



**Conditional Use**

Permit Application  
City of Schofield  
Date: \_\_\_\_\_

Permit No. : \_\_\_\_\_

Payment:  Cash       Check No. \_\_\_\_\_

**FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING**

**PROPOSALS AND FEES**

<input type="checkbox"/> Conditional Use (Residential)		<b>\$ 200.00</b>
<input type="checkbox"/> Conditional Use (Non-Residential)	<b>Publication Fee</b>	<b>\$ 100.00</b>
<input type="checkbox"/> Conditional Use Amendment		<b>\$ _____</b>
	<b>TOTAL:</b>	<b>\$ 300.00</b>

**APPLICANT INFORMATION**

**Applicant Name:** \_\_\_\_\_  Agent\*    Property Owner

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\* Agents must have a LETTER OF AUTHORIZATION from all property owners at the time of filing.

**PROPERTY OWNER INFORMATION**

**Property Owner:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT SITE SPECIFICATIONS**

Project Address: \_\_\_\_\_ Lot Size(ft<sup>2</sup>): \_\_\_\_\_  
(or PIN if no address)

\_\_\_\_\_ Acres: \_\_\_\_\_

**Property Zone:** \_\_\_\_\_ Current Future Land Use Designation: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**PUBLIC HEARING REQUIRED FOR CONDITIONAL USE AND REZONE**

**CONDITIONAL USE:** Following acceptance of a complete application, the City Clerk shall schedule a public hearing before the Plan Commission to be held within 45 days after acceptance of a complete application. Notice of the time, place, and purpose of such hearing shall be given by publication as a Class 2 Notice in conformance with the requirements of Wis. Stat. § 62.23(7)(d). The City Clerk shall also send said notice to the applicant, owners of record of all lands within 300 feet of the boundaries of the subject property, and the clerk of any municipality whose boundaries are within 1,000 feet of any portion of the jurisdiction of this Chapter 55 at least ten days prior to the date of such public hearing. Failure to mail said notice or failure to meet the time requirements herein, provided it is unintentional, shall not invalidate proceedings under this Section.

**CONDITIONAL USE REQUIREMENTS**

Maps showing the current location and current zoning and future land use of all lands for which the conditional use permit is proposed, the location and current zoning of all lands within 300 feet, and the jurisdiction(s) within the subject property lies (City of Schofield, Village of Weston, Village of Rothschild, City of Wausau) will be provided by City Staff.

A written description of the proposed conditional use describing the type of activities, buildings, and structures proposed for the subject property and their general locations is required to be attached to this application.

Has the written description and location been attached?  Yes  No

Written justification is required for the proposed conditional use consisting of the reasons why the applicant believes the proposed conditional use is appropriate, particularly as evidenced by compliance with the approval criteria set forth below.

Has the written justification been attached?  Yes  No

---

Does the Conditional Use Permit involve exterior building or site improvements?  Yes  No

If yes to the above stated question, then a separate site plan application must be filed concurrently with this application. Failing to include a site plan application will deem the status of this application as incomplete.

---

**Comparison of Proposed Conditional Use with Required Review Criteria (complete below or on an attached sheet as needed):**

1. Is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Schofield Comprehensive Plan; zoning ordinance; and any other plan, program or ordinance adopted or under consideration? Explain how, or why not. (Consult with Zoning Administrator as necessary on applicable plans.)

---

---

---

2. Will the proposed conditional use in this location, result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, the natural environment, traffic, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed? Explain how, or why not.

---

---

---

3. Will the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environments of the subject property? How?

---

---

---

4. Is the proposed conditional use located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property? Explain how this has been evaluated.

---

---

---

5. What are the public benefits of this proposal? Do the potential public benefits of the proposed conditional use outweigh potential adverse impacts of the proposed conditional use?

---

---

---

---

---

---

---

## PROCESS, TERMS AND CONDITIONS

**Issuance and Recording of Permit.** Within 30 days following the granting of a conditional use permit, the Zoning Administrator shall issue to the applicant a written conditional use permit enumerating the details of the conditional use permit, including what land use(s) and/or development was approved and any conditions of approval. The Zoning Administrator shall record the conditional use permit against the property, assigning all costs thereof to the applicant, and shall make record of the conditional use permit on the Official Zoning Map.

**Effect of Denial.** No conditional use permit application that has been denied (either wholly or in part) shall be resubmitted for a period of 12 months from the date of said order of denial, except on grounds of new evidence or proof of change of factors found valid by the Zoning Administrator.

**Termination of an Approved Conditional Use.** Once a conditional use permit is granted, no erosion control permit, site plan approval, certificate of occupancy, zoning permit, or building permit shall be issued for any development that does not comply with all requirements of the conditional use permit and Chapter 55 City Zoning. Any conditional use found not to be in compliance with the terms of Chapter 55 City Zoning or the approved conditional use permit shall be considered in violation of Chapter 55 City Zoning and shall be subject to all applicable procedures and penalties. A conditional use permit may be revoked for such a violation by the Plan Commission, following the procedures outlined for original granting of a conditional use permit.

**Time Limits on the Development of Conditional Use.** The start of construction of any and all conditional uses shall be initiated within 365 days of approval of the associated conditional use permit and shall be operational within 730 days of said approval. Failure to initiate development within this period shall automatically constitute a revocation of the conditional use permit. For the purposes of this Section, "operational" shall be defined as occupancy of the conditional use. Prior to such a revocation, the applicant may request an extension of this period. Said request shall require formal approval by the Plan Commission and shall be based upon a showing of acceptable justification.

**Discontinuing an Approved Conditional Use.** Any and all conditional uses that have been discontinued for a period exceeding 365 days shall have their conditional use permit automatically invalidated. The burden of proof shall be on the property owner to conclusively demonstrate that the conditional use was operational during this period.

**Change of Ownership.** All requirements of the approved conditional use permit shall be continued regardless of ownership of the subject property and shall run with the land, except as otherwise limited by Chapter 55 City Zoning or by a specific condition attached to the conditional use permit. Modification, alteration, or expansion of any conditional use in violation of the approved conditional use permit, without approval by the Plan Commission shall be considered a violation of Chapter 55 City Zoning and shall be grounds for revocation of said conditional use permit.

**STATEMENT OF UNDERSTANDING AND SIGNATURES**

By signing and dating below, I acknowledge that I have reviewed and understand the City of Schofield zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that City officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; understand that all meeting dates are tentative and may be postponed by the City for the reason of incomplete submittals or other administrative reasons; if this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the City’s zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified. **Failing to attach all the required components will deem the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains incomplete. Any fees collected will not be refunded.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Applicant Name

Property Owner     Agent (*Agents must have a LETTER OF AUTHORIZATION from all property owners*)

STATE OF WISCONSIN            )  
  ) ss.  
COUNTY OF MARATHON        )

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 acknowledge the same.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_