

Property Address: _____

Tax Parcel No(s). _____

Conditional Use Checklist (Last Updated 1/31/12)

Village of West Baraboo

Date: _____

Owner of Property: _____

Applicant Name: _____

Project Name: _____

Required Fee Amount: _____ Paid

1. Conditional Use Application

- a. Submit Application Package to Village Clerk.
- b. Each application package shall include the following:
 - i. Name and address of each applicant, owner(s) of site, all owners adjacent to the property within 100', and all owners directly opposite from the site extending 100' from the street frontage of such opposite land.
 - ii. Statement with supporting evidence showing the proposed Conditional Use is in conformance with the Village Ordinance.
 - iii. Application Description shall include the following items:
 - 1. Full legal description of site
 - 2. Address of site,
 - 3. Type of structure(s),
 - 4. Existing use of the site,
 - 5. Requested/Proposed use of site,
 - 6. Zoning district of the site,
 - 7. Description of each structure on site,
 - 8. Number of person to occupy or employed on the site.
 - iv. Supply a Survey Map or Site Plan
 - 1. Map shall be to scale and approved by the Zoning Administrator
 - 2. Shows location, property boundaries, dimensions, uses and size of the following:
 - a. Site
 - b. Existing/Proposed Structures
 - c. Existing/Proposed Easements
 - d. Streets and other Public right-of-ways
 - e. Off-Street Parking
 - f. Loading areas
 - g. Driveways
 - h. Existing Access Restrictions
 - i. Dimensions of front, side and rear yards
 - j. Detailed plan of proposed Surface Drainage
 - k. Topographic Data and grade Elevations
 - l. Soil types/conditions
 - m. Utilities
 - v. Any additional information requested by the Village
 - vi. Application Cover Sheet
 - vii. Fee for application
- c. **NOTE: This checklist is only a guide. Applicant shall reference the Village Ordinance for all requirements for application packages, petition processes, appeals, and reviews.**

- 2. Public Hearing will be held by Plan Commission.
- 3. Submit revised application package based on Plan Commission review for Village Board review.

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4. Public Hearing will be held by Village Board to discuss Application.

Questions to be asked in Review Process

1. What is current Zoning District in which the property is located?
2. Within the zoning district, what are the permitted, conditional, accessory, and prohibited uses?
3. Will the conditional use
 - a. Be detrimental to or endanger the Public's safety, morals, comfort, or general welfare?
Such as:
 - i. Safety
 - ii. Healthful conditions
 - iii. Prevention of water pollution, including sedimentation
 - b. Substantially impair or diminish the use, values, and enjoyment of other properties in the neighborhood of the site? Such as:
 - i. smoke,
 - ii. dust,
 - iii. odors,
 - iv. noise,
 - v. vibrations,
 - vi. lighting,
 - vii. health hazards,
 - viii. possibility of accidents conflicting with neighboring uses
 - c. Be compatible with the use(s) of the adjacent properties?
 - d. Impede the normal orderly development and improvement for uses permitted in the zoning district?
 - e. Provide adequate utilities, drainage, open spaces, landscaping, lighting, and other necessary site improvements are provided? Use shall not have adverse impacts to the following:
 - i. existing topography,
 - ii. erosion of soils and having unsuitable soils,
 - iii. sloped sites,
 - iv. drainage features,
 - v. vegetative cover,
 - vi. floodplains and floodways of rivers/streams
 - vii. existing/future access roads
 - viii. shoreland location
 - ix. amount of liquid waste and adequacy of the proposed disposal system
 - x. Public Utilities and Roadways
 - f. Provide adequate driveways, walkways, traffic access, parking areas to minimize traffic congestion in public streets and safety for pedestrians?

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- g. Provide adequate provisions for the removal and depositing of snow?
 - h. Conform to all setback requirements and applicable regulations per the zoning district?
 - i. Not violate the flood plain regulations governing the site.
4. Will any proposed buildings or additions to existing buildings for the conditional use conflict with the purpose and objective of the zoning district?
 5. Will the architectural treatment of the proposed use be in general harmony with the surrounding uses and landscape?