



## Conditional Use Application

### General information

To be completed in its entirety by the applicant. **\*\*PRINT CLEARLY AND LEGIBLY!\*\***

Please provide all information requested; including a site plan and information about existing and proposed buildings; including adjacent properties and building locations.

**Pre-application meeting with staff:** Prior to submittal of this application, the applicant is strongly encouraged to discuss the proposed project and submittal material with the Inspection Department staff (715-365-8606).

**Incomplete applications could result in delay or denial by the Planning Commission.**

Date of pre-application meeting: \_\_\_\_\_  Chief Williams  Asst. Chief Waydick  
 City Administrator  Mayor  Inspection Department Staff

Date filed \_\_\_\_\_  \$250 fee paid (payable to *City of Rhineland*)

Form of Payment:  Check # \_\_\_\_\_  Cash  Receipt # \_\_\_\_\_

	Owner	Applicant/Agent
Name		
Address		
Phone		

Address Location of the CU request: \_\_\_\_\_

Current Property Zoned: \_\_\_\_\_ Tax parcel number: RH \_\_\_\_\_

**What is your interest** in the subject property:

Owner  Prospective Owner  Renter  Representative  Other: \_\_\_\_\_

**What is the current use** of the property:  Vacant  Residence (# of units: \_\_\_\_\_)  Business (Comm/Indust)

**What is the reason** or proposed use for the Conditional Use request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe in detail** the nature of the proposed conditional use request (use separate paper with details). 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 or refaced signs and other pertinent information (ingress/egress locations, surrounding area including types of uses). (This information can be included on the required site plan).

## 20 Copies of all submitted items must accompany application

Please do **NOT** include copies of the application – only 1 (one) ORIGINAL application is required.

**CITY OF RHINELANDER**

Plan Commission



**CU APPLICATION CHECKLIST**

Conditional use must be started within one (1) year of approval date by the Plan Commission or CUP will be deemed void.

Address of subject location \_\_\_\_\_ RH# \_\_\_\_\_ Zoned: \_\_\_\_\_

**Prior to Application submittal:** Minimum of 30 days prior to meeting date:

Pre-Application meeting with staff

**Application submittal:** Minimum 20 days prior to meeting date \_\_\_\_\_

**Will need the following:**  Complete site plan-including surrounding areas & adjacent properties

Required setbacks  Parking (including ADA requirements)  Ingress/Egress

Building locations  Stormwater runoff  Narrative with details of CU request

Parking lot  Residential screening  Green space  # of employees  Hours of operation

Completed CU application  Meeting fee \$250  All information from Initial meeting

**Copy of one of the following:**

Deed  Title Policy  Certified Survey Map with complete legal description.

**Twenty (20)** copies of completed site plan, narrative with details of Conditional Use request and all information pertaining to requested CU to be distributed to the appropriate Committee members.

All public hearing notices and notification of the abutting property owners will be completed by the Inspection Department. **Incomplete applications and information could result in delay or denial by the Planning Commission!**

It is understood that the applicant or representative is required to be present at the scheduled meeting.

It is understood that a Public Hearing will be held before a request for the above Conditional Use is, or is not approved.

I certify that the information I have provided in this application is true and accurate; I acknowledge any statements implied and drawings submitted as fact require supporting evidence.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Owner  Agent  Applicant

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

**DECISION**

The Plan Commission:  Approved  Denied

The Commission, in accordance with the findings of fact, hereby determines that the requested CU for: \_\_\_\_\_ (is) (is not) in compliance with all the standards for a Conditional Use.

Further finding of fact is stated on minutes of this public hearing.

Hearing Date: \_\_\_\_\_ Published Dates: \_\_\_\_\_

Rhineland City Council:  Approved  Denied Council Date: \_\_\_\_\_

# CITY OF RHINELANDER

Plan Commission



## Conditional Use Application

This application must be completed in its entirety. The application must accompany any and all information required for the public hearing notice and planning commission meeting requirements.

### Process

At the time of application, you will be asked to:

1.  **Complete an application** form, completed checklist and submit a \$250 fee;
2.  **Provide detailed plans** and all information required for public hearing notice and commission meeting requirements;
3.  **Provide a written statement** of verifiable facts and information requested for the CU (this would include a letter from the owner of the property if they cannot be present at the meeting);
4.  **Publication Fees:** Shall be paid by the applicant and/or owner once submission to the official newspaper has been made and billed to you; and
5.  **Proof of publication:** must be presented to the Inspection Department BEFORE the public hearing can be heard.

Following these steps, the Inspection Department will prepare and submit the required public hearing notice for your conditional use request in the City's official newspaper noting the location and time of the required public hearing before the Plan Commission. Your neighbors (within 100' of the property) will also be notified. The burden will be on you as property owner and/or agent to provide information upon which the commission may base its decision. At the public hearing, any party may appear in person or may be represented by an agent or attorney. You or your agent must present all information needed to the Plan Commission to make a decision in your favor. Unless you or your agent is present, the commission may not have sufficient information to vote and must then deny or table your application.

**Standards.** No conditional use shall be recommended by the City Plan Commission unless such Commission shall find that:

1. The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;
2. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted and will not substantially diminish and impair property values within the neighborhood;
3. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;
4. Adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided;
5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets; and
6. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the Common Council pursuant to the recommendations of the City Plan Commission.

In any case where a conditional use has not been established **within one year** after the date of granting thereof, then, without further action by the Plan Commission or the Common Council, the conditional use or authorization shall be null and void.

Planning Commission Date: \_\_\_\_\_

**Meeting location:** Rhinelanders City Hall, 135 S. Stevens Street, Rhinelanders, WI. 54501

Council Meeting Date: \_\_\_\_\_