



# COUNTY OF KENOSHA

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Division of Planning and Development

# CONDITIONAL USE PERMIT PROCEDURES



KENOSHA COUNTY

DEPARTMENT OF PLANNING  
AND DEVELOPMENT



# COUNTY OF KENOSHA

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## Division of Planning and Development

### CONDITIONAL USE PERMIT PROCEDURES

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1. Contact the Department of Planning & Development and check with staff to determine if your proposed use is a permitted use, an accessory use or a conditional use. If it is a conditional use, then a conditional use permit must be applied for and received prior to occupying or using the site for that use. Note: If the proposed conditional use is part of a proposed land division see the Certified Survey Map Information and Procedures. If the proposed conditional use is part of a proposed rezoning petition see the Rezoning Application Form.

2. Contact the Department of Public Works & Development and schedule a pre-conference meeting, which is required for all conditional use permit requests.

Meeting Date: \_\_\_\_\_

3. Complete and submit the Kenosha County Conditional Use Permit Application by the filing deadline (see Planning, Development & Extension Education Committee Schedule handout).

4. Submit a copy of the date-stamped application to your local township for placement on the agenda of the Town Planning Commission and Town Board, which recommends action to the County Planning, Development & Extension Education Committee. Keep a copy for your records.

5. Attend the Town Planning Commission and the Town Board meetings. **NOTE:** You must attend or the Town will not be able to act on your request.

Town Planning Commission meeting date (tentative): \_\_\_\_\_

Town Board meeting date (tentative): \_\_\_\_\_

6. Attend the Planning, Development & Extension Education Committee public hearing. **NOTE:** You must attend or the Planning, Development & Extension Education Committee will not be able to act on your request. At this meeting you will be asked to brief the Committee on your request.

Kenosha County Planning, Development & Extension Education Committee meeting date: \_\_\_\_\_  
(tentative)

7. If denied by the Kenosha County Planning, Development & Extension Education Committee you have thirty (30) days to file an appeal with circuit court.

8. If approved you may proceed with obtaining site plan approval (site plan layout, stormwater, landscaping, lighting, parking/paving etc...).

9. Apply for and obtain any necessary zoning permit(s) for construction (i.e. new buildings, building additions, signage, fencing, etc...) with the Kenosha County Department of Planning and Development.

10. Apply for any obtain any necessary building permit(s) for construction (i.e. new buildings, building additions, signage, fencing, etc...) with you respective township.

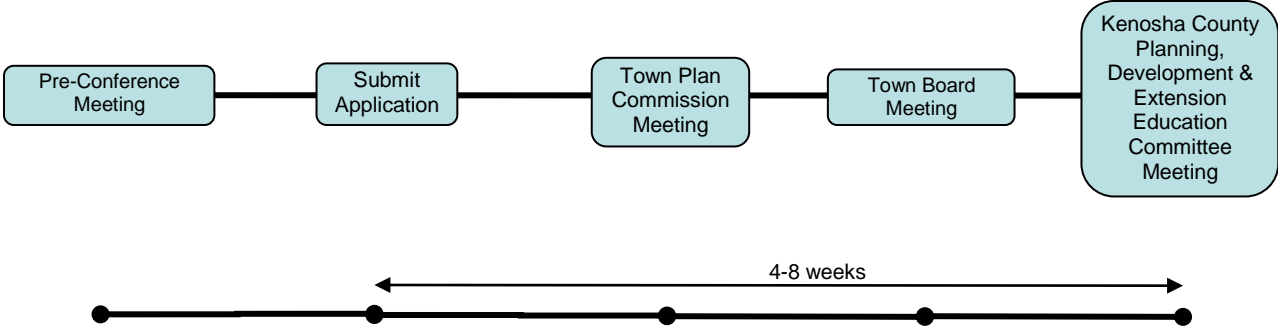
11. Complete any obligations for foundation survey, waiver of liability of foundation survey, stormwater as-built requirement and/or certificate of occupancy.

