

Town of Troy – Walworth County Wisconsin
N8870 Briggs Street
East Troy, WI 53120
262-642-5292 fax 262-642-5227

CONDITIONAL USE PERMIT APPLICATION

The following, and all items in the Application Checklist (see page 2), must be completed:

- ☐ The signature of the property owner
- ☐ Project narrative (see Application Checklist)
- ☐ A to-scale plat of survey or site plan (See Application Checklist)
- ☐ All additional, pertinent information and plans (see Application Checklist)

PROPERTY OWNER: _____

ADDRESS: _____

PHONE NUMBER (Owner): _____ EMAIL: _____

APPLICANT (If other than owner): _____

ADDRESS: _____

PHONE NUMBER (Applicant): _____ EMAIL: _____

TAX PARCEL: _____ ZONING DISTRICT: _____

COMPLETE LEGAL DESCRIPTION: _____

STRUCTURE & SIZE (SQ. FT.): _____

PROJECT NARRATIVE - DESCRIBE USE (ATTACH ADDITIONAL DETAILS):

More information may be requested by the Town of Troy Planning Commission, if deemed necessary, to properly evaluate your request. LACK OF INFORMATION SUBMITTED MAY IN ITSELF BE SUFFICIENT CAUSE TO DENY AN APPLICATION. If you have any questions regarding this procedure, please contact the Planning Commission Secretary at (262) 642-5292.

IT IS NECESSARY FOR THE APPLICANT OR A REPRESENTATIVE TO BE PRESENT AT THE HEARING. FAILURE TO APPEAR MAY RESULT IN THE HEARING BEING POSTPONED AND/OR THE APPLICATION BEING POSTPONED OR DENIED.

Dated this _____ day of _____, 20____.

PROPERTY OWNER'S SIGNATURE

APPLICANT'S SIGNATURE

APPLICATION CHECKLIST

Please note:

- The following information must be provided on all conditional use applications, where applicable.
- Applications that do not provide all needed information are considered incomplete and may be tabled or denied.
- Not all information requested on this list may pertain to your project. Please ignore requested information not pertinent to your proposal.

Surveys/Site Plan Should Include (if applicable):

- ☐ Name of Surveyor
- ☐ A north arrow
- ☐ A written legal description of the property
- ☐ The scale of the plat
- ☐ A legend
- ☐ The total acreage of the site
- ☐ The number and size of individual lots or units (acreage)
- ☐ Township boundaries
- ☐ Soil types
- ☐ Easements (drainage, pedestrian, road, utility, sanitary, sight, etc.)
- ☐ Zoning district(s) and surrounding land uses
- ☐ Shoreland setbacks and boundaries
- ☐ Wetland boundaries
- ☐ Dimensions and locations of existing and proposed structures
- ☐ Outdoor lighting
- ☐ Signage
- ☐ Highway access locations
- ☐ Existing and proposed interior roads, outlots, parking, and driveways
- ☐ Open space areas, common elements, and limited common elements
- ☐ Drainage areas, floodplains, rivers, streams, lakes, forested areas, and any other natural features
- ☐ Navigable water bodies and ordinary high water mark elevations
- ☐ Any distinct vegetative boundaries
- ☐ Existing and proposed two-foot contours for all areas of major excavation, filling, cutting, or extensive grade changes

Project Narrative Should Include (if applicable):

- ☐ Operational Plan
 - ☐ Type of operation
 - ☐ Daily business activities
 - ☐ Hours of operation
 - ☐ Number of proposed employees
 - ☐ Size of area involved
 - ☐ Extent of development
 - ☐ Vehicular traffic patterns
 - ☐ Parking
 - ☐ Number of animal units
- ☐ Time and lengths of construction phases
 - ☐ Start-up and completion dates for installation of all infrastructure and improvements
- ☐ Check for Wetlands
 - ☐ Wetland delineation report
 - ☐ GIS shapefiles of wetland boundary (email to plansec@townoftroy.com)
- ☐ Densities of dwelling units
 - ☐ Total number of units by type
- ☐ Description of legal measures for any easements, dedications, etc.
- ☐ Drainage plan
- ☐ Describe water supply to service project
- ☐ Landscape Plan
 - ☐ Locations of landscape areas
 - ☐ Preliminary plants to be used
 - ☐ Describe screening buffers
- ☐ Screening, tree cutting, earthmoving, dust, noise, odors, air and water pollution, fire, explosions, glare, heat radioactivity, electrical disturbance or vibration

GENERAL INFORMATION ON CONDITIONAL USE PROCEDURES

This information is provided to assist the applicant in applying for Conditional use approvals.

Application Requirements:

Ten copies of a completed application, supporting documents and fees must be submitted to the Planning Commission Secretary as per the Town of Troy Planning Commission fee schedule.

Incomplete applications will not be accepted. All legal descriptions, plans, and supporting information must be submitted with the application. It is important to check the application form and information check list for the type of information that may be needed with the application. The application must contain the original signatures of the owner.

Due to publication requirements, complete applications must be received prior to, or on the deadline date established by the Town of Troy Planning Commission.

Any changes to the character, intensity, or use of the site, not capable of being discerned by the planning commission as consistent with information provided at the original public hearing and the existing conditional use approval must be brought back before the Town of Troy Planning Commission for a new conditional use hearing.

Town of Troy Planning Commission

The Commission conducts regularly scheduled meetings on the first Wednesday of each month.

It is necessary for the applicant or a representative to be present at the hearing.

The Commission considers, reports and recommends to the Town Board on all matters referred to the Commission.

Town Board

The County Zoning Agency needs Town recommendations regarding proposed conditional uses prior to decision making.

If you have further questions regarding the procedures, please contact the Planning Commission Secretary at 262-642-5292.