

## **Instructions for Completing a Conditional Use Application**

(ALL INFORMATION SHALL BE PRINTED OR TYPEWRITTEN)

### **1. Conditional Use Permit (CUP)**

Any application for approval of any CUP, may be filed by a person having an interest in the property to be included in the project.

### **2. The Application shall include the following:**

A signed statement from the applicant stating:

1. The name and address of the applicant
2. A summary in less than 500 words that describes the nature and scope of the project
3. A legal document description of all land proposed to be included in the project.
4. Parcel ID number
5. A description of the applicants ownership interest in the property.
6. A statement that all information is accurate and complete to the best of the applicants knowledge.

### **3. Project Maps**

Maps prepared showing the proposed boundaries as it currently exists. The maps shall show the following at an appropriate scale.

1. Boundaries of the property and location of monuments
2. All major drainages.
3. Size of property
4. Site vicinity map.
5. Neighboring land and water uses
6. Adjacent roadways and distances to public road to which access is proposed.
7. Existing structures or other man-made features.
8. Size and location of on-site waste disposal system

### **4. Other information**

Any other information necessary for the Committee to assess probable physical, developmental, or environmental impacts of the project.

**FOREST COUNTY  
CONDITIONAL USE PERMIT  
APPLICATION**

Owner's Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Legal Description: \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4 Section \_\_\_\_\_, Township \_\_\_\_\_ N, Range \_\_\_\_\_ E

Parcel ID: \_\_\_\_\_

Proposed Project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The property owner agrees to allow free and unlimited access to the projects during daylight hours to the Zoning Committee, member, or Zoning employee who is investigating the project's construction, operation or maintenance.

Violation of any condition shall be deemed a violation of the ordinances. Any person who has applied for, received a permit, and begins work on the project acknowledges that they have read, understand, and agree to follow all condition of the permit as granted.

All information contained herewith is accurate and complete to the best of my knowledge. A permit issued under mistake or fact or in violation of this ordinance, Wisconsin Administrative code, or Wisconsin Statutes gives permittee no vested right and is revocable.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date