

**CONDITIONAL USE PERMIT APPLICATION INSTRUCTIONS
CITY OF LA CROSSE**

Application.

Forms are available in the Planning & Development Department (3rd Flr), the City Clerk's Office (2nd Flr) or on the City website at www.cityoflacrosse.org/Departments/City Clerk/Forms.

Schedule an appointment with the Planning & Development Department (789-7512).

- A. Verify the following:
Parcel address(es), tax parcel number, recordable legal description and zoning classification.
- B. Discuss proposed use and why a conditional use is necessary; review applicable section of the Municipal Code.

Complete Application.

Applications shall be signed by owner(s) of the property or agent with a signed affidavit. Complete the Application in its entirety, including necessary attachments – see Attachments.

Incomplete or illegible applications will be refused.

Submit application to the City Clerk's Office, along with cash or a check made payable to the City Treasurer in the amount of \$450.00.

Applications must be submitted no later than 5:00 p.m. on the Friday preceding the regularly scheduled Council meeting, which is held the second Thursday of the month.

Committee	Meeting Date
Submittal Deadline	Friday,
Introduction to the Common Council	Thursday,
City Plan Commission (CPC)* 4:00 p.m. in the 3 rd Floor Conference Room	Monday,
Judiciary & Administration Committee (J&A)* 6:00 p.m. in Council Chambers	Tuesday,
Common Council (Final Action) 6:00 p.m. in Council Chambers	Thursday,

* attendance recommended – public hearing is allowed at CPC and J&A (required public hearing).

Receipt and Approval:

The Common Council shall review the detailed site plan, existing and proposed structures and uses, architectural plans, neighborhood uses, parking areas including consideration of whether utilization for parking will decrease the City's property tax base, driveway locations, highway access, traffic generation and circulation, drainage, sewerage and water systems and the proposed operation.

Conditions, such as landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting fencing, planting screens, operational control, hours of operation, improved traffic circulation, deed restrictions, increased yards, parking requirements or payments in lieu of property taxes may be required by the Common Council upon its finding that these are necessary to fulfill the purpose and intent of this chapter. Compliance with this chapter, such as lot width and area, yards, height, parking, traffic, highway access and performance standards shall be required of all conditional uses.

REQUIREMENTS. Applications must be completed in full and filed with the City Clerk's Office no later than 5:00 p.m. on Friday preceding the regularly scheduled Common Council meeting, which is held on the second Thursday of the month. ***Applications that are incomplete or illegible will not be accepted.***

Prior to filing the Conditional Use Permit application, applicants shall be required to meet with the Planning & Development Department to discuss the proposed use and why a conditional use is necessary and to review the applicable section of the Municipal Code. In addition, applicant shall verify the parcel address (include all the street addresses for the subject parcel), tax parcel number, legal description and current zoning. The legal description provided must be a recordable legal description. Recordable legal descriptions can be obtained from the La Crosse County Register of Deeds or can be found on the property deed. *Note: Legal descriptions from tax bills or zoning website are not recordable.*

FEE. Cash or a check payable to the City Treasurer the amount of \$450.00 is due at time of filing.

ATTACHMENTS. ***Applicants shall be required to provide the following attachments:***

Sketch/Drawing showing the location, dimensions and size of the following: existing and proposed structures, existing and proposed easements, streets and other public ways, architectural plans, landscaping plans, off-street parking, loading areas and driveways and existing and proposed front, side, and rear yards. In addition, sketches shall show the location and use of any abutting lands and their structures within twenty (20) feet of the subject site.

Plat of Survey prepared by a registered land surveyor showing the location, boundaries, dimensions and size of subject site. Such plat of survey is to be at a scale of not less than one (1) inch equals 50 feet. If topography of the subject site varies by more than ten (10) feet from the highest point to the lowest point, contours at vertical interval of not more than two (2) feet must be shown.

Additional Information as may be required by the Planning & Development Department, City Engineer, Fire Prevention & Building Safety Department and/or Common Council.

- Commercial Uses in Residential Zoning Districts - additional information, see Sec. 115-347(6)(b).
- Mini-warehouse buildings – additional information, see Sec. 115-352.
- Parking lots – additional information, see Sec. 115-353(b).
- Class “B” beer and liquor license establishments – additional information, see Sec. 115-359(b)(3).
- Community living arrangements – additional information, see Sec. 115-364(a)(2) and (3).

AUTHORIZATION. All applications shall be signed by the owner(s) of the property. If an agent of the property owner files an application on behalf of the property owner, the agent must provide a signed affidavit from the property owner authorizing the pursuit of the specified conditional use permit.

