Application fee: **$300.00**
+ Professional Service Fees
Receipt No. _____
Date _____
Staff _____

APPLICATION FOR CONDITIONAL USE PERMIT

This application applies to both new and alterations/modifications of Conditional Use Permits.

Applicant:
Name: _____
Address: _____
Phone No. (____) _____ Email: _____
Owner Name (if different): _____
Owner Name: _____
Owner Address: _____
Owner Phone No. (____) _____ Owner Email: _____

Business Name: _____
Conditional Use Permit Site Address: _____
Landowner of Record: _____
Address: _____
Phone No. (____) _____ Email: _____

Architect:
Name: _____
Phone No. (____) _____ Email: _____

Engineer or Contractor:
Name: _____
Address: _____
Phone No. (____) _____ Email: _____

Lot Size _____ acres
Lot street frontage width _____
Lot dimensions _____

Location ___ 1/4 Sec. _____
Current zoning _____
Does current zoning permit the intended use? _____

Days and Hours of Business Operation: _____
Number of Employees: _____
This use will be in _____ existing building(s) _____ new building(s)

Describe specifically the nature of the proposed business and the proposed use of the existing or new building(s) (attach additional pages as necessary).

_____
_____

This application is based upon the Town of Cedarburg Zoning Code and is subject to revision.

Applicant Signature: _____ Date: _____

Owner Signature (if different) _____ Date: _____

The Conditional Use permit process and requirements are as follows:

Please note:

- ✓ Materials **must** be submitted **four weeks** before the desired meeting date; see the meeting schedule on the Town website for submittal deadlines.
- ✓ Incomplete applications will not be accepted and/or processed.
- ✓ The process **may take 2-4 months** because of meeting schedules and associated legal notices and public hearing requirements.
- ✓ Reimbursement agreement must be submitted at the time of application submittal, or prior to engaging professional services staff, or the application will be considered incomplete.

Step 1: Submittal. This application, fee, reimbursement agreement, and other materials listed below must be submitted four weeks before the Plan Commission meeting. This application requires a $300 base application fee, as well as a fee to reimburse the actual cost to the Town of Cedarburg and/or consultants for professional services related to the application. If the application requires consulting planner or other professional services review prior to application submittal, the reimbursement agreement must be completed and submitted prior to the consulting planner or other professional services being engaged. Applications for conditional use permits shall be made to the Clerk or their designee. If the consulting planner is accepting the materials, a scheduled submittal meeting at Town Hall may be required to ensure a complete application is submitted to encourage a smooth application process.

Step 2: Public Hearing notices occur. Class 2 notice occurs in the News Graphic prior to the Plan Commission meeting. The owners of record in whole or in part as listed in the office of the Ozaukee County Register of Deeds and who are situated within 1,000 feet of the boundaries of the properties affected shall be sent a notice postmarked at least 10 days prior to the date of consideration by the Plan Commission.

Step 3: Plan Commission Meeting. The next step is placement on a Plan Commission meeting agenda at which the applicant or their agent should attend the meeting. The Plan Commission will conduct a public hearing at this meeting, and may make a recommendation to the Town Board regarding the application. The Plan Commission may also ask the applicant to modify the plan and return for another Plan Commission review. The Plan Commission shall make an advisory recommendation to the Town Board within 30 days of the public hearing unless extended by the applicant. If such recommendation has not been forwarded to the Town Board by the Plan Commission within the time prescribed, the Town Board may act without such recommendation. In making its recommendation to the Town Board, the Plan Commission shall evaluate each application and may request assistance from any source which can provide technical assistance in order to ensure the standards of approval of §320-51 are met. The Plan Commission may recommend conditions such as landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, planting screens, signs, operation control, hours of operation, improved traffic circulation, deed restrictions, highway access restrictions, increased yards or parking requirements. These or other conditions may be required by the Town Board upon its finding that these are necessary to fulfill the purpose and intent of Article V.

Step 4: The Town Board will consider final action to approve, approve with conditions, or to deny the conditional use permit application. Prior to the granting of any conditional use, the Town Board may stipulate such conditions and restrictions upon the establishment, location, construction, maintenance and operation of the conditional use as deemed necessary to promote the public health, safety and general welfare of the community and to secure compliance with the standards and requirements specified in §320-46D and §320-51.

Step 5: If approved, your conditional use permit will be signed by an authorized Town staff person or designee. The conditional use permit will become valid following the Town recording the conditional use permit with the office of the Ozaukee County Register of Deeds (recording fees shall be paid by the applicant). In addition, the Town of Cedarburg shall keep a record of all such conditional uses and permits which shall be available to the public.

REQUIRED MATERIALS: The first two items must be submitted (one electronic copy and two hard copies). Additional materials may be required as necessary (See §320-48).

1. Plat of survey showing the location, dimensions, boundaries, and size of the subject site; existing and proposed structures; architectural plans; neighboring uses; parking areas; driveway locations; easements; loading areas; highway access; traffic generation and circulation; drainage; sewerage and water systems, and the proposed operation/use of the site.
2. Full-color rendering or photos of the building facades (elevation), and materials.
   - ✓ Landscape plan, **if necessary**.
   - ✓ Stormwater run-off plan for 100-year storm event as well as water retention/detention plans, **if necessary.**
   - ✓ Sign plan proposal and application based upon Town Code, **if necessary**.
   - ✓ The applicant shall apply for and obtain approvals from all other necessary regulatory agencies, such as Ozaukee County, State of Wisconsin, and the U.S. Army Corps of Engineers, and file them with the Town Clerk once obtained.

REQUIRED FOR ALL NEW CONSTRUCTION APPLICANTS:

1. The plat of survey should be prepared by a registered land surveyor so the Town can verify that your project meets the required setbacks.
2. Architectural plans, site plans, and landscape plans must be submitted.
3. A stormwater run-off plan.

NOTES:

1. Design standards under §320-10 I. may apply.
2. The Town Board, Plan Commission, Town Staff, Town Attorney, consultants, Fire Department, or Building Inspector may require other information.
3. Other agencies. The applicant shall apply for and obtain approvals from all other necessary regulatory agencies, such as Ozaukee County, State of Wisconsin, and the U.S. Army Corps of Engineers, and file them with the Town Clerk once obtained.
4. Floodplain regulations. Conditional use applications shall not violate floodplain regulations as established by Ozaukee County and/or the Wisconsin Department of Natural Resources (WDNR) and/or the Federal Emergency Management Agency (FEMA).
5. Architectural treatment. Proposed architectural treatment will be in general consistency with surrounding uses and the landscape. To this end, the Town Board, following a recommendation from Plan Commission, may require the use of certain general types of exterior construction materials and/or architectural treatment.
6. Validity. Where the Town Board has approved or conditionally approved an application for a conditional use, such approval shall become null and void 12 months after the date of the Board's action unless the use is commenced, construction is underway, or the current owner possesses a valid building permit under which construction is commenced within six months of the date of issuance and which shall not be renewed unless construction has commenced.
7. Alteration of conditional use. No alteration of a conditional use shall be permitted unless approved by the Town Board after recommendation from the Plan Commission.

Updated 11/2026