

# Application Packet For Conditional Use Permit Request

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*Town of Pacific, Columbia County, WI*

W7530 HWY 16, Pardeeville, WI 53954

[www.tn.pacific.wi.gov](http://www.tn.pacific.wi.gov)

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The purpose of this document is to provide guidance in applying for a Conditional Use Permit in the Town of Pacific. The documents contained in this packet will help guide individuals or organizations as they plan and prepare submittal documents, providing for increased efficiency and a streamlined approval process.

## Summary of Application Process

1. Contact the Town Clerk to obtain an application packet for a Conditional Use Permit Request in electronic form.
2. If you are not contacted by the Town Engineer within three (3) business days of receiving the packet, please initiate contact so the Town Engineer can hear the scope of your proposal.
3. After hearing the scope of your proposal, the Town Engineer will complete the Supporting Documentation Checklist contained in the packet, indicating which information you will need to complete before submitting the application. You may obtain the Town Engineer's contact information on the Town's website at [www.tn.pacific.wi.gov](http://www.tn.pacific.wi.gov) or from the Town Clerk.
4. Submit **2 copies** of the following items, **assembled in packet form**, to the Town Clerk (*The Town Clerk will forward the information on to the proper Town Representatives for review*):

### EACH PACKET SHALL CONTAIN THE FOLLOWING:

- Letter of Intent which includes a statement describing the general intent and character of the intended development as well as an estimated timeline for phased and final development.
- Completed Reimbursable Services Agreement
- Completed Application For Conditional Use Permit Form
- Completed Statement of Understanding
- Completed Supporting Documentation Checklist and all associated documents requested by the Town Engineer
- \$100 Application Fee Payable to "Town of Pacific"
- \$1000 Escrow Fee Payable to "Town of Pacific".  
\*Applicant is responsible for reimbursable engineering, legal and administrative fees in addition to the other listed fees. See the Town's *Land Use and Zoning Review Procedures Ordinance* for terms regarding fees to be reimbursed to the Town and the amounts to be paid into an escrow account toward covering those fees. Applicants for a Conditional Use Permit, Rezoning or Comprehensive Plan Amendment, with each application, shall submit \$1,000.00 to apply toward reimbursable costs, which sum is to be held by the Town in an escrow account.

The Applicant shall submit all documentation to the Town Engineer **a minimum of 21 days** prior to the meeting of the Plan Commission at which action is desired. If the submittal packet is found to be incomplete, you will not be eligible for Plan Commission action. Any Town action on the submitted request requires full documentation in accordance with this checklist, and the Town Engineer.

- a. Town Plan Commission meets the 1<sup>st</sup> Tuesday of the month at 5:30 PM
  - b. Town Board meets the 3<sup>rd</sup> Tuesday of the month at 6:00 PM
5. Plans should be submitted to Columbia County for review as well. Please Contact the Columbia County Planning and Zoning Department for more information.

**Columbia County Planning & Zoning**

400 DeWitt St.

Portage, Wisconsin 53901

Phone: (608) 742-9660

Fax: (608) 742-9817

6. The Town Engineer (and other Town representatives as appropriate) shall review all of the submitted documents and determine the completeness of the application. The Town engineer will work with you to make sure that you have all of the appropriate information for your submittal.
7. Once the Town Engineer has indicated that you have all of the appropriate information, **you will need to provide 15 copies of the completed packet to the Town Clerk** for distribution to the Town Plan Commission and Town Boards members.

*If the documentation is found to be incomplete or inaccurate, your project will not be added to the Plan Commission Meeting agenda and will not be discussed until all of the appropriate documentation has been submitted.*

8. Once the submittal is complete and has been preliminarily reviewed by the parties mentioned above in step 6, a **Public Hearing** will be held so that neighbors and other concerned citizens have an opportunity to voice their opinions. Please plan to attend this public hearing.
9. Once the public hearing is completed, the Plan Commission will review the documentation, consider any public comments, and consider the Town Engineer's recommendation, and, by majority vote, either approve or reject the application for conditional use permit. Plan on attending this Plan Commission Meeting as well. Either the property owner or representative must be at any meetings where his/her Conditional Use Permit request is considered.
10. If a conditional use is recommended for approval by the Plan Commission to the Town Board and the Town Board approves it, the Columbia County Board of Review must also review and approve the change before it can take effect.

## ASSOCIATED FEES

**Application Fee:** \$100, submitted at the time of application.

**Escrow/Review Fees:** Applicant is responsible for reimbursable engineering, legal and administrative fees in addition to the other listed fees. Applicants for a Conditional Use Permit shall submit \$1,000.00 to apply toward reimbursable costs, which sum is to be held by the Town in an escrow account.

# Town of Pacific

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## Agreement For Reimbursable Services

In the Review of Conditional Use Permit Requests  
Town of Pacific, Columbia County, WI

The cost of application review for all Conditional Use Permit requests shall be borne by the Applicant. The Applicant shall pay all reasonable Town of Pacific incurred expenses relating to a particular Conditional Use Permit request. This may include meeting charges, professional consultants, or other relevant Town expenses incurred in connection to the Conditional Use Permit request. The Town reserves the right to apply the charges for these services as well as for staff time, mileage, and Town equipment usage expended in the administration, investigation and processing of applications to the Applicant.

The Applicant is required to provide the Town with an executed copy of this agreement as a prerequisite to the processing of the Conditional Use Permit request application. The submittal of a Conditional Use Permit request application shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to an Applicant, but which are not paid within 30 days of the issuance of a bill by the Town will accrue interest at a rate of 1.5% per month until the fee is paid in full.

