

City of Lodi Conditional Use Permit Application

◆ 130 South Main Street, Lodi, WI 53555 ◆ Phone (608) 592-3247 ◆ Fax (608) 592-3271 ◆ www.cityoflodi.us ◆

Conditional Use Permit (Described in Ordinance §340-52):

- Requires this form be submitted with the **\$550 application fee** (\$250 for sign permits requiring CUP) to the City Clerk
- Requires application be submitted at least **28 days prior to the Plan Commission Meeting** for public hearing notification, staff review and agenda placement
- Requires approval of the City of Lodi Plan Commission (meets second Tuesday of month/6:30 PM in Council Chambers)
- Requires one hard copy, and one digital version of the items listed in the numbered list below
- Requires applicant or their agent to attend Plan Commission meeting to explain & to answer questions

If you have questions, please contact Steve Tremlett, Zoning Administrator, at (608) 242-6621 or stremlett@msa-ps.com.

Owner Name(s):	
Applicant Name (if different than above):	
Project Address:	Parcel #:
Applicant Address (if different than above):	
Applicant Phone:	Applicant Email:
Property Zoning Designation:	Current Property Use:
Conditional Use Request:	

Provide plans that show: the parcel in question, structures on the parcel (including proposed modifications to structures), dimensions of setbacks from the property line, locations of buildings on adjoining properties, a north arrow, and street names. Please attach a narrative that discusses:

1. The purpose of the conditional use request and any characteristics relative to your parcel or location that impact such request.
2. The existing uses of all adjacent properties.
3. The compatibility and impact of the conditional use request with existing development and uses within 500 feet of your property.
4. Any other factors pertinent to the proposed use, site conditions, or surrounding area that may be important for the Plan Commission to consider when reviewing your request.

I (we) certify that all of the above statement and the statements contained in any papers or plans submitted herewith are true to the best of my (our) knowledge and belief. I (we) consent to the entry in or upon the premises described in this application by any authorized official of the City of Lodi for the purpose of securing information posting, maintaining and removing such notices as may be required by law.

Applicant Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____

For Staff Use Only	
Date Received:	Amount Paid:
Public Hearing Date:	Public Hearing Publication Dates (Class II):
Public Hearing Notice Required for Property Owners w/in 200 Feet	Date Sent:
Plan Commission Recommendation: <input type="checkbox"/> Denied <input type="checkbox"/> Approved Subject to:	
City Council Decision: <input type="checkbox"/> Denied <input type="checkbox"/> Approved (Res #: _____) Subject to:	

ARTICLE X. Conditional Use Standards

§ 340-52. Intent.

A conditional use is development which would not generally be appropriate within a district but might be allowed in certain locations within the district if specific requirements are met. The compatibility must be judged on the basis of the particular circumstances and may require the imposing of conditions before development or occupancy is permitted. The intent is to allow a reasonable degree of discretion in determining the suitability of a particular development at a specific location.

§ 340-53. Commission action.

The Commission is empowered to recommend a development permit for a conditional use if the following requirements are met. Uses which require such a permit are identified in the district regulations.

A. Procedure. The requests for a permit for a conditional use shall be filed with the Administrator on an official application form and shall be accompanied by the required fee and detailed written and graphic materials fully explaining the proposed development. A public hearing shall be conducted by the Commission.

B. Notice. Notice of the hearing shall be given by a Class 1 legal notice. The Zoning Administrator shall also send written notice of such hearing to the owners of record of all lands situated wholly or partly within 200 feet of the perimeter of the subject property. Such notice shall be sent by regular mail at least 10 days before the date of the public hearing.

C. Conditions. The Commission shall consider possible adverse effects of the proposed conditional use and what additional requirements may be necessary to reduce such adverse effects. The Commission may recommend denial of the request.

D. Issuance and safeguards. The permit for a conditional use shall amend the development permit and shall be attached thereto. In recommending any conditional use, the Commission may prescribe appropriate conditions and safeguards in conformity with this chapter. The Commission may request that the City be provided with either a surety bond, cash escrow, certificate of deposit, securities, or cash deposit prior to issuance of the conditional permit. The security shall be used to guarantee compliance with the conditions of the permit and shall be returned to the developer when a certificate of occupancy is issued.

§ 340-54. Decision criteria.

A. In making a determination of an application for a conditional use, the Commission shall consider all relevant factors specified in other sections of this chapter, including standards for specific requirements for certain land uses and activities.

B. The Commission shall consider the following criteria:

- (1) Compatibility. The compatibility of the proposed use with existing development within 300 feet of the proposed use and within 500 feet along the same street and development anticipated in the foreseeable future within the neighborhood and conditions that would make the use more compatible.
- (2) Consistency with Comprehensive Plan. The relationship of the proposed use to the objectives of the City of Lodi Comprehensive Plan.
- (3) Importance of services to the community. The importance of the services provided by the proposed facility to the community, if any, and the requirements of the facility for certain locations, if any, and without undue inconvenience to the developer, and the availability of alternative locations equally suitable.
- (4) Neighborhood protections. The sufficiency of the terms and conditions proposed to protect and maintain the uses in the surrounding neighborhood.
- (5) Conformance with other requirements of this chapter. The conformance of the proposed development with all provisions of this chapter.
- (6) Other factors. Other factors pertinent to the proposed use, site conditions, or surrounding area considerations that the Commission feels are necessary for review in order to make an informed and just decision.