CONDITIONAL USE PERMIT (CUP) APPLICATION – Burnett County, WI

FEE: $300.00 CONDITIONAL USE #: CUP-21-_____ ZONING DISTRICT:_____

PARCEL # (24 digits):_____

RECEIVED STAMP (BELOW):

TAX ID #:_____

LAND SERVICES STAFF ONLY ABOVE THIS LINE

Applicant Complete All Sections Below This Line

Property Owner's Name:_____

Applicant's Name:_____

Applicant's Mailing Address:_____
City State Zip

Applicant's Telephone Number:_____

Applicant's Email:_____

If staff has a question about this application, how do you prefer to be contacted? Check one below:

☐ Letter ☐ Phone ☐ Email

Legal Description:_____

Lot #:_____ CSM Vol._____Pg._____ OR

Lot #:_____ Block #:_____Subdivision Name:_____ OR

Gov't Lot #:_____ OR _____1/4 _____1/4

Section #:_____ Town #:_____N Range #:_____W Town of:_____

Attach additional page if needed for lengthy description OR attach a copy of the deed OR attach tax system property page.

Parcel # (24 digits):_____

Tax ID # (1-5 digits):_____

Lot Area:_____ ft^2 and _____ acres

Property Site Address #:_____

Anticipated Start Date:_____

Section # of the Ordinance this CUP is referencing:_____

I (applicant) hereby make application to the Land Use and Information Committee for a Conditional Use Permit (CUP) for the following:_____

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A plot plan drawing is required. Plot plan shall be drawn with a scale preferably at 1"=20' or multiples of 10', scale shall not exceed 1"=50', unless approval from Zoning Administrator for a different scale is allowed. Note the scale used on the drawing. Plot plan drawing shall be on letter or legal size paper with North being at the top of the page. ***(Make sure all applicable items below are shown, this general application might not require all items below)*****:**

- ❑ Property lines, road right-of-ways, and road centerlines including distances to property lines, road right-of-ways and road centerlines for all existing and proposed structures on the parcel
- ❑ Show area to used for the proposed Conditional Use
- ❑ All existing uses on parcels adjacent to the parcel for this request
- ❑ All existing zoning districts on parcels adjacent to the parcel for this request
- ❑ Vegetation proposed to be removed or disturbed
- ❑ Ordinary High Water Mark (OHWM) and distances to it from all existing and proposed structures; must show all within 200 ft of structures
- ❑ Floodplain and wetland boundaries and distances to them from all existing and proposed structures; must show all within 200 ft of structures
- ❑ Dimensions, locations and setbacks of all existing and proposed structures including all decks/porches/walkways/etc; must show dimensions for ALL items
- ❑ Existing and proposed utilities and utility easements
- ❑ Sanitary system, drainfield and well with distances to property lines, OHWM, wetlands, floodplains, existing and proposed buildings
- ❑ Location and extent of filling/grading
- ❑ Location and type of erosion control measures
- ❑ Any other construction related to your project
- ❑ North arrow

Provide names and addresses of all adjoining property owners.

**Adjoiners are all parcels (including vacant parcels) that touch the applicants parcel, including those across the road and those that only touch at a common property corner. Address for the owner would be their mailing address (where they get their mail) in many cases, this may not be the site address. Attach additional sheets if necessary.*

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- **Proposed building/structure locations must be staked prior to submitting this application to the Land Services Department. County staff will do an onsite visit to verify site conditions. If site is not staked upon County staff visit this application will be returned to the applicant. Returned application will result in the item being removed from the hearing agenda, and the submittal deadlines will restart.**
- **If all existing structures are not shown and dimensioned on the plot plan drawing the application will be returned to the applicant. Returned application will result in the item being removed from the hearing agenda and the submittal deadlines will restart.**
- **THIS APPLICATION CONSTITUTES NOTICE THAT ALL IMPROVEMENTS ARE SUBJECT TO ACCESS AND/OR REVIEW BY THE LOCAL MUNICPALITY'S TAX ASSESSOR FOR THE PURPOSE OF TAX ASSESSMENT**

I hereby make application to the Burnett County Land Use and Information Committee for a Conditional Use Permit (CUP). I certify that the information I have provided in this application (including any accompanying drawings and plans) is true and accurate. I agree to permit County officials charged with administering county ordinances or other authorized persons to have access to the above-described premises at any reasonable time for the purpose of inspection. I understand that the application fee is non-refundable regardless if the Conditional Use Permit (CUP) is approved or denied. I understand that the fee for this application is only for the Conditional Use Permit (CUP) application and if permits are required for the project that those will require separate fees. I understand that partial or incomplete applications will be returned to the applicant resulting in the application being removed from the hearing agenda, and the submittal deadlines will restart.

Signed_____ _____

(Applicant) (Date)

Signed_____ _____

(Owner) (Date)

(If applicant and owner are different, then both need to sign the application.)

SUBMIT COMPLETED APPLICATION, MAPS, PLANS, AND FEE TO:
BURNETT COUNTY LAND SERVICES
7410 COUNTY ROAD K, #120
SIREN, WI 54872

APPLICATIONS WILL BE ACCEPTED VIA USPS, ANY STANDARD COURIER, OR IN PERSON. COMPLETE APPLICATIONS WITH ALL REQUIRED SUBMITALS MUST BE RECEIVED BY THE LAND SERVICES DEPARTMENT BY THE DEADLINE.

COMPLETE APPLICATIONS WITH REQUIRED FEE IS DUE BY THE FIRST FRIDAY OF THE MONTH TO APPEAR ON THE FOLLOWING MONTHS HEARING AGENDA. *For example: everything submitted Thursday August 3rd, the request would be heard by the Land Use and Information Committee on the first Tuesday in September. Land Use and Information Committee hearings are held at 9:00 am at the Burnett County Government Center in Siren, WI. [If project is located in the Town of Oakland, you will need a permit from them as well, which will affect the timing of the application being on the agenda for the hearing at the County.]*

PARTIAL OR INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT. ONLY COMPLETE APPLICATIONS WITH ALL REQUIRED SUBMITALS AND REQUIRED FEE WILL BE INCLUDED ON THE HEARING AGENDA. NO EMAIL OR FAX APPLICATIONS WILL BE ACCEPTED.

ONLY CHECK, MONEY ORDER, OR CASH PAYMENT WILL BE ACCEPTED. CREDIT OR DEBIT CARDS ARE NOT ACCEPTED AT THIS TIME. MAKE CHECK PAYABLE TO: BURNETT COUNTY LAND SERVICES

Please call the Land Services Department if you have questions. 715-349-2109

Burnett County, WI ordinances can be found at: http://www.burnettcounty.com/index.aspx?NID=1043

AREA BELOW THIS LINE RESERVED FOR LAND SERVICES STAFF COMMENTS ONLY

Date of staff site visit:_____ **Name(s) of site visit staff:**_____

Staff comments:

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