



PIERCE COUNTY WISCONSIN

DEPARTMENT OF LAND MANAGEMENT & RECORDS

Pierce County Courthouse
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Ellsworth, WI 54011
ZONING OFFICE 715-273-6747
PLANNING OFFICE 715-273-6746
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www.co.pierce.wi.us

Pierce County CONDITIONAL USE PERMIT Application

APPLICABILITY: A conditional use permit is required within a zoning district for a use that is listed as a “Conditional Use” on the Pierce County Zoning Code’s Table of Uses.

Pierce County Zoning Code § 240.88 defines a ‘conditional use permit’ as, “A permit, issued by the Land Management Committee, stating that a use permitted as a conditional use may be established, expanded or enlarged subject to any conditions placed on the authorization and the provision of this chapter.”

APPLICATION: Applicants are encouraged to meet with Department staff for a pre-application conference. The application for a conditional use permit must be complete and received by the Department in order to be processed. A general checklist is as follows:

- Contact, Site, and Zoning Information (Page 1);
- Written statement specifically describing the proposed use (Page 2);
- Affidavit, Authorization to Examine Premises and Certification of Information Form (Page 3);
- Plot plan (Page 4);
- Town Recommendation Form – Town Plan Commission Approval *may be* needed prior to Town Board Approval.
- Site development plan, grading plan, erosion control plan (if applicable); and,
- Fee: \$300.

REVIEW PROCESS: A conditional use permit authorizes a land use in Pierce County and is subject to conditions and limitations which may be placed upon it to protect public health, safety, and welfare. Conditions are established by the Land Management Committee (or Board Adjustment if located within the St. Croix Riverway District) following a public hearing to give the applicant, local officials, and neighbors the opportunity to discuss the proposal. An application may be denied if the Land Management Committee decides that the use is not appropriate at the proposed location.

The Land Management Committee may, in approving an application for a conditional use permit, impose such restrictions and conditions that it determines are required to prevent or minimize adverse effects from the proposed use or development on other properties in the neighborhood and on the general health, safety and welfare of the county. Such conditions may include, but not limited to financial sureties, activities which may take place, hours of operation, access provisions, required landscaping, limits or size of structures or operations, and requirements for renewals. The Land Management Committee may limit the use of land to one specific use permitted in the zoning district for which the conditional use permit is sought. Failure to comply with a condition is grounds for revoking the permit. The property owner may apply for amended conditions on future dates should the proposed use need to expand or change. Amendments require another public hearing.

APPEAL RIGHTS: Any applicant who is aggrieved by conditional use permit decisions issued by the Land Management Committee may, within 30 days of the filing of each such decision in the office of the Zoning Administrator, file a certiorari review action with the Pierce County Circuit Court.

For specific information regarding Conditional Use Permits, read Pierce County Zoning Code § 240-76. This chapter can be purchased at our office or reviewed on our website listed above.

Working today for a better tomorrow

CONTACT INFORMATION:

Property Owner _____ Contact/Agent (if not owner) _____
 Mailing Address _____ Mailing Address _____

 Daytime Phone (_____) _____ Daytime Phone (_____) _____

SITE INFORMATION:

Property Location: Lot _____, Block _____, Subdivision/CSM _____ being part of the
 _____ ¼ of the _____ ¼, Section _____, Town _____ N, Range _____ W, Town of _____,
 Pierce County, WI. Site address: _____
 Parcel Identification # _____ - _____ - _____ Computer # _____

ZONING INFORMATION:

Zoning District (Check one):

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Exclusive Agriculture | <input type="checkbox"/> Primary Agriculture | <input type="checkbox"/> Ag-Residential | <input type="checkbox"/> General Rural |
| <input type="checkbox"/> General Rural Flexible | <input type="checkbox"/> General Rural Flexible-8 | <input type="checkbox"/> Rural Residential-8 | <input type="checkbox"/> Rural Residential-12 |
| <input type="checkbox"/> Rural Residential-20 | <input type="checkbox"/> Commercial | <input type="checkbox"/> Light Industrial | <input type="checkbox"/> Industrial |

Overlay District (Check one):

- | | | |
|---|---|--|
| <input type="checkbox"/> Floodplain | <input type="checkbox"/> Shoreland / Wetland | <input type="checkbox"/> Kinnickinnic River Blufflands |
| <input type="checkbox"/> St. Croix Riverway | <input type="checkbox"/> Planned Residential District | <input type="checkbox"/> Not Applicable |

Type of Conditional Use Permit (Check One):

