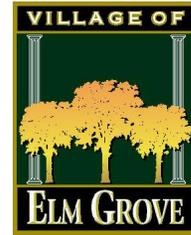


**VILLAGE OF ELM GROVE
SUBMITTAL CHECKLIST
CONDITIONAL USE PERMIT**



A Conditional Use Permit is required for uses that are listed as conditional in the Village Code of Ordinances (see below). Conditional Use Permit applications are reviewed by the Plan Commission and approved by Village Board of Trustees after review and a public notice. The Village Board of Trustees may authorize the Zoning Administrator to issue a conditional use permit for conditional uses, provided that the proposed conditional use(s) and/or structure(s) are in accordance with the purpose and intent of the Code and are found to be not hazardous, harmful, offensive or otherwise adverse to the environment or the value of the neighborhood or community. At a minimum, complete Conditional Use Permit applications take 60 days to process due to required legal review, approval process by the Plan Commission and Village Board of Trustees, and the Class 2 publication requirement.

Conditional Use Permit Submission Checklist

The following items listed below must be received at Village Hall by 4:30PM at least twenty (20) business days prior to the desired Plan Commission meeting.

1. Conditional Use Permit Application (see attached)
 - Survey of the property with required information
 - List of all opposite and abutting property owners of record
2. Special Waiver Form.
3. Fee of \$175.

Conditional Use Permit Review Process

1. Zoning & Planning Administrator reviews the Application.
2. Application and permit draft is sent to Village Attorney for review.
3. Notice of public hearing is posted.
4. Applicant is placed on the Plan Commission agenda only following receipt of a complete Application. Applicant should attend the Plan Commission meeting to represent their Application. Plan Commission meetings are normally held the 1st Monday of the month at 7:00 p.m.
5. Plan Commission makes a recommendation to the Village Board.
6. Applicant is placed on the Village Board agenda for Public Hearing and action. Applicant should attend the Village Board meeting to represent their Application. Village Board meetings are normally held the 4th Monday of the month at 7:30 p.m.
7. If approved, the Conditional Use permit is recorded at the Waukesha County Register of Deeds office.

Conditional Use permits are required for the following zoning districts and uses:

Rs-1, Rs-2, Rs-3, Rs-4, Rm-1 . utility substations, detached garages, home occupations, and professional home offices.

B-1 Local Business District . see §335-22C.

B-2 Office Business District . see §335-23C.

B-3 Mid-Rise Office and Professional District . see §335-24C.

M-1 Limited Manufacturing District . see §335-25B.

I-1 Institutional District . medical clinics, utilities, water towers and storage tanks, transmitting towers, receiving towers, relay and microwave towers with or without broadcast facilities or studios, wireless communication antennas, community-based residential facilities, and residential care apartment complexes.

G-1 Governmental District . utilities, water towers and storage tanks, communication structures.

W-1 Wetland Overlay District . see §335-27 C.

FWO . Floodway Overlay District . see §335-28 C.

FFO . Floodplain Fringe Overlay District . see §335-29 C.

§ 335-86. Conditional Use permit.

A. Conditional use permits. The Village Board may authorize the Zoning Administrator to issue a conditional use permit for conditional uses after review and a public hearing, provided that such conditional uses and structures are in accordance with the purpose and intent of this chapter and are found to be not hazardous, harmful, offensive or otherwise adverse to the environment or the value of the neighborhood or community.

B. Application. Applications for conditional use permits shall be made in duplicate to the Zoning Administrator on forms furnished by the Zoning Administrator and shall include the following information:

(1) Names and addresses of the applicant, owner of the site, architect, professional engineer and/or contractor, and all opposite and abutting property owners of record.

(2) Description of the subject site by lot, block and recorded subdivision or by metes and bounds; address of the subject site; type of structure; proposed operation or use of the structure or site; number of employees; and the zoning district within which the subject site is located.

(3) Survey prepared by a registered land surveyor showing the location, property boundaries, dimensions, uses and size of the following: subject site; existing and proposed structures; existing and proposed easements, streets and other public ways; off-street parking, loading areas and driveways; existing highway access restrictions; existing and proposed street, side and rear yards; and areas subject to inundation by floodwaters. The survey shall also show the location, elevation and uses of any abutting lands and their structures that are located within 40 feet of the subject site; soil mapping unit lines, types and slopes; ground surface elevations; mean and historic high-water lines on or within 40 feet of the subject premises; and existing and proposed landscaping when so required by the Plan Commission.

(4) In areas subject to inundation by floodwaters, the survey provided by the applicant shall also include first floor elevations, utility elevations, historic and probable future floodwater elevations, depth of inundation, floodproofing measures and plans for proposed structures with dimensions and elevations pertinent to the determination of the hydraulic capacity of the structures or their effect on flood flows. Where floodproofing is required, the applicant shall submit a plan or document certified by a licensed professional engineer or architect attesting to the adequacy of the floodproofing measures to withstand flood forces and velocities associated with a one-hundred-year recurrence interval flood. Prior to the issuance of a certificate of compliance, the applicant shall also submit a certification by the licensed professional engineer that the finished floodproofing measures were accomplished in compliance with the provisions of this chapter.

(5) Additional information as may be required by the Village Board, Village Plan Commission, Village Engineer or the Zoning Administrator.

**VILLAGE OF ELM GROVE
CONDITIONAL USE PERMIT APPLICATION**

Please complete this form. Attach additional sheets if necessary.

Applicant Name(s): _____

Applicant Address: _____

Applicant Phone Number: _____ Applicant Email: _____

Name of business or development: _____

Address of the property: _____

Property owner name: _____

Property owner address: _____

Architect/Professional Engineer and or Contractor Information (if applicable):

Name(s): _____

Address(s): _____

Description of the property by lot, block, and recorded subdivision or by metes and bounds:

Proposed operation or use of the structure or site: _____

Tax Key Number: _____ Zoning District: _____

Please attach the following information to this application

1. A survey prepared by registered surveyor identifying criteria located in §335-86 B(3). If a floodplain property, identify criteria located in §335-86 B(4)
2. All opposite and abutting property owners of record.
3. Additional information requested by Village Board, Plan Commission, Engineer or Zoning Administrator.
4. Any additional information provided by applicant.

Signature of Applicant: _____ Date: _____