



**Conditional Use Permit Application
Village Of Wrightstown
P.O. Box 227
Wrightstown, WI 54180**

File Date _____ Application # _____

Site Address _____

Legal Description _____

Property Owner(s) _____ Telephone _____

Address/Zip _____ Fax _____

Applicant _____

Check: _____ Surveyor _____ Engineer _____ Developer _____ Architect _____ Agent _____ Other _____

Address _____ Telephone _____

City/Zip _____ Fax _____

Zoning: Existing _____ Proposed _____

Uses: Existing _____

Proposed _____

Parcel Dimensions _____

State Reasons & Justification for Special Use _____

Signature of Property Owner of
Owner's Designated Agent

Print Name of Property Owner or
Owner's Designated Agent

Date

What Is A Conditional Use Permit?

Special Uses are those uses having some uniqueness or unusual impact which require careful review of their location, design, and configuration to determine against fixed standards, the desirability of permitting their establishment at any given site. There are uses which may or may not be appropriate in a particular location depending on a weighing, in each case, of the public need and benefit against the community and neighborhood impact and effect as well as consistency to the Village of Wrightstown's Comprehensive Plan. Each zoning district has a list of uses requiring a Conditional Use Permit.

Where Do I Start?

Contact the Clerk/Treasurer to discuss interest in a Conditional Use Permit. The staff will provide information regarding the criteria for evaluation, surrounding uses, and possible nonconformities.

What's Next?

A complete submittal includes a completed application and a detailed development plan of the proposed development.

The Village departments make recommendations to the Plan Commission and the Plan Commission holds a Public Hearing to review staff comments and the Findings of Fact and makes its recommendations to the Board of Trustees. A notice of the Public Hearing will be advertised in the newspaper for two consecutive weeks prior to the Plan Commission meeting. Notice of the hearing is sent to the petitioner and the property owners within 100 feet of the proposed Conditional Use Permit lot. A recommendation to the Board of Trustees made within 45 days of the Public Hearing.

The Board of Trustees formally approves or denies the Conditional Use Permit within 45 days of the Plan Commission action.

What Is The Final Action?

The Board of Trustees approval is the final action for a Conditional Use Permit.

Note: A Conditional Use Permit shall expire if the use is discontinued for a period of 12 months. Also, the Board of Trustees has the ability to revoke a Conditional Use Permit for a failure to comply with the provisions of approval.