



VILLAGE OF KIMBERLY

Conditional Use Permit Application

Submit to:

Planning & Zoning
515 W. Kimberly Ave.
Kimberly WI 54136
920-788-7500

Applicant Information

Petitioner: _____ Date: _____

Petitioner Address: _____ City: _____ State: _____ Zip: _____

Telephone #: () _____ Fax: () _____ email: _____

Status of Petitioner (please check one): ☐ Owner ☐ Representative ☐ Tenant ☐ Prospective Buyer

Petitioner's Signature (required): _____

Owner Information

Owner(s): _____ Date: _____

Owner(s) Address: _____ City: _____ State: _____ Zip: _____

Telephone #: () _____ Fax: () _____ email: _____

Ownership Status (please check one): ☐ Individual ☐ Trust ☐ Partnership ☐ Corporation

Property Owner Consent (required):

By signature hereon, I/We acknowledge that Village officials and/or employees may, in the performance of their functions and duties, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Village for incomplete submissions or other administrative reasons.

Property Owner's Signature: _____ Date: _____

Site Information

Address/Location of Proposed Project: _____ **Zoning:** _____

Proposed Project or Use: _____

Current or last Use of Property: _____

Land Uses Surrounding this Address: North: _____

South: _____

East: _____

West: _____

Note: A meeting notice will be mailed to all abutting property owners regarding this request:

- It is recommended that the applicant meet with Village Department staff prior to submittal to review the project and submitted materials.
- Application Fees must be submitted with the application.

Briefly explain how the proposed Conditional Use will satisfy the following ordinance requirements (see 525-49):

1. The proposed use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare.
2. The proposed use will be compatible with, and will not impair the uses, values, and enjoyment of other property in the neighborhood.
3. The proposed use will not impede development and improvement of the surrounding property.
4. Adequate utilities exist for the proposed use.
5. Adequate Pedestrian and/or vehicular access exists.

Submittal Requirements – Must accompany the application to be complete.

- A narrative of the proposed conditional use and project including:
 - Proposed use of the property
 - ☐ Existing use of the property
 - ☐ Effects on adjoining properties to include: noise, hours of operation, glare, odor, fumes, vibration, etc.
 - ☐ Compatibility of the proposed use with adjacent and other properties in the area.
 - ☐ Traffic generation
 - ☐ Any other information pertinent to adequate understanding of the intended use and its relation to nearby properties
- Complete site plans including:
 - ☐ Two (2) legible scaled and dimensioned drawings/prints of site plan and building elevations (when applicable.)
 - ☐ Two (2) 8 ½" x 11 (minimum) to 11" x 17" (maximum) reduction of the site plan and building elevations (when applicable.)
 - ☐ All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, walls.
 - ☐ Location of all outdoor storage and refuse disposal areas and the design and materials used for construction
 - ☐ Location and dimension of all on-site parking (and off-site parking provisions if they are to be employed
 - ☐ Location, height, design, illumination power and orientation of all exterior lighting on the property including a photometrics plan.
 - ☐ Location of all exterior mechanical equipment and utilities and elevations of proposed screening devices where applicable (i.e. visible from a public street or residential use or district). Mechanical equipment includes, but is not limited to; HVAC equipment, electrical transformers and boxes, exhaust flues, plumbing vents, gas regulators, generators.