



## APPLICATION PROCESS FOR CONDITIONAL USE GRANT REQUESTS

Step 1: Please read through the attached sections of the Village's Development Code that explain conditional use grant regulations (Section 40.152 of Land Development Code or web link:

[https://library.municode.com/wi/pewaukee/codes/code\\_of\\_ordinances?nodeId=PTIIMUCO\\_CH40LADE\\_ARTVCOUS](https://library.municode.com/wi/pewaukee/codes/code_of_ordinances?nodeId=PTIIMUCO_CH40LADE_ARTVCOUS)).

Step 2: Submit a fully completed application form along with **13 copies** (and one digital copy) of all attachments you wish to have considered by the Plan Commission as part of your application. (Please fold all attachments so that they are 8 ½" x 11" size and with project name/identification visible.) Please note: Incomplete applications will not be accepted.

Please note: Applications must be submitted to Village Hall by the required submittal deadline (copy of deadlines attached) which is generally three weeks and two days prior to the Plan Commission meeting. Plan Commission meetings are held on the second Thursday of each month at 7:00 p.m. The submittal deadline requirement allows the Village time to review the application, obtain additional information from you if need be and set up/publish the required public hearing. All property owners within 300' of the subject property will be sent a notice of the public hearing.

Step 3: Along with the completed application, the application fee must be paid. The fee for a conditional use grant approval request is **\$100.00**. The fee is collected to offset the cost of required legal notices that must be published in the newspaper and the cost of mailings to neighboring property owners.

Step 4: The Village Planner and the Village's consulting Engineer will be reviewing your application and will prepare a report for the Plan Commission, which will include recommendations for action.

Step 5: If your conditional use request is approved, a document will be prepared that contains the approval conditions. That document will need to be signed by the applicant, property owner and the Village. The Waukesha County Register of Deeds will then record the signed document.

Please note: Multiple Plan Commission meetings are often required prior to final project approval.

(Revised 8/16/06; 01/2019; 6/2019)



**Conditional Use Grant  
Application Form**

Address/Parcel No. of Property Involved: \_\_\_\_\_

Zoning of Property: \_\_\_\_\_

Current Owner of Property: \_\_\_\_\_

Applicant – Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Nature of Request (If Requesting Approval for a New Business, Please Attach a Business Summary):

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Provide detailed information with your application that addresses the following:

1. Development Plans of the proposed use in sufficient detail to enable the Commission to evaluate the suitability of architectural & landscape treatment, proper placement of the building(s) on the lot, traffic generation & circulation, provision for parking, drainage, exterior lighting, control devices (when necessary) to eliminate noise, dust, odor, smoke or other objectionable operating conditions & general compatibility of the proposed use with the area in which it is located.

2. It is the responsibility of the applicant/owner to ensure that the proposed project meets the Village's Land Development Code. It is also highly recommended that the applicant/owner review the Village's adopted Land Use Plan.

Signature of Property Owner as listed on this Application:

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**Application will not be processed without the Owner's Signature regardless of who is listed as the Applicant. This signature authorizes the Village of Pewaukee to process the Conditional Use Approval Application proposed for my property and further authorizes the Village or its representatives to conduct reasonable and routine inspections of my property for the purposes of evaluating this application.**

Signature of Applicant (if different than Owner):

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Please return Completed Application Forms along with required attachments and the \$100 Application Fee to Pewaukee Village Hall, 235 Hickory Street, Pewaukee, WI 53072. If you have any questions, please call Village Hall at (262) 691-5660.

**\*\*Please submit eleven sets of any applicable attachments as well as a digital copy of any attachments submitted.**



## **PROFESSIONAL SERVICES REIMBURSEMENT NOTICE**

Pursuant to the Village of Pewaukee Code of Ordinances, the Village Board has determined that whenever the services of the Village Attorney, Village Engineer, Village Planner or any other of the Village's professional staff results in a charge to the Village for that professional's time and services and such service is not a service supplied to the Village as a whole, the Village Clerk shall charge that service for the fees incurred by the Village. Also, be advised that pursuant to the Village of Pewaukee Code of Ordinances, certain other fees, costs, and charges are the responsibility of the property owner or responsible party.

I, the undersigned, have been advised that, pursuant to the Village of Pewaukee Code of Ordinances, if the Village Attorney, Village Engineer, Village Planner or any other Village professional provides services to the Village because of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred by the Village. In addition, I have been advised that pursuant to the Village of Pewaukee Code of Ordinances, certain other fees, costs, and charges are my responsibility.

The Village will place fees from unpaid invoices on the real estate tax bill of the property that corresponds to the incurred services.

### **RESPONSIBLE PARTY & MAILING ADDRESS**

\_\_\_\_\_  
Name of Company and/or Individual

\_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant & Date

\_\_\_\_\_  
Signature of Property Owner & Date

\_\_\_\_\_  
Village Official Accepting Form & Date

**SEND ALL PROFESSIONAL  
SERVICES INVOICES TO:  
(Check One)**

\_\_\_\_ Property Owner

\_\_\_\_ Applicant

## 2019 Plan Commission Submittal Deadlines

<u>Plan Commission Meeting</u>	<u>Agenda Item Deadline</u>	<u>CUG deadline</u>	<u>Before:</u>
1/10/2019	12/20/2018*	12/19/2018*	10 a.m.
2/14/2019	1/24/2019	1/23/2019	10 a.m.
3/14/2019	2/21/2019	2/20/2019	10 a.m.
4/11/2019	3/21/2019	3/20/2019	10 a.m.
5/9/2019	4/18/2019	4/17/2019	10 a.m.
6/13/2019	5/23/2019	5/22/2019	10 a.m.
7/11/2019	6/20/2019	6/19/2019	10 a.m.
8/8/2019	7/18/2019	7/17/2019	10 a.m.
9/12/2019	8/22/2019	8/21/2019	10 a.m.
10/10/2019	9/19/2019	9/18/2019	10 a.m.
11/14/2019	10/24/2019	10/23/2019	10 a.m.
12/12/2019	11/21/2019*	11/20/2019*	10 a.m.
1/9/2020	12/19/2019*	12/18/2019*	10 a.m.

- Conditional Use Grants are due before 10 a.m. the third Wednesday before the Plan Commission Meeting to meet publication requirements.
- All other agenda items are due the third Thursday before the Plan Commission Meeting.

\*Subject to change based upon possible publication deadline changes.