 Building & Zoning

**Conditional Use Application**

 301 Main Street

Warrens, WI 54666

608-378-4177

[ ]  This application must be fully completed and submitted, along with the **$100 fee**, before the Zoning Department will process your request. Incomplete applications will be returned.

[ ]  Completed applications must be submitted to the Village Office for review by the Plan Commission and to schedule a public hearing.

[ ]  The Village of Warrens will publish a notice in the newspaper and notify all landowners within 300 feet of the property where the conditional use is being proposed, informing them of the proposal and the date, time, and location of the public hearing.

[ ]  By signing this application, I grant permission to the Zoning Department staff to enter my property at a reasonable time for the purpose of inspection to ensure compliance with zoning laws related to the issuance of this permit.

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| --- | --- |
| Property Address of Conditional Use Request: | Parcel Number: |

|  |  |  |
| --- | --- | --- |
| Property Owner: | Mailing Address: | City, State, Zip: |
| Phone Number: | Email: | Primary Contact: [ ]  |

|  |  |  |
| --- | --- | --- |
| Applicant: | Mailing Address: | City, State, Zip: |
| Phone Number: | Email: | Primary Contact: [ ]  |

|  |
| --- |
| Description of Existing Operation or Use: |
|  |
| Description of Proposed Operation or Use: |
|  |
| Type of Structure: |
|  |

*The undersigned hereby submits an application for the location stated herein and agrees that all work will be conducted in accordance with the Village of Warrens Zoning Ordinance, all applicable Village Ordinances, and the laws and regulations of the State of Wisconsin.*

*Notice: Permit shall be revoked without notice if misrepresentation of any of the above information or attachments is found. The permit is also null and void if issued in error. Construction of a new building, building addition, alteration, or building move shall not be permitted until the stakeout or placement of the building on the lot is approved by the Zoning Administrator.*

|  |  |
| --- | --- |
| Signature of Applicant: | Date: |
| Signature of Property Owner: | Date: |

|  |  |  |
| --- | --- | --- |
| **For Office Use Only** | Date Received: | Application Received by: |
| Zoning District: | Date of Hearing: | Ordinance Section Relating to the Request: |

**Plot Plan Drawing Instructions**

Please include all of the following information on your drawing that applies to the property:

1. **Shape of Parcel:** Indicate the shape of the parcel and include all lot line dimensions.
2. **Indicate NORTH:** Clearly show the direction of North on the drawing.
3. **Surrounding Roads/Highways:** Show the location and names of all surrounding roads and highways.
4. **Water Bodies:** Show the location and names of all nearby water bodies (e.g., lakes, rivers, creeks, ponds, etc.).
5. **Existing Buildings:** Indicate all existing buildings on the parcel, labeled as “EB” for easy identification.

**For New Construction Requests:**

1. **Proposed Construction Location:** Show the location of the proposed construction on the parcel, including the following measurements:
	1. Distance from the centerline of any/all roads.
	2. Distance from the right-of-way of any/all roads.
	3. Distance to all lot lines.
	4. Distance to any/all water bodies adjacent to or within the parcel.
2. **Septic System (if applicable):** Indicate distance from septic tank or holding tank to proposed construction.
3. **Septic Drain Field (if applicable):** Indicate distance from sewage system drain field to proposed construction.
4. **Well (If applicable):** Indicate the distance from the well to the proposed construction.
5. **Shoreland Restriction (if applicable):** If the property is located on water, indicate proposed clearings within the vegetative buffer zone *(refer to Shoreland Ordinance for limitations based on different water classifications)*.

**Additional Instructions:**

[ ]  **Site Marking/Flagging**: **The site should be marked or flagged prior to the zoning onsite, indicating existing lot lines, proposed lot lines, and any proposed construction.**

[ ]  **Permit Requirement**: **No construction shall begin until a Land Use Permit has been issued.**

**Please Note**: The entire process can take approximately **two to three months** from the time the completed application is received.