

**Conditional Use Permit
Application Worksheet**



LA CROSSE COUNTY

OFFICE USE ONLY	
Cond. Use No.	_____
Fee	_____
Meeting Date	_____
Application Date	_____

Applicant's Name/Acting on behalf of _____

Address _____ Phone _____

Email Address _____

Parcel Number _____ Township _____

Conditional Use Permit to _____

Mailing List (OFFICE USE ONLY)

- Applicant _____
- Property owner _____
- Owners within 300 feet _____
- PRD Committee Members _____
- Town Board _____
- County Board Supervisor _____
- County Board Chair _____
- County Administrator _____
- County Surveyor _____
- Land Conservation _____
- Highway Department _____

Others:

- _____
- _____
- _____
- _____
- _____
- _____
- Dept. Natural Resources _____
- Corps of Engineers _____
- Dept. of Transportation _____

**PUBLIC HEARING REQUIREMENTS
PETITIONS TO REZONE AND CONDITIONAL USE PERMITS**

Applications for Petitions to Rezone and Conditional Use Permits are considered by the Planning, Resources and Development Committee, which holds a monthly public hearing. In order to be considered at the next meeting, complete applications, along with the filing fee, must be received in the Zoning, Planning and Land Information Office no later than **12:00 NOON on the working Friday four weeks before the next Planning Resources and Development Committee Meeting.**

Meeting Date at 6:00 PM
County Board Room – Administrative Center

***INCOMPLETE APPLICATIONS WILL NOT
BE PLACED ON THE MEETING AGENDA***

ALL applications **must** include:

1. Application forms, signed and dated, which are available at the Zoning, Planning and Land Information Office;
2. Legal description of the property (survey required if no legal description exists);
3. A written summary of the impacts to this and surrounding properties, for example: noise, lighting, signage, health issues, safety issues, traffic (current and proposed increase), aesthetics, number of employees, number of customers.
4. A site sketch to a minimum scale of 1" = 100' indicating the location of all structures existing and proposed on the property, all roads, wells, sanitary sewers, stormwater drainage and any other pertinent information.
5. A plan to a maximum scale of 1" – 100' which shows proposed land use, configuration of lots, roads, drainage patterns, and all other improvements necessary for the proposed land use.
6. All documentation of necessary federal, state and local agency approvals, including, but not limited to: WI DOT, WI DNR, La Crosse County Highway Department, Town, Land Conservation Department, County Surveyor.
7. Recommended Land Use Type in County's Development Plan.

PETITIONS TO REZONE must also include the reason for the rezone request; **CONDITIONAL USE PERMITS** must also include a description of the activity which requires the Conditional Use Permit.

HEARING INFORMATION

A Class II notice is published in the local newspaper. A notice of the date and time of the public hearing will be mailed to all property owners within 300 feet of your property. Notice of the hearing is sent to the Town Board. **Zoning change and Conditional Use permit applications require Town Board approval. It is the applicant's responsibility to contact Town Board officials to obtain the Town's decision regarding the proposed rezoning.** A veto by the Town Board within 10 days after the public hearing or a Town recommendation for Conditional Zoning could add an additional month to the final decision-making process. **Contact the town and obtain the scheduling of the next available Town Planning Commission and Town Board meeting dates along with an authorized signature. Your application is not complete until this confirmation is provided.**

Planning Commission
Meeting Date

Town Board
Meeting Date

Authorized Town Signature (Printed Name)

Depending on the location of your property, notice of the public hearing will be sent to the County Highway Commissioner, the Wisconsin Department of Transportation, the County Land Conservation Department, the Department of Natural Resources, and the La Crosse Municipal Airport for technical input relating to proposed activity and will become part of the record. Any other correspondence can be viewed during normal work hours up to the Friday before the public hearing and will not become part of the record.

