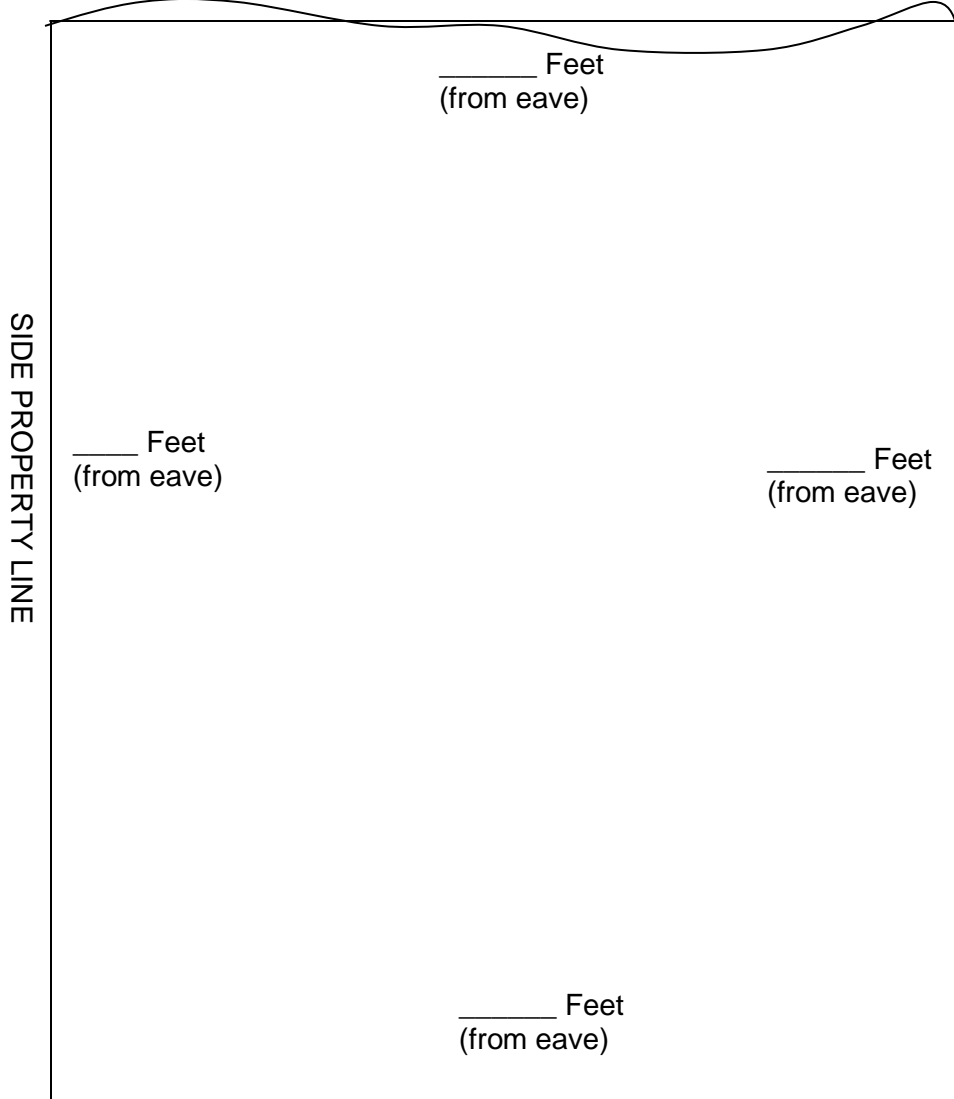
Why: _____

The applicant, as witnessed by the applicant's signature on this application hereby attests that the information contained therein is accurate and true. Any assistance by County staff was at the applicant's request. I agree to permit county officials charged with administering county ordinances or other authorized person to have access to the above-described premises at any reasonable time for site review.

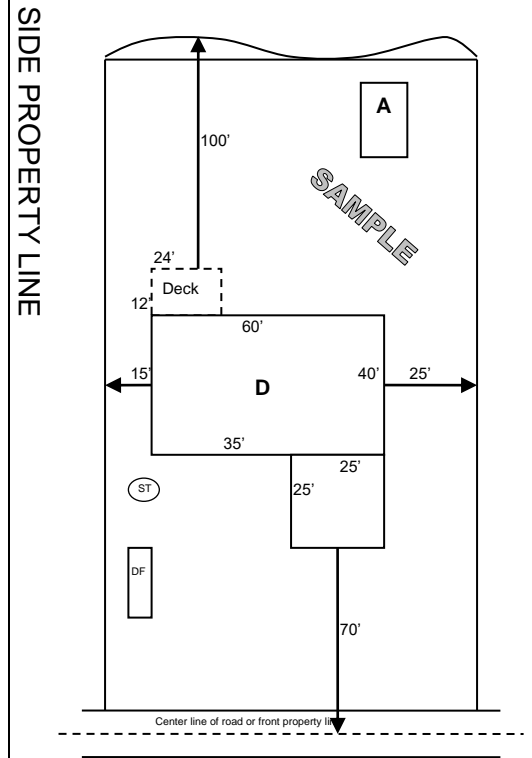
Sign Here: _____ Date: _____ Cash Credit Check # _____

