

**CONDITIONAL USE PERMIT APPLICATION INSTRUCTIONS
CITY OF LA CROSSE**

Application.

Forms are available in the Planning & Development Department, the City Clerk’s Office or on the City website at www.cityoflacrosse.org/Departments/City Clerk/Forms.

Schedule an appointment with the Planning & Development Department (789-7512).

- A. Verify the following:
Parcel address(es), tax parcel number, recordable legal description and zoning classification.
- B. Discuss proposed use and why a conditional use is necessary; review applicable section of the Municipal Code.

Complete Application and submit to Planning Department for Review.

Applications shall be signed by owner(s) of the property or agent with a signed affidavit (if applicant is different than owner).

Complete the Application in its entirety, including necessary attachments – see Attachments.

Incomplete or illegible applications will be refused.

Submit application to the City Clerk’s Office, along with cash or a check made payable to the City Treasurer in the amount of \$450.00.

Applications must be submitted no later than 5:00 p.m. on the Friday preceding the regularly scheduled Council meeting, which is held the second Thursday of the month.

Committee	Meeting Date
Submittal Deadline	Friday,
City Plan Commission (CPC)* 4:00 p.m. in Council Chambers	Monday,
Judiciary & Administration Committee (J&A)* 6:00 p.m. in Council Chambers	Tuesday,
Common Council (Final Action) 6:00 p.m. in Council Chambers	Thursday,

** attendance recommended – public hearing is allowed at CPC (required public hearing) and J&A.*

Common Council Decision

After receiving the recommendations of the Plan Commission and the Judiciary and Administration Committee, the Common Council shall consider the conditional use permit application and act to approve, approve with conditions, or deny the application based on the approval criteria of Municipal Code Section 115-342 (k). As soon as practical following the Common Council decision, the Common Council shall render its decision in writing. Such decision shall include an accurate and complete description of the approved conditional use, including all applicable conditions, or if disapproved, the reasons for disapproval. Any condition imposed and any decision to approve or deny must be based on substantial evidence.

REQUIREMENTS.

Prior to filing the Conditional Use Permit application, applicants shall be required to meet with the Planning & Development Department to discuss the proposed use and why a conditional use is necessary and to review the applicable section of the Municipal Code. In addition, applicant shall verify the parcel address (include all the street addresses for the subject parcel), tax parcel number, legal description and current zoning. The legal description provided must be a recordable legal description. Recordable legal descriptions can be obtained from the La Crosse County Register of Deeds or can be found on the property deed. *Note: Legal descriptions from tax bills or zoning website are not recordable.*

Applications must be completed in full with required attachments, and reviewed by the Planning Department, then filed with the City Clerk's Office no later than 5:00 p.m. on Friday preceding the regularly scheduled Common Council meeting, which is held on the second Thursday of the month. ***Applications that are incomplete or illegible will not be accepted.***

FEE. Cash or a check payable to the City Treasurer the amount of \$450.00 is due at time of filing.

ATTACHMENTS. Applicants shall be required to provide the following attachments:

A map of the subject property:

- Showing all lands for which the conditional use is proposed
- Showing all other lands within 200 feet of the boundaries of the subject property, together with the names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds of the County
- Showing zoning of the subject property and its environs.
- Submitted in a form that is clearly reproducible with a photocopier and shall be at a scale that is not less than one inch equals 800 feet. All lot dimensions of the subject property, a graphic scale, and a north arrow shall be provided;

A site plan of the subject property as proposed for development

Additional Information as may be required by local ordinances.

- Community living arrangements – additional information, see Sec. 115-401.

AUTHORIZATION. All applications shall be signed by the owner(s) of the property. If an agent of the property owner files an application on behalf of the property owner, the agent must provide a signed affidavit from the property owner authorizing the pursuit of the specified conditional use permit.

NOTICE. Owners of record within a two hundred (200) foot radius excluding right-of-way shall be given notice of the proposed conditional use not less than seven (7) days prior to the City Plan Commission meeting.

CONDITIONAL USE PERMIT APPLICATION

Applicant (name and address):

Owner of property (name and address), if different than Applicant:

Architect (name and address), if applicable:

Professional Engineer (name and address), if applicable:

Contractor (name and address), if applicable:

Address(es) of subject parcel(s): _____

Tax Parcel Number(s): _____

Legal Description (must be a recordable legal description; see Requirements): _____

Zoning District Classification: _____

A Conditional Use Permit is required per La Crosse Municipal Code Sec. 115-_____

Description of subject site and CURRENT use: _____

Description of PROPOSED site and operation/use (detailed plan of the proposed site):

Description why PROPOSED conditional use is necessary (per standards set forth in 115-342 (k)):

- **If the proposed use is defined in Chapter 115, Article VII, Division 2 (Wireless Communications Facilities):**
 - Provide information as specified in Wis. Stat. § 66.0404(2)(b) and (c);
- **If the proposed use is defined in Chapter 115, Article VII, Division 5 and in a residential district:**
 - Provide information as specified in Wis. Admin. Code § PSC 128.30, 128.31, and 128.60, as applicable;

CERTIFICATION: I hereby certify that I am the owner of the subject parcel(s) or authorized agent and that I have read and understand the content of this application and that the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

(signature) _____ (date)

(telephone) _____ (email)

Applicant shall, before filing with the City Clerk's Office, have this application reviewed and the information verified by the Director of Planning & Development.

Review was made on the _____ day of _____, 20_____.

Signed: _____,
Director of Planning & Development