Due process is afforded the applicant. The property owner or representative must be present at the public hearing to present their application to the Committee and answer any questions the Committee may have. Should an appearance not be made, or should insufficient information be presented, the Petition will not be considered by the Planning, Resources and Development Committee and will be deferred to be placed on the agenda for the next public hearing. **After the petition has been publicly noticed, there will be no refund issued in the event of a withdrawal by the petitioner. Additionally, the petitioner will be required to pay the additional expense that is incurred in the event of a postponement of the hearing**

NOTE: Once a public hearing is held on a Petition to Rezone or Conditional Use Permit application, the petition or application cannot be withdrawn, unless a majority vote of the Planning, Resources and Development Committee approves such withdrawal at said public hearing. County Board final approval is generally the 3rd Thursday of each month.

Applicant

Date

By signing this form, I certify that, to the best of my knowledge, all information presented herein is true and correct and that the property described is not in violation of the La Crosse County ordinance.

Conditional Use Permit – Facts and Other Issues – Be Prepared

Changes in use of your property WILL affect the surrounding properties in one way or another. Impacts that you may not perceive can be brought up at your public hearing. To give you the best opportunity of obtaining your Conditional Use Permit you need to be prepared for everything.

- 1.) **Develop your proposal.** Figure out your business plan. What hours will you be open? How many employees do you anticipate? How many customers will visit you per day? Where will they park? What materials or equipment do you own and use for your business. Assume that no one knows anything about your business or whatever it is you are proposing.
- 2.) **Permits.** Include any other permits from other government agencies along with your permit application such as: Dept. of Transportation, Dept. of Commerce, Dept. of Natural Resources, other county departments, local township governments, etc. Include these even if all you have is a completed application form.
- 3.) **Seek professional help.** If vital to your application, consider consulting with professionals such as: surveyors, engineers, attorneys, etc.
- 4.) **Talk to your neighbors!!!** Tell them about your proposal before they receive a notice from the county in the mail. Ask them if they have any concerns and try to mitigate your proposal to help alleviate any issues your neighbors might raise.
- 5.) **Develop a good impact statement.** Ask yourself, “how will my proposal, if approved, affect the neighborhood?” Will your proposal increase the traffic on the road? Will you install added lighting to the property that may be offensive to any neighbors? Will your proposal cause any extra noise or noise pollution? Will your proposal create any dust, odors or emissions that may be of concern? Will there be waste generated on site and is it considered hazardous? How do you intend to dispose of any waste materials? A short questionnaire is included with your permit application which is intended to identify a few of the impacts which are consistent with almost all businesses. **You WILL also need to submit a detailed impact statement with your proposal. You will need to identify concerns which may be pertinent to your business and state how you intend to minimize those effects or concerns.**
- 6.) **Questions/Answers.** Try to think of every scenario and the questions that may be raised. Be prepared to have an answer to every question. What you think may be a routine answer to a question may be hard to understand for someone else.
- 7.) **Presentation.** Be prepared to give a good, thorough, professional and detailed presentation. Bring your notes. Bring pictures and drawings.
- 8.) **Town Government.** Contact the township in which you live. You will need the town to approve your proposal as well as the county. Town approval of a Conditional Use Permit is required. If possible, have the town review your proposal prior to the county public hearing. It is also beneficial to have Town approval prior to the county public hearing. Also, this gives other people a chance to review your plans and ask some questions that you may not have thought of.
- 9.) **Land Use Planning.** Check the town and county land use plans. If your proposal is not consistent with these plans, county staff will recommend “denial” of your proposal to the committee. If the land use plans need to be amended to allow your proposal, this may take additional time to do. If your proposal is consistent with the land use plans, you will have a better chance to succeed.

Don't rush your application. It is much better to take additional time to make sure your application is complete than to rush your application and miss a small detail that turns out to be a major issue during the public hearing. This could result in the committee recommending denial of your proposal. If your application is not complete, you will not be placed on the agenda for a public hearing. If your proposal is denied, you cannot re-apply for another year. In addition, the filing fee for the public hearing is non-refundable if your proposal should get denied. The LaCrosse County Zoning, Planning and Land Information Department staff will make a recommendation to the Planning, Resources and Development Committee regarding your permit request. This recommendation will be based on the Land Use Plan adopted by your Township and LaCrosse County. This recommendation can include conditions which may become part of your permit if approved by the committee. The committee may also add additional conditions if they deem necessary. You may want to consider this as part of your application and list some permit conditions that you find workable.

