

Town of _____

Conditional Use Permit No. _____



MONROE CO. ZONING DEPT.
APPLICATION FOR
CONDITIONAL/SPECIAL USE PERMIT
777 S. Black River St., Suite 2, Sparta WI 54656
608-269-8736

Name of Owner _____
(current property owner)
Mailing Address _____

Name of Co-Applicant _____
(if applicable)
Co-Applicant Address _____

City, State Zip _____

City, State Zip _____

Phone: _____

Co-Applicant Phone: _____

Email: _____

Co-Applicant Email: _____

PROPOSED USE

DESCRIPTION OF SITE

Tax Parcel ID No. _____

Legal description _____ 1/4 of _____ 1/4, Sec. _____ T _____ N, R _____ E or W

Town of _____ Zoning District _____

Certified Survey Map No. _____ Lot No. _____ Subdivision _____
(if applicable)

Property Address: _____ Lot size: _____ Acres

PROPOSED BUILDING(S) AND AREA TO BE USED

NOTE: Conditional Use Permit does not include permit for new construction or addition(s) to existing structures. A separate Zoning Permit(s) is required.

New Buildings: (separate zoning permit required) _____ ft. x _____ ft. Height _____ ft. Stories _____ ft.

Existing Building or portion of existing building: _____ ft. x _____ ft. Height _____ ft. Stories _____ ft.

Use of Adjoining, Neighboring Property and Other Details

The undersigned hereby applies to the Monroe County Zoning Committee for a determination that the above site is suitable for the purpose indicated, and that suitable safeguards are met, in accordance with the provisions and requirements of the Monroe County Zoning Ordinance. *You are responsible for complying with state and federal laws concerning construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the department of natural resources wetlands identification web page www.dnr.wi.gov/wetlands/delineation.html or contact a department of natural resources service center.*

Signature of Property Owner
By signing this, I acknowledge that I have received this notice.

Date

Signature of Co-Applicant
By signing this, I acknowledge that I have received this notice.

Date

Monroe County Special/Conditional Use Permit Instructions, Process & Fee



To apply for a Monroe County Special/Conditional Use Permit please submit the following to:

Monroe County Zoning Department
777 S. Black River St., Suite 2
Sparta, WI 54656

Phone: 608-269-8736

Email: alison.elliott@co.monroe.wi.us

Office Hours: 8:00 A.M. TO 4:30 P.M., Monday - Friday (Excluding Holidays).

Applications can be dropped in the drop box attached to the building outside the front entrance at any time.

The deadline for application submittal will be at least 30 days from the next Zoning Committee meeting date.

Check with the Zoning Office for this deadline. The phone number is 269-8736.

- 1. “Application for Special/Conditional Use Permit”** Electronic, copied or scanned signatures are now accepted. (Complete the front side of the attached application.) *Please call the zoning office for additional instructions if this application is for a telecommunication structure.*
- 2. Site Map.** This may be hand drawn but aerial photos of the parcel are preferred and may be printed off the County GIS map at: <https://www.co.monroe.wi.us>. Site map must show parcel boundaries and roads, indicate existing, proposed new structure/addition to be used and distances to property lines, roads & waterways. **A separate zoning permit is a required for new structures and additions.**
- 3. Fee. \$300.00** or \$600.00 (after-the-fact) If use has begun prior to the issuance of a special/conditional use permit a double fee will be charged. Application fee is due at time of submittal and is non-refundable. Please make check payable to *Monroe County Zoning Department*.

Permit Process:

Special/Conditional Use Permit Applications are heard at a Public Hearing before the Monroe County Zoning Committee. Applicant and Co-Applicant will receive a letter from the Zoning Office with date, time and location of the Zoning Committee meeting. The Town will also be notified of this hearing. Please contact the Town Clerk regarding the Town’s review and recommendation process.

Applicant, Co-Applicant or representative agent will be expected to appear at the Public Hearing in front of the Zoning Committee on the date specified. Meeting attendee will be expected to explain the proposed use being requested and answer questions from the Committee and Public.

A notification as to the outcome of the Public Hearing will be mailed to the Applicant and Co-Applicant along with the issued permit if granted. If a Special/Conditional Use Permit is granted the Town has 21 days to reverse that decision veto the approval. If the Town does not take action within that time, the permitted conditional use may proceed.

This whole process can take approximately 2-3 months from the time complete application is received.