



## APPLICATION & PROCEDURES FOR CITY PLAN COMMISSION MEETINGS

### APPLICATION FOR MEETING

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

Agenda Date Requested: \_\_\_\_\_

**Property Owner**

Name: \_\_\_\_\_

**Owner's Agent**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Tax Key Number \_\_\_\_\_

Action Requested (Check appropriate line)

*Please note application submittal deadline dates.*

Conceptual Review Land Divisions

Certified Survey Map Final Approval

Preliminary Plat Approval

Final Plat Approval

Site Plan Approval Request *(Submittal deadline is 14 business days prior to Plan Commission Mtg)*

Conditional Use Permit Request *(Submittal deadline is 21 business days prior to Plan Commission Mtg)*

Rezoning Request

Other

Briefly describe your request:

---

---

---

---

---

Date filed in the Clerk's Office: \_\_\_\_\_

Filing Fee Paid: \_\_\_\_\_



## City of Green Lake Planning Commission Procedures for Conditional Use Permit

All individuals requesting to be placed on the Plan Commission Agenda for approvals shall observe the following procedures:

### **Pre- Application Conference for Conditional Use Permits**

All applicants will schedule a Pre-Application Conference with the Mayor and Zoning Administrator prior to being placed on the agenda. The intent of this conference is to discuss the scope and proposed development to assist the applicant with any questions regarding regulations, the Comprehensive Plan, and answer any questions the applicant may have. An appointment for the conference can be made by contacting the Mayor at (920) 294-6912.

### **Required Submittals**

\_\_\_\_\_ Conditional Use Permit Application

\_\_\_\_\_ Application Fee

\_\_\_\_\_ Cover Letter (A statement in writing describing the request with evidence showing that the proposed conditional use shall conform to the standards set forth in Sec 13-1-66)

\_\_\_\_\_ Site Plan or Plat Three (3) copies prepared by a registered land surveyor at a standard scale (e.g. 1" =20', 1"=30', etc.) plus (10) reduced copies of the plan/plat of survey that is legible 11x17 in size

\_\_\_\_\_ Grading, Drainage, and Soil Erosion Control Plan Two copies (2). This plan is subject to final review and approval by the City Engineer.

\_\_\_\_\_ Building Plans Three (3) copies of exterior building plans at standard architectural scale (e.g. 1/8"=1', 1/4" = 1', etc.) to include exterior elevations of all sides of the buildings and building materials to be used. *Please note: The Plan Commission may require applicant to submit sample exterior building materials.*

\_\_\_\_\_ Landscape Plans Three (3) copies of Landscape Plans. Legend and plan should clearly distinguish between existing and proposed plantings.

**Please note:** The Plan Commission may require additional information to properly address the request. Examples may include contours showing soil types, ground water conditions, open spaces and lighting, etc.

The Plan Commission may authorize the Zoning Administrator to waive and/or adjust any of the above documents or information as deemed necessary to properly address the applicant's request.

**Application Deadline:** Information on meeting dates, agenda submittal deadlines, and filing requirements may be obtained from the City Clerk's Office.

## **City Plan Commission Standards for Approving Conditional Use Permits**

No applications for a Conditional Use Permit shall be granted unless the following conditions are present:

- 1) That the establishment, maintenance or operations of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
- 2) That the use, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use and the proposed compatible use with the use of the adjacent land.
- 3) That the establishment of the conditional use will not impede normal and orderly development and improvement of the surrounding property for use permitted in the zoning district.
- 4) That adequate measure has been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
- 5) That the proposed use does not violate flood plain regulations governing the site.
- 6) That when applying the above standards to any new construction of a building or an addition to an existing building, The Planning Commission shall bear in mind the statements of purpose for the zoning district such that the proposed building or addition at its location does not defeat the purpose and objectives of the zoning district.
- 7) That the proposed project is in conformance with the City's Comprehensive Plan