

CITY OF WAUSAU

APPLICATION FOR A CONDITIONAL USE

For background on the conditional use process and other important information, please read the “*Information and Instructions for City of Wausau Conditional Use Process*” carefully before completing this application.

Please provide all of the information requested below, including a site plan, a written description of the conditional use including type of activities, buildings, structures and off-street parking, as well as the number of employees, written justification for conditional use including evidence that the application is consistent with the City of Wausau Comprehensive Plan and a Traffic Impact Analysis for group and large development projects. If you have questions during the course of preparing the application, contact either the Zoning Administrator at 715-261-6783 or the City Planner at 715-261-6753. (PLEASE PRINT OR TYPE)

1. Address of the property where the conditional use is requested:

2. Provide a legal description of subject property in the space below or attach a copy of the legal description to this application. (For example, the legal description might be the lot, block, and name of a subdivision, or a Certified Survey volume and page number, or some other type of legal description. The City Assessor, at 715-261-6600, may be able to provide this information):

3. Name(s) of Applicant Business: _____

Name of Contact Person (PLEASE PRINT): _____

Mailing Address: _____

Email Address: _____

Daytime Phone No. of Contact Person: _____

Evening Phone No. of Contact Person: _____

What is your interest in the subject property? (For example, owner, prospective owner, renter, attorney for owner, etc.)

4. Property Owner Name(s) if Different from Applicant: _____

Mailing Address: _____

Email Address: _____

Owner’s Daytime Phone Number: _____

Owner’s Evening Phone Number: _____

5. What is the area, in square feet, of the property on which the establishment of the conditional use is requested? _____

6. What is the present zoning of the subject property? _____

7. What is (are) the present use(s) of the subject property? _____

8. Proposed use(s) of property: _____

Primary Use (reason for conditional use request): _____

Secondary use (if any) of property in addition to the conditional use: _____

Other use(s): _____

9. Describe in detail the nature of your proposed conditional use request. Include information regarding construction of new buildings, remodeling of existing buildings, location and amount of parking, number of employees, hours of operation, proposed type, size, location, and style of any new sign(s), and other pertinent information. (This information may be provided on a separate sheet or sheets)

Generally, a site plan and more detailed information about any buildings will need to be submitted in order to more accurately explain your proposal. This is described in greater detail in the attached section, "*Site Plan and Building Information*".

This application, the site plan and all other information provided by the applicant, including testimony made at the public hearing, become part of the public record of your conditional use request. Any material variations from this application could be cause for the Plan Commission to void this application and require the applicant to reapply for the conditional use. Therefore, do not make written or verbal statements regarding the proposed use(s) that are not entirely accurate. (Include additional page(s) if necessary)

NOTE: If you are submitting an application for a community living arrangement (group home, community based residential facility, etc.) please request a copy of the City's *Policy Regarding Location and Distribution of Community Living Arrangements* (April, 1996). This policy is available from the Inspections Department and identifies additional information that **MUST be submitted with your conditional use application for this type of use.**

10. I (we), the undersigned, do hereby make application and petition the Plan Commission to approve the conditional use as requested above and shown on the site plan and building plans submitted with this application:

Signature of Applicant

Date

PRINTED Name

Additional Applicant Signature

Date

PRINTED Name

Please return your completed application with site and building plans and a check made payable to “City of Wausau” (for the City’s publication fee costs) to the Community Development Office on the Second Floor of Wausau City Hall, 407 Grant Street, Wausau WI 54403 (or to the Inspections Department located on the Second Floor of Wausau City Hall).

The publication fee is \$400 for a public hearing at a regularly scheduled Plan Commission meeting (and \$550 if you request a special Plan Commission meeting). Please contact the City Planner (715-261-6753) or Inspections Department (715-261-6780) to determine if these fees are current since they are subject to change.

For City Use Only

Date Received at City Hall: _____

Received By: _____

Amt. Submitted w/Application: \$ _____

Check Number: _____

Month Requested for Hearing: _____

Plan Commission Meeting Date for Expected Final

Approval: _____

Other: _____

In order to facilitate the review and approval of a conditional use, the applicant must provide a site plan and building information at the time the "*Application for a Conditional Use*" is submitted. Providing this information will help ensure that the Plan Commission is able to act upon your request at the public hearing meeting. If you fail to submit this information in advance, the Plan Commission may need to take action in order to receive and adequately review the information. Therefore, a site plan must be provided at a scale of 1 inch = 20 feet (or less than 20 feet) and, where applicable, should show the following information:

1. Property lines with dimensions in feet.
2. Location of existing and proposed structures relative to the property lines and the exterior dimensions of said structures.
3. Building setback dimensions – that is, the distance the existing and/or proposed buildings are located from the front, side and rear lot lines.
4. Location and dimensions of any loading areas and off-street parking areas, as well as the location and width of driveways and the layout of parking stalls and interior traffic circulation.
5. Location of proposed and existing stormwater drainage facilities for the building and parking lot. If the parking lot is larger than 7,500 square feet, on-site stormwater drainage plans will be needed.
6. Location and size of any proposed outside storage areas.
7. Location, size, height, and type of any proposed landscaping, fences, signs, parking lot lighting, and other pertinent exterior features proposed as part of the conditional use.

Generally, the building information should include:

1. An elevation of all exterior walls if the building is to be new construction.
2. The height of the structure in feet.
3. An indication of the types of building materials which will be used for the facade and roof.
4. A floor plan of the building.
5. Details of any changes which will be made to the building if the proposed use will be located in an existing building.