

VILLAGE OF JOHNSON CREEK

125 Depot Street, P. O. Box 238, Johnson Creek, WI 53038 (920-699-2296)
www.johnsoncreek-wi.us

CONDITIONAL USE APPLICATION **Village Zoning Code - Chapter 250-124**

INTRODUCTION

Conditional use applications require a public hearing. To ensure the public hearing will be properly advertised, the application should be submitted by the 15th of the month prior to the month in which the Plan Commission will hold the public hearing. Following the hearing, the Plan Commission will forward its recommendation to the Village Board for final action.

Complete each section of the Conditional Use application and Procedural Checklist.

Items that must accompany a Conditional Use Application:

1. The applicant(s) are required to submit one hard copy and one electronic copy of the completed application, procedural checklist, Agreement for Reimbursable Services and required site drawings, CSM or plat of survey prepared by a land surveyor registered in the State of Wisconsin, as applicable, showing all of the information required by the Zoning Ordinance. In addition to the subject site, the drawings must show the location, elevation and use of any abutting lands and their structures within 40 feet of the subject site.
2. Application Fee \$500.00
3. Reimbursable Services Deposit \$500.00 (see Agreement for Reimbursable Costs)
4. Must provide any additional information as required by the Plan Commission, Zoning Administrator, Village Engineer, Village Planner or Building Inspector.

After you have submitted the above information, the Village will:

1. Compile a list of names, addresses and parcel numbers of owners of all properties within 300 feet of the area to be proposed.
2. Notify the appropriate neighboring town clerk(s) if the subject property is within 1,000 feet of the Village limits.
3. Mail, at least 10 days before the public hearing, notices to property owners within 300 feet, municipal clerk, the petitioner and Plan Commission.
4. Publish notice of public hearing once each week for two (2) consecutive weeks, the last publication of which shall be at least one (1) week before the public hearing.
5. The Plan Commission shall hold the public hearing and forward a recommendation to the Village Board within 60 days.
6. The Village Board may request further information and/or additional reports from the Plan Commission, the Zoning Administrator, the Applicant or any other source. It may approve the conditional use as originally proposed, with modifications or deny.

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The following information and documentation must be submitted to the Village Administrator. Please type or print this information:

S:\Forms, Labels, Logos, Photos, Signs\Forms-Plan Commission\Conditional Use 12.30.24.docx

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Property Owner*			
Name			
Company			
Address	City	State	Zip
Daytime Phone	Fax		
Cell Phone	E-mail		
* A list of all Registered Principals must accompany this application			
Agent			
(Person representing applicant to be notified of meeting and given copies of reports)			
Name			
Company			
Address	City	State	Zip
Daytime Phone	Fax		
Cell Phone	E-mail		
Signature of Applicant			
Date Signed			
Signature of Owner			
Date Signed			
Signature of Agent			
Date Signed			

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II. Justification of the Proposed Zoning Ordinance Amendment for Applicant Use

1. How is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the Village of Johnson Creek Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the Village?

2. How is the proposed conditional use, in its specific location, in harmony with the purposes, goals, objectives, policies and standards of the Village of Johnson Creek Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the Village?

3. Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see Section 250-124(c)(4)), result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map ordinance adopted or under consideration pursuant to official notice by the Village or other governmental agency having jurisdiction to guide development?

4. How does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

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5. Is the proposed conditional use located in an area that will be adequately served by and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

6. Do the potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use (as identified in Subsections 250-124 (D)(3)(a through e), after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts?

CONDITIONAL USE APPLICATION
Procedural Checklist for Conditional Use Review and Approval
(Requirements per Village Code-Chapter 250-124)

This form is designed to be a guide for submitting a complete application for a conditional use. Parts II and III are to be used by the Applicant to submit a complete application

I. Application Submittal Packet Requirements for Village and Applicant Use

Submittal of complete applications as certified by the Zoning Administrator.

One hard copy and one electronic copy of application materials received as certified. Date: _____ By: _____

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- ☐ (a) **A map of the proposed conditional use:**
 - ☐ Showing all lands for which the zoning is proposed to be amended.
 - ☐ Showing all other lands within 300 feet of the boundaries of the subject property.
 - ☐ Referenced to a list of the names and addresses of the owners of said lands as they appear on the current records of the Register of Deeds of Jefferson County (as provided by the Village of Johnson Creek)
 - ☐ Map and all its parts are clearly reproducible with a photocopier.
 - ☐ Map size of 11" by 17" and map scale not less than one inch equals 800 ft.
 - ☐ All lot dimensions of the subject property provided.
 - ☐ Graphic scale and north arrow provided.
- ☐ (b) **A map, such as the Land Use Plan Map, of the generalized location of the subject property in relation to the Village as a whole.**
- ☐ (c) **A written description of the proposed conditional use describing the type of activities, buildings, and structures proposed for the subject property and their general locations**
- ☐ (d) **A site plan (conforming to the requirements of Section 250-127 (c) of the subject property as proposed for development OR if the proposed conditional use is a group development (per Section 250-127) a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan per Section 250-127.**
- ☐ (e) **Written justification for the proposed conditional use:**
 - ☐ Indicating the reasons why the Applicant believes the proposed conditional use is appropriate with the recommendations of the Village of Johnson Creek Comprehensive Plan, particularly as evidenced by compliance with the standards set out in Section 250-124 (D)(3)(a through f).

CONDITIONAL USE APPLICATION

**Agreement for Reimbursable Services
Petitioner/Applicant/Property Owner**

In accordance with Village Code-Chapter 250-138 the Village may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in its review of a proposal coming before the Plan Commission. The Village reserves the right to apply the charges for these services as well as for staff time expended in the administration, investigation and processing of applications to the Petitioner.

The Petitioner is required to provide the Village with an executed copy of this agreement as a prerequisite to the processing of the development application. The submittal of a development proposal application or petition shall be construed as an agreement to pay for such professional review services applicable to the proposal. The Village may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until such fees are paid by the Petitioner. The Property Owner acknowledges that review fees which are applied to a Petitioner, but which are not paid by such Petitioner, may be charged by the Village as an assessment against the subject property for current services provided the property.

Note: Consultant services (e.g. engineering, planning, surveying, legal, etc.) and Village administrative time may be charged in addition to the normal costs payable by the Applicant/Petitioner/Property Owner (e.g. application filing fees, permit fees, publication expenses, recording fees, impact fees, etc.)

(Project Name/Nature of Application)

(Property Tax Key Numbers Involved in Project)

(Signature of Applicant/Petitioner)

(Date)

(Signature of Property Owner)

(Date)