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Town of Campbell

**Conditional Use Permit
Application Worksheet**

Cond. Use # _____
Fee _____
Meeting Date _____
Application Date _____

Applicant's Name _____

Address _____ Phone _____

Parcel No. _____ Zoning District _____

Conditional Use Permit To:

Mailing List (OFFICE USE ONLY)

- Applicant
- Property Owner
- Owners Within 300 ft.
- Plan Commission
- Town Board
- PRD Committee Members
- Highway Department
- Other _____

Conditional Use Permit Application No: _____

To the Planning and Zoning Commission and the Town Board of the Town of Campbell:

The undersigned hereby petitions the Planning and Zoning Commission and the Town Board for a Conditional Use Permit as provided for in the Town of Campbell Zoning Ordinance to

on land that is zoned _____

current zoning district

and as described as follows:

Dated this _____ day of _____, _____
Day Month Year

Signed _____

Address

Acting on behalf of:
Property owner if other than applicant

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

Applications for Petitions to Rezone and Conditional Use Permits are first considered by the Planning and Zoning Commission and then by the Town Board. Both The Commission and the Board hold monthly meetings. In order to be considered at the next meeting, complete applications, along with the filing fee, must be received in the Town Office no later than **12:00 NOON** on: _____

Application Deadline

Meeting Date at 6:00 PM
Town of Campbell Board Room

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 Town 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.

APPLICATION NO. _____ (will correspond to approved petition number)

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 and the Planning and Zoning Commission. **Zoning change and Conditional Use permit applications require County Board approval. It is the applicant's responsibility to contact County Board officials to obtain the County's decision regarding the proposed rezoning.** A veto by the County Board or a County recommendation for Conditional Zoning could add an additional month to the final decision-making process.

Contact the County and obtain the scheduling of the County Board meeting dates along with an authorized signature. Your application is not complete until this confirmation is provided.

County Board Meeting Date

Authorized County 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 Plan Commission and answer any questions the Commission may have. Should an appearance not be made, or should insufficient information be presented, the Petition will not be considered by the Plan Commission and will be deferred to be placed on the agenda for the next public hearing. **The petitioner will be required to pay the additional expense that is incurred because of the postponement of the hearing.**

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

Applicant

Date

DEALING WITH GOVERNMENT

Communicating Effectively With Government Committees

Encounters with townships and county government can be frustrating and sometimes intimidating. The following is advice for the citizen who is petitioning the Zoning Committee to obtain a Conditional Use Permit, a Special Exception Permit or to rezone property, or appealing the Board of Adjustment for a variance.

- Know your facts. If you present incorrect data, the truth will catch up and you'll lose credibility.
- Know exactly what is required to permit you to speak before the committee and for how long, either in support or opposition. Don't go over the limit.
- Know the economic results of your request, both to yourself and others.
- Bring your own accurate maps, drawings, etc. Don't expect the Town to prepare your information for you.
- Make your illustrations large enough for all to see.
- Be prepared for questions on how your proposal will affect your neighbors, traffic flow, drainage, noise, property valuations, etc.
- Have an attorney study the statutes and ordinances relating to your proposal, if you need help interpreting them.
- Tell the truth, negative and positive.
- Keep the committee informed at all stages of your plan.
- Follow up. Show a continuing interest until you get action.
- Be patient. Your proposal isn't the only item on the agenda.
- Learn the bureaucratic channels and go through them. Contact those directly involved first, such as the supervisor in the district your proposal would affect, as well as your town chairman, but don't contact them before 9 a.m. or after 9 p.m. They deserve a private life, too.
- Don't attempt to buy favors from officials and don't make threats if they don't agree with you.
- Realize that officials have guidelines to follow and standards to meet.

Applicant

Date

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 Town 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.) **County Government.** Contact the county in which you live. You will need the county to approve your proposal as well as the Town. County approval of a Conditional Use Permit is required. If possible, have the county review your proposal prior to the Town public hearing. It is also beneficial to have county approval prior to the Town 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, Town staff will recommend “denial” of your proposal to the Town Board. 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 Plan Commission 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 reapply for another year. In addition, the filing fee for the public hearing is non-refundable if your proposal should get denied.

The Town of Campbell Zoning Official will make a recommendation to the Town Board regarding your permit request. This recommendation will be based on the Land Use Plan adopted by your Township and La Crosse County. This recommendation can include conditions which may become part of your permit if approved by the Town Board. 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 Plan Commission and the Town Board your proposal.
2. Include any other documentation you feel necessary as part of your presentation in defining your proposal for the Plan Commission, the Town Board, 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 detailed presentation when called upon at the public hearing before the Plan Commission. Contact the county where you are located prior to the public hearing for any county 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. Town Zoning 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 Town Board. Please be advised that paying the fee and following this guidance sheet does not guarantee approval.