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Antique Shop/Art Gallery | <input type="checkbox"/> Bed & Breakfast | <input type="checkbox"/> Farm & Home Business | <input type="checkbox"/> Home Occupation |
| <input type="checkbox"/> Family Day Care | <input type="checkbox"/> Boardinghouse | <input type="checkbox"/> General Retail & Services | <input type="checkbox"/> Home Business |
| <input type="checkbox"/> Retreat Centers | <input type="checkbox"/> Duplexes | <input type="checkbox"/> Riding Stables | <input type="checkbox"/> Roadside Stand |
| <input type="checkbox"/> Accessory Residence | <input type="checkbox"/> Manufactured Home Parks | <input type="checkbox"/> Private Outdoor Recreation | <input type="checkbox"/> Farm Market |
| <input type="checkbox"/> Separated Farm Residence | <input type="checkbox"/> Multiple-family Dwellings | <input type="checkbox"/> Kennels | <input type="checkbox"/> Airports |
| <input type="checkbox"/> Heavy Industrial Uses | <input type="checkbox"/> Light Industrial Uses | <input type="checkbox"/> Nonmetallic Mining | <input type="checkbox"/> Airstrips |
| <input type="checkbox"/> Private Institutional | <input type="checkbox"/> Sawmills/Planing Mills | <input type="checkbox"/> Mining, accessory uses | <input type="checkbox"/> Clean Fill Site |
| <input type="checkbox"/> Public Institutional | <input type="checkbox"/> Cemeteries | <input type="checkbox"/> Filling & Grading | <input type="checkbox"/> Sludge Disposal |
| <input type="checkbox"/> Signs [§240-60.N] | <input type="checkbox"/> Communication Tower<70ft | <input type="checkbox"/> Large Solar Energy System | <input type="checkbox"/> Solid Waste Facility |
| <input type="checkbox"/> Utility facilities>1000 sq. ft. | <input type="checkbox"/> Communication Tower>70ft | <input type="checkbox"/> Large Wind Energy System | <input type="checkbox"/> Salvage Yards |
| <input type="checkbox"/> Unspecified temporary uses | | <input type="checkbox"/> Temporary concrete or asphalt Plant | |
| <input type="checkbox"/> Tree removal Kinnickinnic River Bluff (§240-45) | | <input type="checkbox"/> Shoreland vegetation removal (§240-46) | |
| <input type="checkbox"/> Planned Residential Development (§240-47) | | <input type="checkbox"/> Nonconforming structure expansion [§240-67(2)] | |
| <input type="checkbox"/> St. Croix Riverway: land divisions, bed & breakfast, stairways & lifts | | | |
| <input type="checkbox"/> Other (Describe) _____ | | | |

For specific information regarding Conditional Use Permits, read Pierce County Zoning Code section listed above. This chapter can be purchased at our office or reviewed on our website listed above.

PROPOSED USE:

In the space below or in an attached narrative, describe the proposed use. Include information regarding present use of property, activities to be included, buildings and structures to be used, adjacent land uses, equipment to be operated, hours of operation, outside storage, number of employees, facilities to accommodate the public, and other information required by the Zoning Administrator.

Lined area for describing the proposed use.

I hereby certify that the above application and all attachments are true, correct, and complete to the best of my knowledge and belief.

Signed: _____ Date: _____

Attachments include: Plot Plan; Site development plan, grading plan, erosion control plan (if applicable); Town Recommendation/Approval Statement; Affidavit, Authorization to Examine Premises, and Certification of Information Forms; and, Fee: \$300.

LEAVE BLANK - FOR RECEIVING AGENCY USE ONLY	
Date Filed:	Signed: (Zoning Administrator)
Fee:	
Code Reference:	
Overlay District:	

AFFIDAVIT:

TO WHOM IT MAY CONCERN:

This affidavit is to verify, to the best of my knowledge, that the conditional use permit requested in the attached application does not violate any Deed Restriction.

Owner(s) Notarized Signature(s):

Acknowledgement:

<p>_____</p> <p>Owner Signature</p> <p>_____</p> <p>Owner Name - Printed</p> <p>_____</p> <p>Co-Owner Signature (if applicable)</p> <p>_____</p> <p>Please print Co-Owner Name (if applicable)</p>	<p>This instrument was acknowledged before me</p> <p>on this date _____ by _____</p> <p>_____</p> <p>NOTARY PUBLIC Signature</p> <p>_____</p> <p>Notary Public Name - Printed</p> <p>County of _____, State of Wisconsin.</p> <p>My commission expires: _____.</p>
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AUTHORIZATION TO INSPECT PREMISES:

I hereby authorize the Pierce County Department of Land Management & Records to inspect premises at:

(Address)

Date: _____

(Signature of Owner)

CERTIFICATION:

I hereby certify that I have been informed and understand that if I, my agent, or my attorney does not appear at the public hearing, and/or if I do not provide the information requested by the Zoning Administrator, the Board/Committee may dismiss the appeal or application or may dispose of the matter on the record before it.