NOTICE. Owners of record within a two hundred (200) foot radius excluding right-of-way shall be given notice of the proposed conditional use not less than seven (7) days prior to the Judiciary & Administration Committee meeting. *Note: A 500-foot notification is required for certain uses defined in Sec. 115-347(6)(c)(1)or(2) or Sec. 115-350 and a 2,500-foot notification is required for use defined in Sec. 115-362.*

FENCES, WALLS AND SCREENING. A Conditional Use Permit required pursuant to the sections noted below require the City Clerk's Office to notify residential property owners abutting the site for the Conditional Use Permit and inform said abutting property owners that they may require an opaque privacy fence of a minimum of five (5) feet and no more than eight (8) feet in height in residential zoned districts. The fence shall be placed on the property line and shall run from the front set back line to the rear property line.

- Commercial Uses in Residential Zoning Districts - see Sec. 115-347(6)(e)(9).
- Parking Lots - see Sec. 115-353(b).
- Demolition for Green Space - see Sec. 115-356(c).

CONDITIONAL USE PERMIT APPLICATION

Applicant (name and address):

Owner of property (name and address), if different than Applicant:

Architect (name and address), if applicable:

Professional Engineer (name and address), if applicable:

Contractor (name and address), if applicable:

Address(es) of subject parcel(s): _____

Tax Parcel Number(s): _____

Legal Description (must be a recordable legal description; see Requirements): _____

Zoning District Classification: _____

A Conditional Use Permit is required per La Crosse Municipal Code Sec. 115-_____

If the use is defined in Sec.:

- 115-347(6)(c)(1) or (2), see “*” on the next page.
- 115-353 or 356, see “**” on the next page.

Is the property/structure listed on the local register of historic places? Yes _____ No _____

Description of subject site and **CURRENT** use: _____

Description of **PROPOSED** site and operation/use (detailed plan of the proposed site):

Type of Structure **proposed**: _____

Number of **current** employees, if applicable: _____

Number of **proposed** employees, if applicable: _____

Number of **current** off-street parking spaces: _____

Number of **proposed** off-street parking spaces: _____

*** If the proposed use is defined in Sec. 115-347(6)(c)**

_____ (1) and is proposed to have 3 or more employees at one time, a 500-foot notification is required and off-street parking shall be provided. **Will there be 3 or more employees at one time? Y__ N__**

or

_____ (2) a 500-foot notification is required and off-street parking is required.

Where the side or rear lot line abuts or is located across an alley from any residential zoning district, abutting residential property owners shall be notified of the privacy fence provision by the City Clerk.

Any Conditional Use Permit required pursuant Sec. 115-347(6) shall be recorded with the La Crosse County Register of Deeds at the owner's expense.

****If the proposed use is defined in Sec. 115-353 or 115-356, abutting property owners shall be notified of the privacy fence provision by the City Clerk.**

Check here if proposed operation or use will be a **parking lot**: _____

Check here if proposed operation or use will be **green space**: _____

Applicant/property owner may be subject to a payment in lieu of taxes for a period of twenty (20) years or until the property tax valuation of any new structure or improvements is equal to or greater than the base year valuation of the improvement or structure being demolished.

In accordance with Sec. 115-356 of the La Crosse Municipal Code, a Conditional Use Permit is required for demolition or moving permits if the application does not include plans for a replacement structure of equal or greater value. **Any such replacement structure shall be completed within two (2) years of the issuance of any demolition or moving permit.**

If the above paragraph is applicable, the Conditional Use Permit shall be recorded with the La Crosse County Register of Deeds and should the applicant not complete the replacement structure of equal or greater value within two (2) years of the issuance of any demolition/moving permit, the applicant or property owner shall be subject to a forfeiture of up to \$5,000 per day for each day not completed.

CERTIFICATION: I hereby certify that I am the owner of the subject parcel(s) or authorized agent and that I have read and understand the content of this application and that the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

(signature) (date)

(telephone) (email)

STATE OF WISCONSIN)
)ss.
COUNTY OF LA CROSSE)

Personally appeared before me this _____ day of _____, 20____, the above named individual, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public
My Commission Expires: _____

Applicant shall, before filing with the City Clerk's Office, have this application reviewed and the information verified by the Director of Planning & Development.

Review was made on the _____ day of _____, 20_____.

Signed: _____,
Director of Planning & Development

AFFIDAVIT OF OWNER

STATE OF _____)
COUNTY OF _____) ss

The undersigned, _____, being duly
(owner of subject parcel(s) for Conditional Use)

sworn states:

- 1. That the undersigned is an adult resident of the City of _____,
State of _____.
- 2. That the undersigned is a/the legal owner of the property located at:

(address of subject parcel for Conditional Use)
- 3. By signing this affidavit, the undersigned property owner authorizes the application for a conditional use permit/district change or amendment (circle one) for said property.

Property Owner

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public
My Commission expires _____.