**IMPORTANT TELEPHONE NUMBERS**

Kenosha County Center  
 Department of Public Works & Development Services  
 19600 - 75<sup>th</sup> Street, Suite 185-3  
 Bristol, Wisconsin 53104-9772

Division of Planning & Development (including Sanitation & Land Conservation).....	<b>857-1895</b>
Facsimile #.....	857-1920
Public Works Division of Highways .....	857-1870
Administration Building	
Division of Land Information.....	653-2622
Brighton, Town of .....	878-2218
Paris, Town of .....	859-3006
Randall, Town of.....	877-2165
Somers, Town of .....	859-2822
Wheatland, Town of.....	537-4340
Wisconsin Department of Natural Resources - Sturtevant Office .....	884-2300
Wisconsin Department of Transportation - Waukesha Office .....	548-8722

**Conditional Use Permit Timeline**



For Reference Purposes



# COUNTY OF KENOSHA

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## Division of Planning and Development

### CONDITIONAL USE PERMIT APPLICATION

**(a) Property Owner's Name:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail (optional): \_\_\_\_\_

Note: Unless the property owner's signature can be obtained in the above space, a letter of agent status signed by the legal property owner must be submitted if you are a tenant, leaseholder, or authorized agent representing the legal owner, allowing you to act on their behalf.

**(b) Agent's Name (if applicable):**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail (optional): \_\_\_\_\_

**(c) Architect's Name (if applicable):**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail (optional): \_\_\_\_\_

**(d) Engineer's Name (if applicable):**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail (optional): \_\_\_\_\_

**CONDITIONAL USE PERMIT APPLICATION**

**(e)** Tax key number(s) of subject site:

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Address of the subject site:

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**(f)** Plan of Operation (or attach separate plan of operation)

Type of structure:

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Proposed operation or use of the structure or site:

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Number of employees (by shift): \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Any outdoor entertainment? If so, please explain: \_\_\_\_\_

Any outdoor storage? If so, please explain: \_\_\_\_\_

Zoning district of the property: \_\_\_\_\_

**(g)** Attach a plat of survey prepared by a land surveyor registered by the State of Wisconsin or site plan drawn to scale and approved by the Department of Planning & Development showing all of the information required under section 12.05-1(h)3 for a zoning permit. In addition, the plat of survey or site plan layout shall show the location, elevation and use of any abutting lands and the location and foundation elevations of structures within 50 feet of the subject site; soil mapping unit lines; ordinary high water mark, historic high water marks and floodlands on or within 50 feet of the subject premises, and existing and proposed landscaping.

**CONDITIONAL USE PERMIT APPLICATION**

For conditional use permit applications that are made within shoreland and floodland areas, such description shall also include information that is necessary for the County Planning, Development & Extension Education Committee to determine whether the proposed development will hamper flood flows, impair floodplain storage capacity, or cause danger to human, animal or aquatic life. This additional information may include plans, certified by a registered professional engineer or land surveyor, showing existing and proposed elevations or contours of the ground; fill or storage elevation; basement and first floor elevations of structures; size, location, and spatial arrangement of all existing and proposed structures on the site; location and elevation of streets water supply and sanitary facilities; aerial photographs, and photographs showing existing surrounding land uses and vegetation upstream and downstream; soil types and any other pertinent information required by either the Planning, Development & Extension Education Committee or the Office of Planning and Zoning Administration:

**(h)** The Kenosha County Department of Planning & Development may ask for additional information.

**(i)** The fee specified in Section 12.05-8 of this ordinance.

Request for Conditional Use Permit ..... \$780.00

(For other fees see the Fee Schedule)

**ATTACH BUSINESS  
SUMMARY HERE**

ATTACH TO-SCALE MAP OF  
PROPERTY SHOWING SITE  
PLAN OF OPERATION HERE