CONDITIONAL USE PERMIT QUESTIONNAIRE

This document will need to be filed along with your permit application. Please answer all questions below. If additional space is needed, please attach additional sheets. If a question does not apply, please indicate "N/A".

- 1.) Business Name/Property Address/Billing Address:

- 2.) Is your business name registered?

- 3.) Do you currently have a Tax ID number for your business? If so, what is your number?

- 4.) Please list any equipment, materials, vehicles, etc. which you have that are associated with your business:

- 5.) Do you currently report your business equipment to your tax assessor for personal property tax?

- 6.) Number of Employees (please include yourself or other family members):

- 7.) Do you provide for off-street parking and if so, how many spaces?

- 8.) What do you intend to have for hours & days of operation?

- 9.) Traffic Counts: How many customers will be served at your business per day?
 Deliveries per day?

- 10) Have you prepared and submitted your **IMPACT STATEMENT** along with the rest of the application Materials?

- 11) Have you discussed your proposal with your neighbors? _____YES_____NO

Signature_____

Date_____

Mailing Address:_____

Petition to Rezone and Conditional Use Impact Statement

Changes in use of property associated with rezones and conditional use permits can have impacts on adjoining and nearby properties which can be difficult to anticipate. Sometimes these impacts may seem unperceivable to the applicant, but they may be profound on neighboring properties.

1. Prepare an outline of your proposal, something similar to a “business plan”, detailing for the Planning, Resources and Development Committee (PRD) your proposal.
2. Include any other documentation you feel necessary as part of your presentation in defining your proposal for the PRD Committee and the county board. It is vital to your application to consult with professionals you feel may be able to assist with your application (i.e. surveyor, attorney, engineer, etc.).
3. Describe the frequency and/or intensity of any characteristic associated with your proposed use of property that may impact your property or neighboring properties and strategies to minimize potentially adverse impacts. Anticipate possible future growth or expansion. The following list of potential impacts is not all-inclusive. If your proposed use of property involves a characteristic not listed, include it in your presentation.
 - Traffic – count, current & anticipated, type (i.e. cars, delivery trucks, etc.), off street parking
 - Lighting/glare
 - Noise
 - Signage/Advertising
 - Number of employees
 - Anticipated number of customers and customer type (i.e. general public, distributors, etc.)
 - Hours of operation, days open
 - Building(s) used, location of use within building, new buildings proposed
 - Products involved – retail, wholesale, and/or assembly on site
 - Refuse, waste, or by-products generated and method of treatment
 - Smoke, odor, dust or other emissions created
 - Aesthetics, changes to structures, changes in landscape appearance, ground cover or tree removal
 - Potential changes relating to health and/or safety of landowner and public
 - Items stored in conjunction with proposed land use, location of outside storage
 - Access to site (i.e. sight distance, slope degree, shared access, easements, ingress/ egress, driveway permit requirements (town, county or Wisconsin DOT))
 - Any covenants or deed restrictions that may apply to your lot or within your subdivision

Be prepared to give a professional and detail presentation when called upon at the public hearing before the PRD Committee. Contact the town where you are located prior to the public hearing for any town review and tentative approvals or permits that may be required. Review town and county land use plans to make sure your proposal is consistent with these plans. If not consistent, discuss amending the plan with the town and/or county planning agency prior to application. County staff will recommend denial if a proposal conflicts with the town or county land use plan.

DON'T RUSH YOUR APPLICATION. It is better to give yourself another 30 days to ensure that all impacts associated with your proposal are detailed completely and you are prepared to give a proper presentation than to hurry and have your petition denied because it is not complete. Incomplete applications will not be placed on the public hearing agenda. It is also highly advisable to discuss your proposal with neighboring property owners prior to applying. The application fee is not refundable if your application is denied and you will not be eligible to re-apply until after 12 months from the date of denial by the county board. Please be advised that paying the fee and following this guidance sheet does not guarantee approval.