\_\_\_\_\_ for  
*Applicant and/or Property Owner(s)*

\_\_\_\_\_, agrees to reimburse the Town of Pacific for  
*(Project Name)*

all review costs associated with, but not limited to, the Town Engineer and Town Attorney, in connection with the Conditional Use Permit request and, further, agrees to reimburse the Town for other administrative staff review if, in the judgment of the Town Board, such reimbursement is warranted.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ .

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Property Owner  
*(If Different From Applicant)*

\_\_\_\_\_  
Printed Name

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## Application For Conditional Use Permit

GENERAL INFORMATION			
Property Owner(s):			
Mailing Address:	City:	State:	Zip Code:
Phone Number (Days):	Phone Number (Cell):	Email Address:	
Address of Subject Property:	City:	State:	Zip Code:
Application Completed By: (If Different than Owner)		Company:	
Mailing Address:	City:	State:	Zip Code:
Phone Number (Days):	Phone Number (Cell):	Email Address:	

DESCRIPTION OF PROPERTY		
Lot #:	Block:	Subdivision:
Tax Parcel #:	Total Acreage:	
Highway:		
State:	County:	Town:
Existing Zoning:	Flood Plain Status:	
Sewage System:	Size of Building:	
Intended Structure Use:		
Estimated Starting Date:	Estimated Completion Date:	
Explain your plans and why you are requesting a Conditional Use Permit. Use an attachment where necessary.		

\_\_\_\_\_  
Signature of Person Preparing This Form

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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## Statement of Understanding

By signing below, I, \_\_\_\_\_, certify that the information contained in this application is true and accurate to the best of my knowledge, and understand that a deliberate misrepresentation of information may be grounds for denial or reversal of this application, and/or revocation of any approval already awarded based on this application.

(Print Applicant Name)

I also authorize Town of Pacific staff permission to view and enter the subject property for the purpose of reviewing and investigating this request.

I understand that submittal of this application and payment of the proper fees does not mean that issuance of a Conditional Use Permit is imminent or guaranteed.

I understand that issuance of a Conditional Use Permit does not qualify as, nor replace the necessity for proper permitting for the proposed project.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## Supporting Documentation Checklist for Conditional Use Permit Request

This document is to help you track your progress on the requested items by the Town Engineer. You should receive a checklist similar to this from the Town Engineer that has the required information marked in the corresponding box. If you are not contacted by the Town Engineer within three (3) business days of receiving the packet, please initiate contact so the Town Engineer can hear the scope of your proposal and send you a completed version of this checklist indicating the information you will need to provide for your project. Contact information for the Town Engineer is located on the bottom of the next page.

- A Project Site Map sheet which includes the following information (*more than one sheet may be used to include this information*):
  - General project location, including surrounding area within a two mile radius of the site
  - Total ownership area
  - Accurate (to scale) map of the project area including its relationship to surrounding properties, existing topography, and key natural features
  - Existing and workable proposed grades (contour lines at two foot contour interval minimum) and surface drainage. Supplement the contour lines with spot elevations along drainage swales where necessary. If the project is adjacent to an existing improved street, elevation of the top of curb, road, and sidewalk shall be indicated at 50 foot stations. If the street and/or sidewalk is not existing, proposed elevations shall be shown.
  - Complete existing and proposed storm sewer and sanitary sewer information including pipe sizes, invert elevation of manhole, inlets, etc
  - Property lines, building sizes, locations and distance between both existing and proposed
  - Location of all easements, existing or proposed
  - Location, type and size of all existing trees, utility poles, fire hydrants and other structures, etc., both on-site and in all street terraces adjacent to the site
  - Parking lot information:
    - A scaled drawing plot plan of 1" = 20' or larger of all on-site surface, structure or underground parking
    - Location of driveway approaches -- existing, proposed and adjoining rate of slope or grade or approaches and driveways
    - Indicate number, arrangement and size of parking stalls and drive aisles
  - Vehicular access to inner courts for emergency servicing of buildings
  - Pedestrian walks connecting buildings, other buildings, and on-site parking areas and with public sidewalks. (Walks should be kept separate from drive aisles and driveways.)
  - Building floor plans and elevations
  - Underground electric and telephone service
  - Building/dwelling unit information:
    - Number of buildings per parcel
    - Number of dwelling units per building

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- Average square feet of lot area per dwelling unit provided
- Usable open space per dwelling unit provided
- Total usable open space provided
- Statements regarding the impact of the proposed project on
  - Schools
  - Roads
  - Police and fire services
  - Groundwater supply and quality
  - Surrounding uses
  - Local economy
  - Local government fiscal situation
- Site reclamation plan (mining, quarrying and drilling operations)
- Shoreland impact statements as regulated by the applicable Columbia County Ordinance
- Floodplain impact statements as regulated by the applicable Columbia County Ordinance
- Shore Protection Plan
- Erosion Control and Storm Water Runoff Control Plan
- School Impact Analysis for large scale projects
- Transportation Analysis for large scale projects
- Trash/Recycling Plan
- Landscaping Plan
- Lighting Plan
- Signage Plan
- Other items as specified by the Town of Pacific (*Contact Town Engineer prior to submittal*)
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**Incomplete, inaccurate, or non-submittal of any of the above items may be grounds for rejection of the application, or denial of the request.**