



GUIDELINES FOR CONDITIONAL USE PERMITS

INTRODUCTION

The purpose of these guidelines is to provide applicants with a summary of the conditional use permit procedures and regulations. City staff is available for consultation and is willing to provide assistance throughout the review procedure. To that extent, applicants are encouraged to speak with staff prior to submitting an application.

Please note, anyone interested in a CONCEPTUAL Plan Commission review before making a formal application, should contact the City Planner at 262-375-7610.

PROCEDURE

The conditional use permit process consists of five (5) steps, which usually requires a minimum of thirty (30) days to accomplish:

1. Applicant must meet with staff.
2. Applicant submits application, fee, and five (5) sets of plans to the City Planner a minimum of thirty (30) days before the Plan Commission meeting. Please note, the application form must be signed by the Property Owner and include a written project summary.
3. The preliminary plans are distributed by the City to Cedarburg Light & Water, Cedarburg Fire Department, Cedarburg Police Department and the Engineering Department for review. Any comments from these reviewers are provided to the applicant for incorporation into the plans.
4. After review, the Applicant submits thirteen (13) plans (11" x 17" if legible) to the City Planner fourteen (14) days prior to the Plan Commission public hearing.¹
5. Applicant attends the Plan Commission meeting to present proposal and answer questions.
6. The Plan Commission may deny, approve, or approve with conditions. The City Planner will provide written notification of the action by the Plan Commission to the applicant within thirty (30) days after the meeting.
7. If approved, a Conditional Use Grant and a Land Covenant shall be executed by the property owner(s), the Mayor and City Clerk. The conditional use is not granted until the documents are recorded with the Ozaukee County Register of Deeds.

The City Clerk must be provided a copy of the Conditional Use Grant and Land Covenant with the recording information.

NOTE: A separate application must be submitted to and approved by the City Building Inspector before construction begins.

¹ A public hearing requires notification by mail of all property owners within 300 feet of the subject property and publication of a Class 2 notice in the City's official newspaper (the News Graphic) twice before the public hearing. A second notice must be published at least one week prior to the public hearing (the City prepares and transmits the appropriate notices to the nearby property owners and the newspaper).

SITE PLAN REVIEW REQUIREMENTS FOR CONDITIONAL USE APPLICATIONS

Site plan data to be submitted with all site plan review applications shall include the following:

- a) Site plans drawn to a recognized engineering or architectural scale with the name of project noted
- b) One (1) color rendering of the site and landscaping plans
- c) Owner's and/or developer's name and address noted
- d) Architect's and/or engineer's name and address noted
- e) Date of plan submittal
- f) Scale of drawing, site size (area in square feet or acres), and building area and coverage noted on plan
- g) Existing and proposed topography shown at a contour interval of not less than two (2) feet at National Geodetic Vertical Datum, indicating proposed grade on a grading plan and location of improvements
- h) The characteristics of soils related to contemplated specific uses
- i) All building and yard setback lines indicated
- j) Where applicable, both the one hundred (100) year recurrence interval floodplain and the floodway indicated
- k) All drives, curb cuts, and both ingress and egress locations indicated
- l) The proposed location of all signage to be placed on the site
- m) The location and type of all outdoor lighting proposed to illuminate the site
- n) Total number of parking spaces noted
- o) The type, construction materials, size, and location of all structures with all building dimensions shown
- p) Indicate height of buildings
- q) Existing and proposed street names indicated
- r) Indicate existing and proposed public street rights-of-way and/or reservations and widths
- s) Indicate and locate all easements on the subject property
- t) North arrow shown
- u) Locate existing and general location of proposed sanitary sewers, storm sewers, water mains, fire hydrants (existing and proposed), and proposed electrical service easements
- v) All locations for the proposed connections to above utilities should be indicated
- w) Locate any proposed stormwater management facilities, including detention/ retention areas
- x) Locate existing trees, including the delineations required in the Tree Preservation Ordinance
- y) Note location, extent, and type of proposed landscaping and landscape plantings as well as any proposed buffer areas for adjoining properties
- z) Note location of pedestrian sidewalks and walkways
- aa) A graphic outline of any development staging which is planned
- bb) If the development abuts an existing or planned arterial street or highway as identified on the City's master plan or component thereof, all driveway locations of all adjoining property within two hundred (200) feet of the subject property shall be indicated
- cc) Written project summary including operational information, building schedule, and estimate of project value including all site improvement costs
- dd) Other data which may be required by either the City staff or City Plan Commission to review the site plan