

CONDITIONAL USE APPLICATION

Applicant Information

Property Owner: _____ Contractor/Agent: _____
 Mailing Address: _____ Mailing Address: _____

 Daytime Phone: _____ Daytime Phone: _____
 Cell: _____ Cell: _____
 Email: _____ Email: _____

Site Information / Legal Description

Site Address: _____
 Property Location: _____ ¼ , _____ ¼ , Sec. _____, T. _____, R. _____ Parcel #: _____
 Lot # _____ Block # _____ Subdivision or CSM # _____

Land Use Information

Zoning District: _____
 State the nature of your request: _____
 _____ Zoning Ordinance Reference _____

Fees (Please refer to the current Village fee schedule).

Application Fee: \$ _____

Applications are due on the 1st of each month.

I attest that the information contained in this application is true and correct to the best of my knowledge.

Property Owners Signature: _____ Date _____
 Contractor/Agent Signature: _____ Date _____

OFFICE USE ONLY

Pre-application Meeting: ____/____/____ With: _____
 Complete Application Accepted: ____/____/____ By: _____
 Fee Received: ____/____/____ \$ _____ Receipt #: _____ Scheduled Hearing Date: ____/____/____

General Conditional Use Application Procedure

APPLICATION

Applications will not be accepted until the applicant has:

- Met with the Zoning Administrator to review the application (suggested);
- **Original plus six copies** submitted of the entire packet, including all supporting information, maps, and diagrams (see checklist below)
- Resolved any land use violations and paid any outstanding fees owed to the Village;
- Signed the application form (signatures of property owners and agents acting on their behalf are required); and
- Submitted the application fee (nonrefundable) payable to: Village of Turtle Lake.

REVIEW

The Zoning Administrator will review the application for completeness and assign a file number to the application. The Zoning Administrator may require additional information and will notify the applicant any additional needed materials. Upon receiving a complete application and supporting documents, the Zoning Administrator will:

- Schedule a public hearing with the Village of Turtle Lake Plan Commission and notify the applicant by mail of the date and time of the public hearing.
- Notify adjoining property owners of the applicant's request;
- Publish a public hearing notice in the local paper;
- Send copies of the application(s) to the appropriate reviewing agencies for comment;
- The Zoning Administrator may schedule a site visit to the applicant's property, at which time the applicant shall flag all applicable property/project corners and label the flags accordingly;
- Following the Public Hearing, the Plan Commission will recommend action to the Village Board; and
- The Village Board will take final action on the conditional use permit application.

ACTION

Conditional Use permits are granted at the discretion of the Village of Turtle Lake Village Board. They are made available to validate uses that, while not permitted within the zoning district in question, are deemed to be compatible with approved uses and/or not found to be hazardous, harmful, offensive or otherwise adverse to other uses. Conditional Uses are subject to conditions, compatibility with surrounding land uses, and compliance with the Village of Turtle Lake Zoning Ordinance. See Section 13-1-125(f) of the Village's Zoning Ordinance for the Conditional Use Permit Review Standards.

At the public hearing, the applicant shall appear in person or through an agent or an attorney of his/her choice. The applicant/agent/attorney shall present testimony, evidence, and arguments in support of his/her application. The fact that an application for a permit has been filed does not automatically mean that a permit is granted.

Upon the Board making a decision on the application, the Zoning Administrator shall notify the applicant of the decision in writing. All site plans, pictures, etc. become the property of the Village and will remain in the file.

Checklist for Complete Application

- Completed and signed application form with fee.
- Original plus six copies** needed of the entire packet, including all supporting information, maps, and diagrams.
- List of all adjoining landowner names and mailing addresses (includes properties across roadways).
- Project description, including details of the proposed use.
- A complete site plan prepared by a registered surveyor showing:
 - Project location in the Village;
 - Lot/parcel dimensions with property lines and all applicable setbacks;
 - Minimum of 10-foot contours as determined appropriate by the Zoning Administrator;
 - Location of all existing and proposed structures with their square footage and distance from setbacks;
 - Location of existing and proposed, wells, driveways, parking area, access, signs, and other features; and
 - Location of navigable waterways, delineated wetlands, floodplains, bluff lines, slopes in excess of 12%, wooded areas, and any other unique limiting conditions of the property.
- See Section 13-1-125(p) of the Village Zoning Ordinance for application and review procedures relating to Conditional Use Permit for Livestock Operations.
- Other Information: _____

NOTE: All maps, plans, and engineering data shall be no larger than 11" x 17". No covers, binders, or envelopes. Paperclip your application in the upper left-hand corner. All materials submitted with the application become property of the Village and will remain in the file.