Town of Polk OFFICE USE#_____
Washington County, Wisconsin
APPLICATION for CONDITIONAL USE PERMIT

Name of Property Owner: _____

Address: _____

Phone: _____Email: _____

Name of Applicant (if different from Property Owner):_____

Address: _____

Phone: _____Email: _____

Property Description:

Address: (if different than Property Owner) _____

Tax Key #(s)_____Current Zoning: _____

Property is currently used for the following purposes: _____

_____

_____

Specify the requested Conditional Use: _____

as provided for in Section: _____of Chapter 17: Zoning Ordinance.

The Conditional Use Permit is requested so that the property may be used in the following specific manner or for the following specific purposes:

_____

_____

_____

Additional Comments (if any) _____

_____

_____

_____

_____

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Application Checklist:
(*This Application shall be completed in full. Please confirm inclusion of the required information by checking each item below).*

____ Names and Addresses of all abutting property owners, all property owners within 100 feet, and all owners of opposite frontages.

____ Site Plan including existing and proposed structures and their uses

____ Architectural Plans (for new structures)

____ Neighboring uses. (How are the neighboring properties used?)

____ Parking areas (include number of spaces available)

____ Driveway locations

____ Traffic Generation and Circulation (how much traffic will the Use generate?

____ Drainage, wastewater treatment, water systems, and any other matters relating to the proposed operation.

____ 10 Copies of the Application and supplemental materials. An additional electronic copy is appreciated.

Application Fee:
($500.00)

Check Number: _____

Signatures:

Owner or Applicant: _____ Date: _____

Zoning Administrator: _____ Date: _____

Professional Services Fee:

When the services of outside legal, planning, engineering, or other technical advice results in a charge to the Town for professional time and services, the Town Clerk shall charge such fees incurred by the Town to the property owner even if the request is not approved.

I understand and agree that I shall be responsible for any professional services fees incurred by the Town even if my request is not approved.

Owner Signature: _____ Date: _____