COMMENTS:				
Received by: _____		Date: _____		Fee: \$800
Flood Plain <input type="checkbox"/> Yes <input type="checkbox"/> No	Zoning District	Date Received	Hearing Date/Time	Decision <input type="checkbox"/> Granted <input type="checkbox"/> Denied

LOT LAYOUT
NORMAL HIGH WATER LINE or LOT LINE



- Show location of **ALL EXISTING STRUCTURES** in **SOLID LINES**
- Show dimensions, location and setbacks of **PROPOSED STRUCTURE** in **DOTTED LINES**
- Eave of structure must meet the minimum setbacks
- Indicate: "D" dwelling, "A" accessory, "C" Commercial, building, "ST" septic tank, "DF" drainfield



Centerline of road or front property line

PLEASE STAKE OUT PROJECT AND FLAG PROPERTY LINES

POLK COUNTY CONDITIONAL USE PERMIT APPLICATION

Owner: _____

Describe your method of operation:

The Committee shall evaluate the proposed use on the following criteria. (Please explain or describe how your request meets the following requirements. A separate piece of paper may be necessary.)

- The maintenance of safe and healthful conditions.
- Creation or increase of smoke, dust, noxious and toxic gases and odors, noise or vibrations from heavy equipment.
- Heavy vehicular traffic and increased traffic.
- The prevention and control of water pollution including sedimentation.
- Existing topographic and drainage features and vegetative cover on the site.
- The location of the site with respect to floodplains and floodways of rivers and streams.
- The erosion potential of the site based upon degree and direction of slope, soil type, and vegetative cover.
- The location of the site with respect to existing and future access roads.
- The need of the proposed use for a shoreland location. (if applicable)
- Its compatibility with uses on adjacent land.
- The amount of septic waste to be generated and adequacy of the proposed disposal system.
- Location factors
 - Domestic uses shall be generally preferred.
 - Uses not inherently a source of pollution preferred over uses that may be a pollution source
 - Use locations tending to minimize the possibility of pollution preferred over use locations tending to increase that possibility

Additional Information to submit with your application: *(Include all that apply)*

- (1) A plan of the area showing contours, soil types, ordinary high water marks, ground water conditions, bedrock, slope and vegetative cover.
- (2) Location of buildings, parking areas, traffic access, driveways, walkways, piers, open space, and landscaping.
- (3) Plans of buildings, sewage disposal facilities, water supply systems, and arrangements of operations.
- (4) Specifications for areas of proposed filling, grading, lagooning or dredging. (Erosion Control plan)
- (5) Other pertinent information necessary to determine if the proposed use meets the requirements of this ordinance.

Please list all names and **complete mailing addresses** of all adjoining property owners within **300 feet** (including across the road). Provide property address if known.

Name		
Mailing Address		
Property Address		
Name		
Mailing Address		
Property Address		
Name		
Mailing Address		
Property Address		
Name		
Mailing Address		
Property Address		

Conditional Use Permit Process

1. Complete and Submit the “conditional use permit application” to county zoning office along with \$800 application fee.
2. County completes a class 2 legal notice and sets up a public hearing in front of the Environmental Services Committee. Notice is provided to the neighboring properties within 300’ of the applicant’s property. You will receive a notice by mail, indicating when the hearing will take place.
3. Public Hearing- Committee discusses proposed use with the applicant, deliberates, and acts on the application. At the public hearing, the applicant may appear in person or through an agent or an attorney of his/her choice. The applicant/agent/attorney may present testimony, evidence and arguments in support of his/her application. The Committee has the authority to establish conditions as deemed necessary.
4. If the conditional use permit is granted, the applicant submits the land use permit application along with the \$475 fee to obtain their conditional use permit. (\$475 is a one-time permit fee)
5. If the conditional use permit is denied, the proposed use would be prohibited on the property.

**Please Note- The conditional use process typically takes four to six weeks to complete but could take longer if more information is needed by the Environmental Services Committee.*

CHECK WITH TOWNSHIP AND OTHER REGULATING AGENCIES FOR ADDITIONAL REGULATIONS, PERMITS, OR LICENSING THAT MAY BE REQUIRED