Date: _____

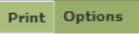
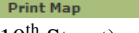


(Signature of Applicant/Appellant)

PLOT PLAN:

How to create a Plot Plan

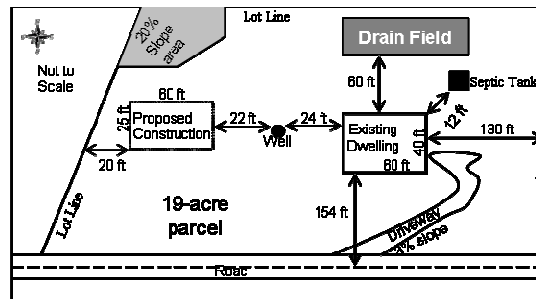
This Conditional Use Permit application requires a plot plan. A plot plan is a drawing that shows the entire construction site and all structures, existing and proposed. To assist creating a plot plan, follow these directions:


1. Find your property by going to Pierce County Home Page <http://www.co.pierce.wi.us/>.
2. From the horizontal list on top of the webpage, click on 'Tax & Land Information.'
3. In the middle of this webpage, click on 'Property Data Search.'
4. Type in the computer number, parcel address, or parcel owner, and then press 'Go.'
 - a. If you are taken to the Real Estate Tax Summary. Scroll down to the bottom of the page and click on 'Go to Map.'
 - b. If you are taken to a list of properties, find the correct address and click on the Map Icon. 
5. The computer will automatically go to the selected property. WebFusion is a program that will help generate your plot plan. A basic report caption shows up on the right side of the screen. To continue making the map, close out that caption by clicking on the upper right corner. 
6. On the left side of the screen is a tab labeled 'Map Layers Tab.' Click on the tab and a list of information will show up that you can add your map. Click inside the box to the left of Streams and Aerial Photograph. A check mark will appear inside the box and the information will show up on your map. Hide the tab by clicking on words 'Map Layers Tab' to the left of the screen.
7. Enlarge the parcel by clicking the "Zoom In" Magnifying Glass  tool at the top of the screen. After clicking this tool, use your mouse to left click and drag a boxed area over the selected parcel. Your computer will zoom into the area. If you zoomed in too far, click on the "Zoom Out" Magnifying Glass  tool, repeat the same process, and your computer will zoom out of that area.

8. Now print the map. At the top of the page, click on 'Print' and then 'Print Map.'   A print map caption will show up on the right of the screen. Give your map a title (i.e. John & Jane Doe, N111 – 410th Street). Click on 'Generate Map.' The computer should automatically show you a .PDF document. There are three ways to print the document: a. Go to File, Print, and select your printer. b. Choose the  printer icon to the left of the screen and then select your printer, or c. Choose the  printer icon to the upper right of the screen and then select your printer.

9. The figure to the right is an example of information to draw on to the plot plan. On your printed map, please indicate the following:

- Location & size of proposed construction
- Lot dimensions and lot size
- Locate & label road and any easements
- All existing structures.
- Slopes greater than 20%
- Driveway slope (must be 12% or less)
- Waterways and Floodplains (staff in the office will help with this)
- Distances from construction to roads, well, septic tank, drain field, lot lines, and waterways. This can be measured from your computer screen. First, close out the map you created. Go to the top and middle of your screen and



select the measuring  tool.

*** Note:** If you need assistance with task #9, bring your map to the Land Management Department and ask staff for assistance. If you need assistance using WebFusion, please feel free to call our office at the phone numbers above.

10. Please attach an approved State, County, or Town Driveway Permit if this requires new access to the parcel.
11. Sign your name as owner or agent to the bottom of the WebFusion Plot Plan. Put the date next to your signature.
12. Bring this map to the Land Management Department.

Add additional pages to the application, if necessary. Please number the pages.

Town Recommendation Form

Request: Conditional Use Permit Plat Approval—Concept, Preliminary, Final (Circle One)
 Map Amendment - (Rezone) Other - _____

Applicant/Agent:

Name _____

Site Address (if applicable) _____

Property Description: _____ ¼ of the _____ ¼, Section _____, T _____ N, R _____ W, Lot _____, Block _____,
Subdivision _____ Town of _____

Computer # _____ - _____ - _____ Parcel # _____

Zoning District _____ Acreage _____

A town recommendation is required as part of the application for a rezone (map amendment) or a conditional use permit. This recommendation is necessary whether a town has adopted a comprehensive plan or has not. Pierce County will seek to further each Town's planning goals when considering the establishment of conditionally permitted uses and when considering approval of a request for a rezone or map amendment.

Pierce County will consider adherence to the goals, objectives, and policies of an adopted or amended town comprehensive plan to be consistent with the "public interest" for decisions relating to that Town. In cases where an adopted plan gives guidance regarding the establishment of a proposed conditional use, the specific portion of the plan relating to the request should be referenced. If a town plan is silent regarding the establishment of a proposed use, or a town has not adopted a comprehensive plan, the recommendation will be advisory in nature.

Pierce County will approve re-zonings (map amendments) within a given town only when the proposed amendment is consistent with that town's comprehensive plan. The specific portion of the plan which supports the rezone request should be referenced. It should be noted that if a town's comprehensive plan is silent on a proposed rezone, approval cannot be granted unless consistency is achieved through plan amendment. In cases where a town has not adopted a comprehensive plan, a rezoning request will be considered based upon its consistency with the Pierce County Comprehensive Plan. In such cases, a town's recommendation regarding the proposed rezone will be used to assist the Land Management Committee in evaluating applicable goal statements. Questions regarding the need for a Town Recommendation and its use should be directed to Land Management Department Staff at (715) 273-6746.

Town Recommendation: _____ Approval _____ Denial

Justification/Plan Reference: _____

Concerns/Suggested Conditions: _____

Please attach additional information as necessary.

Town Chair Signature: _____ **Meeting Date:** _____