CITY OF FOND DU LAC

ZONING PETITION – SPECIAL USE PERMIT

PROPERTY ADDRESS: _____

Tax Key Number if vacant land: _____

Petitioner: _____
(Name) (Address)

Petitioner Phone Number: _____

Email Address: _____

Property Owner: _____
(If not the same as Petitioner) (Name) (Address)

Property zoning classification:

- ☐ R-1 (Single Family Residential)
- ☐ R-2 (Two-Family Residential)
- ☐ R-3 (Central Area Residential)
- ☐ R-4 (Multifamily Residential)
- ☐ C-1 (Central Business District)
- ☐ C-2 (General Business District)
- ☐ CR (Commercial-Recreation)
- ☐ O (Office)
- ☐ M-1 (Industrial)
- ☐ M-BP (Industrial – Business Park)
- ☐ S-W (Shoreland-Wetland)
- ☐ A (Agricultural)

- ☐ S (Shoreland Overlay District)
- ☐ EB-O (East Branch Overlay District)
- ☐ WHP-O (Wellhead Protection Overlay District)
- ☐ DD-O (Downtown Design Overlay District)

Existing Land Use and/or Development:

- ☐ RESIDENTIAL
- ☐ COMMERCIAL
- ☐ INDUSTRIAL
- ☐ OTHER _____

Description of Existing Land Use and/or Development:

_____

Proposed Land Use and/or Development:

- ☐ NEW CONSTRUCTION
- ☐ REMODEL/REUSE EXISTING BUILDING
- ☐ OTHER _____

DESCRIPTION OF PROPOSED DEVELOPMENT OR LAND USE:

_____

_____

_____

Proposed time schedule for development and/or use of the property: _____

PETITIONER SIGNATURE _____

CITY OF FOND DU LAC

SPECIAL USE PERMIT SUBMITTAL REQUIREMENTS

Refer to the *Plan Commission Timetable* for application submittal deadlines and meeting dates.

Application

Site Plan

A site plan must include all boundaries of the property and depict the location of existing and proposed structures, setback measurements, buildings to be demolished, driveway and parking areas, adjacent streets and alleys.

Filing Fee (Non-refundable): $300

ELECTRONIC SUBMITTAL OF APPLICATION

The submittal of a special use permit application via email is acceptable, with payment of the filing fee in person or via postal service. Please contact the Community Development office at (920) 322-3440 prior to submittal. Applications should be submitted to: jdahlin@fdl.wi.gov

Plan Commission Meeting

The Plan Commission meets once each month at 5:30 p.m. in Meeting Rooms D-E (first floor) of the City-County Government Center at 160 South Macy Street. Please refer to the *Plan Commission Timetable* for the meeting schedule. The petitioner should attend the meeting to present his/her proposal to the Plan Commission and answer any questions.

City Staff Review: A special use permit proposal is reviewed by Community Development staff to determine conformance with zoning requirements, development standards, long term land use plans and neighborhood impact. An analysis of a proposal with a recommendation for approval or denial is prepared for the Plan Commission. The staff memo is provided to the petitioner in advance of the Plan Commission meeting.

Plan Commission Action: The Plan Commission's recommendation for approval or denial of a special use permit considers information provided by the petitioner, a technical analysis and evaluation of the proposed special use permit prepared by Community Development staff, correspondence received in advance of the public meeting and testimony received at the public meeting.

The Plan Commission is advisory to the City Council. The findings of the Plan Commission are reviewed by the City Council at its regular meeting the week following the Plan Commission meeting.

Special Use Permit Approval

A special use permit approval is valid for one year - construction of the land use or activity must begin within one year from the date the permit was granted by the City Council and shall continue with due diligence or the permit will be null and void. A one-year extension to an approved special use permit may be administratively authorized by the Community Development Department with the submittal of a written request prior to expiration of the approved special use permit, setting forth the facts which require an extension.

PLAN COMMISSION TIMETABLE - 2014

Special Use Permits * Rezonings * Plats

Filing Deadline (4:30 p.m.) (Friday)	**PLAN COMMISSION Meeting Date**
Dec 27, 2013	**Jan 13, 2014**
Jan 31, 2014	**Feb 17, 2014**
Feb 28, 2014	**Mar 17, 2014**
Mar 28, 2014	**Apr 14, 2014**
May 2, 2014	**May 19, 2014**
May 30, 2014	**June 16, 2014**
June 27, 2014	**July 14, 2014**
Aug 1, 2014	**Aug 18, 2014**
Aug 29, 2014	**Sept 15, 2014**
Sept 26, 2014	**Oct 13, 2014**
Oct 31, 2014	**Nov 17, 2014**
Nov 21, 2014	**Dec 8, 2014**
Jan 2, 2015	**Jan 19, 2015**