

## **City of Stoughton Procedural Checklist for Conditional Use Review and Approval (Requirements per Section 78-905)**

This form is designed to be used by the Applicant as a guide to submitting a complete application for a conditional use *and* by the City to process said application. Parts II and III are to be used by the Applicant to submit a complete application; Parts I - IV are to be used by the City when processing said application.

Name of Applicant: \_\_\_\_\_

Address & Phone of Applicant: \_\_\_\_\_

Conditional Use Requested: \_\_\_\_\_

Property Address: \_\_\_\_\_

### **I. Record of Administrative Procedures for City Use**

Meetings with Staff:

Date of Meeting: \_\_\_\_\_ Met with: \_\_\_\_\_.

Date of Meeting: \_\_\_\_\_ Met with: \_\_\_\_\_.

Application form filed with Zoning Administrator Date: \_\_\_\_\_.

Application fee of \$\_\_\_\_\_ received by Zoning Administrator Date: \_\_\_\_\_.

If necessary, reimbursement of consultant costs agreement executed: Date: \_\_\_\_\_.

### **II Application Submittal Packet Requirements for City and Applicant Use**

Prior to submitting the final complete application as certified by the Zoning Administrator, the Applicant shall submit an initial draft application for staff review, followed by one revised final application based upon staff review and comments.

*Application (1 copy to Zoning Administrator)* Date: \_\_\_\_\_.

- (a) A map of the proposed conditional use:**
  - Map and all its parts are clearly reproducible with a photocopier.
  - Map size of 11" by 17" and map scale not less than one inch equals 100 ft.
  - All lot dimensions of the subject property provided.
  - Graphic scale and north arrow provided.
  
- (b) A map, such as the Planned Land Use Map, of the generalized location of the subject property in relation to the City as a whole.**

- (c) **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.**
  
- (d) **A site plan (conforming to the requirements of Section 78-908(3)) of the subject property as proposed for development OR if the proposed conditional use is a large development (per Sections 78-205(11)) or a group development (per Section 78-205(12)) a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan per Section 78-908.**
  
- (e) **Written justification for the proposed conditional use:**
  - Indicating reasons why the Applicant believes the proposed conditional use is appropriate with the recommendations of the City of Stoughton Comprehensive Plan, particularly as evidenced by compliance with the standards set out in Section 78-905(4)

**III Justification of the Proposed Zoning Ordinance Amendment for Applicant Use**

1. How 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 Stoughton Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

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2. How is the proposed conditional use, in its specific location, in harmony with the proposed, goals, objectives, policies and standards of the City of Stoughton Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

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3. Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see Section 78-905(3)(d)), result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, 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 as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map ordinance adopted or under consideration pursuant to official notice by the City or other governmental agency having jurisdiction to guide development?

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4. How does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

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5. 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?

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6. Do the potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use (as identified in Subsections 78-905(4)(b)1.5.), after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts?

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**IV. Final Application Packet Information for City Use**

Receipt of (8.5” by 11” text and 11” by 17” graphics) Date: \_\_\_\_\_  
copies of final application packet by Zoning Administrator

Notified Neighboring Property Owners (within 300 feet) Date: \_\_\_\_\_

Notified Neighboring Township Clerks (within 1,000 feet) Date: \_\_\_\_\_

Class 2 legal notice sent to official newspaper by Planning Staff Date: \_\_\_\_\_

Class 2 legal notice published on \_\_\_\_\_ and \_\_\_\_\_.

Conditional Use recorded with the County Register of Deeds Office: Date: \_\_\_\_\_.