



City of Fond du Lac

# SPECIAL USE PERMIT

## Application

**PROPERTY LOCATION:** \_\_\_\_\_

Tax Key Number (Vacant Land): FDL- \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_

| Project Applicant   |      |              |          |
|---|------|--------------|----------|
| Name  |      |              |          |
| Mailing Address   | City | State        | ZIP Code |
| Email Address   |      | Phone Number |          |
| Landowner (Complete this information if the project applicant is not the property owner.)   |      |              |          |
| Name  |      |              |          |
| Mailing Address   | City | State        | ZIP Code |
| Email Address   |      | Phone Number |          |
| Landowner Certification   |      |              |          |
| <p>If the person requesting the special use permit is not the owner of the property affected by the proposal, the consent of the landowner is necessary. Refer to the LANDOWNER AUTHORIZATION form included with the special use permit application packet.</p> |      |              |          |

Description of present use of property:

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Description of proposed use of property and/or proposed site development:

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Time schedule for use and/or development of the property: \_\_\_\_\_

**PROJECT APPLICANT SIGNATURE** \_\_\_\_\_

## SPECIAL USE PERMIT

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

### Checklist for submittal of a special use permit request:

- Project Application + Filing Fee (\$400)**  
The application must provide information of the existing land use and for the proposed land use or development. Operational details and information to describe the use may be provided in an attachment to the project application. Operational details should include the hours of business operation, number of employees, expected demand for parking, etc.
- Site Photos:** Provide photos of the project site to show existing property conditions.
- Site Map:** Plat map, vicinity map or certified survey map.
- Site Plan:** A conceptual site plan is required for a special use permit proposal to show the potential site development and/or changes to existing property conditions. Some proposals may require building elevation drawings or other design details.

## Application Submittal

A special use permit application may be filed at the City of Fond du Lac Community Development office located on the 4<sup>th</sup> floor of the City-County Government Center or it may be submitted electronically via email: [CD@fdl.wi.gov](mailto:CD@fdl.wi.gov)

**For applications submitted via email, please call 920-322-3440 to confirm receipt of electronic submittal.**

Payment of the application fee must be received prior to the application filing deadline. Payment may be submitted via postal delivery, in person, or deposited in one of the City payment boxes at the City-County Government Center.

Mailing address: City of Fond du Lac – Community Development Department  
160 S Macy Street, PO Box 150  
Fond du Lac, WI 54936-0150

## Plan Commission Meeting

**Meeting Date:** The Plan Commission meets monthly at 5:30 p.m. in Meeting Room A of the City-County Government Center, 160 S Macy Street. Meeting dates are listed in the *Plan Commission Timetable*. The project applicant or a representative must attend the Plan Commission meeting to present the special use permit request and answer questions regarding the proposal. Public comment will be invited at the Plan Commission meeting.

**Public Notification:** Owners of property in the vicinity of the site affected by the special use permit proposal are notified by the City Clerk via mail. The public hearing notice explains the proposal and provides information for the Plan Commission meeting.

**Project Review:** The purpose of a special use permit is to assure compatibility between land uses. City staff analyzes a proposal and prepares a recommendation for the Plan Commission. The project analysis considers the location of the affected property, surrounding uses, and the operational details of a proposed use. The project analysis and recommendation is provided to the applicant in advance of the public meeting.

**Plan Commission:** The Plan Commission is charged with the authority to approve or deny a special use permit request. The Plan Commission's decision must be supported by substantial evidence; personal opinion, speculation or uncorroborated hearsay does not meet the test for substantial evidence. Where a special use permit request is denied by the Plan Commission, the same application may not be submitted less than one year from the date of denial. In the event an applicant wishes to contest the decision of the Plan Commission, the applicant may submit a written appeal to the Board of Appeals.

**Special Use Permit Time Limitation:** A special use permit is valid for a period of one year from the date of approval. Construction of the land use or activity must begin within the one year period and continue with due diligence or the permit will be null and void. A one-year extension may be authorized by the Community Development Department with the submittal of a written request prior to expiration of the special use permit, setting forth the facts that require an extension.

Plan Commission meeting agendas and minutes may be viewed on the City's website: [www.fdl.wi.gov](http://www.fdl.wi.gov)

**FOR INFORMATION OR ASSISTANCE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT: (920) 322-3440**

# LANDOWNER AUTHORIZATION

**TO: City of Fond du Lac**  
**Community Development Department**

**Re: SPECIAL USE PERMIT PROPOSAL**

**LOCATION:** \_\_\_\_\_  
PROPERTY ADDRESS AND/OR TAX KEY NUMBER

**The undersigned** \_\_\_\_\_ **is the owner of property**  
NAME OF PROPERTY OWNER (PLEASE PRINT)  
**referenced above. The undersigned authorizes** \_\_\_\_\_  
**to sign and file an application for a Special Use Permit that affects the referenced**  
**property.**

\_\_\_\_\_  
SIGNATURE OF LAND OWNER OR AUTHORIZED AGENT

\_\_\_\_\_  
DATE

## PLAN COMMISSION TIMETABLE 2024

(1<sup>st</sup> Monday after the 2<sup>nd</sup> Wednesday of the Month)

| <b>Application Filing Deadline</b><br>12:00 pm<br>(Friday) | <b>Agenda Distribution</b><br>(Thursday) | <b>PC Meeting</b><br>5:30 pm - Monday<br>Meeting Room A |
|--|--|---|
| Dec 29, 2023   | Jan 11, 2024                             | <b>Jan 15, 2024</b>                                     |
| Jan 26, 2024   | Feb 15, 2024                             | <b>Feb 19, 2024</b>                                     |
| Feb 23, 2024   | Mar 14, 2024                             | <b>Mar 18, 2024</b>                                     |
| Mar 22, 2024   | Apr 11, 2024                             | <b>Apr 15, 2024</b>                                     |
| Apr 19, 2024   | May 9, 2024                              | <b>May 13, 2024</b>                                     |
| May 24, 2024   | June 13, 2024                            | <b>June 17, 2024</b>                                    |
| June 21, 2024  | July 11, 2024                            | <b>July 15, 2024</b>                                    |
| July 26, 2024  | Aug 15, 2024                             | <b>Aug 19, 2024</b>                                     |
| Aug 23, 2024   | Sep 12, 2024                             | <b>Sep 16, 2024</b>                                     |
| Sep 20, 2024   | Oct 10, 2024                             | <b>Oct 14, 2024</b>                                     |
| Oct 25, 2024   | Nov 14, 2024                             | <b>Nov 18, 2024</b>                                     |
| Nov 15, 2024   | Dec 5, 2024                              | <b>Dec 9, 2024</b>                                      |
| Dec 20, 2024   | Jan 9, 2025                              | <b>Jan 13, 2025</b>                                     |