

## Conditional Use Permit Approval Process

1. Pre-application consultation to provide advice and assistance to the applicant regarding the approval process (Optional)
2. Applicant submits completed application to Town Clerk
3. Town Clerk reviews application for completeness and accepts the application only if it is complete
4. Town Clerk submits accepted application to the Plan Commission
5. Plan Commission reviews (and applicant presents) the application at the next available meeting
6. Plan Commission holds public hearing within 60 days after acceptance and determination of the complete application by the Town Clerk
7. Applicant obtains and submits all applicable permits (recommended prior to consideration by the Plan Commission)
8. Applicant presents and Plan Commission considers the application at a posted meeting
  - a. Determines if project:
    - i. Conforms with the zoning ordinance
    - ii. Promotes compatible development
    - iii. Stabilizes and/or enhances the surrounding property values
    - iv. Fosters the attractiveness and functional utility of the Town as a place to live and work
    - v. Preserves the character and quality of the built environment
    - vi. Maintains the integrity of those areas which have a discernible natural or historic character
    - vii. Protects public investments
    - viii. Offers no threat to public health and safety
  - b. Applicant must provide additional project information
    - i. Existing and proposed uses and structures
    - ii. Neighboring uses
    - iii. Site plans
    - iv. Architectural plans for proposed structures
    - v. Circulation issues such as driveway locations, highway access, parking

- vi. Utility information such as drainage, sewerage, water system, lighting
  - vii. Compliance with Sheboygan County ordinances
  - viii. Consent of appropriate agency for public right-of-ways
  - ix. Consent of appropriate agency for increased use of a public utility such as sewer and water
- c. Applicant must provide additional impact information of the project on the community
- i. Increased traffic on public streets
  - ii. Soil limitation
  - iii. Sewage disposal
  - iv. Surface and storm water management
  - v. Sediment control
  - vi. Fire protection requirements
  - vii. Architectural character
  - viii. Visual impact from public areas
  - ix. Emission of smoke, noise, dust, dirt, light, vibrations and noxious gases
- d. Applicant must provide additional impact on environmental compatibility
- i. Wetlands, shore lands, floodplains, and soils that are unsuitable for development
  - ii. It is advised that the applicant determine these impacts prior to preliminary plan submittal
- e. In the event the Town determines that it is necessary to consult with third parties, such as attorney, or engineer, in review and considering the application, all reasonable costs and expenses associated with such consultation may be charged to the applicant.
9. Plan Commission to make preliminary finding within 60 days of the public hearing and make recommendation to the Town Board (recommend approval, denial, approval with conditions, deny, or table the action for further consideration)
10. Board renders a decision and notifies applicant in writing within 60 days of the Plan Commission recommendation
11. Denials can be appealed the Town of Wilson Board of Appeals (if contesting an error in the process or decision or if seeking a variance) or to the circuit court (if contesting the action was legal according to state statutes)