

Town of Sheboygan  
4020 Technology Parkway  
Sheboygan, WI 53083  
Telephone #(920) 451-2320  
Fax #(920) 451-2323

**CONDITIONAL USE PERMIT APPLICATION**

FEE: \$500.00 (non-refundable) – Conditional Use

PERMIT #: \_\_\_\_\_

PARCEL # \_\_\_\_\_

DATE FILED: \_\_\_\_\_

**CONDITIONAL USE PERMITS MUST COMPLY WITH THE ARCHITECTURAL ORDINANCE (IF APPLICABLE-AS ATTACHED). One full size set of plans is required along with the completed application. See required attachments listed below.**

DATE OF HEARING: \_\_\_\_\_

DATE APPROVED (NEXT TOWN BOARD MEETING): \_\_\_\_\_

DATES NOTICE PUBLISHED/POSTED (2 WEEKS PRIOR TO THE DATE OF THE HEARING): \_\_\_\_\_ & \_\_\_\_\_

DATE NOTICES MAILED TO PROPERTY OWNERS WITHIN 200': \_\_\_\_\_

PETITIONER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

I/We the undersigned, being owner(s) of all the area described hereby petition for

A Conditional Use Permit for Address/Location of Premises Affected: \_\_\_\_\_

Current Zoning Classification: \_\_\_\_\_

Parcel Size: \_\_\_\_\_ Acres

**REQUIRED ATTACHMENTS:**

1. A Complete legal description.
2. A site map or drawing with the parcel marked.
3. A site map or sketch of the parcel involved with existing buildings, location of septic tank, size and footage, and the proposed change included.
4. (10) complete set of plans for any site or building modifications.
5. Additional information may be required by the Plan Commission or Town Board.

**ALL FEES MUST BE PAID AT THE TIME THE APPLICATION IS FILED.  
APPLICATION FEES ARE NON-REFUNDABLE.**

**THE APPLICATION MAY BE DENIED IF NOT COMPLETE. PLEASE PLAN ON ATTENDING THE MEETINGS SINCE THERE ARE QUESTIONS THAT MAY BE ASKED BY THE PLAN COMMISSION OR TOWN BOARD.**

**CONDITIONAL USE PERMIT APPLICATION – PAGE 2**

The purpose(s) of this request is as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Description of existing use of property involved: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Description of proposed operation or use: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If Commercial or Industrial Operation, the number of employees at present \_\_\_\_\_ and the number of anticipated employees \_\_\_\_\_.

Has previous petition been filed? YES \_\_\_\_\_ NO \_\_\_\_\_

(If previously denied, state fully on separate attached sheet of PAPER what change in the parcel or plans would warrant reconsideration.)

What hardship or loss will applicant suffer if petition is denied?

\_\_\_\_\_  
\_\_\_\_\_

**NOTE: THE PERMIT IS APPROVED IN TWO SEPARATE STAGES.**

- 1. 1<sup>ST</sup> STAGE-PLAN COMMISSION (1<sup>ST</sup> TUESDAY OF THE MONTH) MAKES RECOMMENDATION TO TOWN BOARD.**
- 2. 2<sup>ND</sup> STAGE-TOWN BOARD AT REGULAR MEETING (3<sup>RD</sup> TUESDAY OF THE MONTH) MAKES FINAL DECISION.**

I hereby certify that all of the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(Property Owner)

**PROPERTY OWNERS WITHIN 200' OF THE PERIMETER OF THIS PARCEL WILL BE NOTIFIED OF THIS APPLICATION VIA U.S. MAIL PER WI STATE STATUTES.**

**THIS PERMIT WILL BE VALID AFTER TOWN BOARD APPROVAL.**