



TOWN OF GRAFTON

CONDITIONAL USE PERMIT REQUIREMENTS

1102 Bridge Street
P.O. Box 143
Grafton, WI 53024
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Website: www.town.grafton.wi.us

In order for an application to be complete, the following items are required at the time of submittal:

(Please note that if any one element is not included, the application is considered incomplete. Incomplete applications are subject to all application deadlines and may be postponed to the next agenda if submittal deadlines are not met.)

INITIAL APPLICATION (or any time the item appears on a meeting agenda):

- Pre-Application meeting minutes, with all applicable submittal requirements
- Signed, completed Conditional Use Permit Application Form
- Signed, completed Conditional Use Permit Requirements Checklist
- Thirty (30) copies of the submittal package, submittal requirements include, but are not limited to:
 - Site narrative including information from the list below specifically stating the requested use
 - Plan set for existing and proposed conditions, as described below (thirty (30) 11x17 copies and three (3) full sized plan sets)
 - If the application includes the construction of a new building(s):
 - Architectural Drawings
 - Color Renderings
 - If the site plan includes land disturbing activity:
 - Storm water management plan or proof that no storm water management plan is required
 - Erosion Control Permit application (for land disturbance in excess of one (1) acre)
- Electronic copy of entire submittal package
- Formal letter requesting a Plan Commission waiver of any and all requirements not met (as applicable)

SUBSEQUENT APPLICATION (Staff review of punchlist items):

- Signed, completed Conditional Use Permit Application Form
- Signed, completed Conditional Use Permit Requirements Checklist
- Five (5) copies of the submittal package, submittal requirements include, but are not limited to:
 - Site narrative including information from the list below specifically stating the requested use
 - Plan set for existing and proposed conditions, as described below
 - If the application includes the construction of a new building(s):
 - Architectural Drawings
 - Color Renderings
 - If the site plan includes land disturbing activity:
 - Storm water management plan or proof that no storm water management plan is required
 - Erosion Control Permit application (for land disturbance in excess of one (1) acre)
- Electronic copy of entire submittal package
- Additional items as required by Staff Report

Read through Section 9.1.4 of the Town of Grafton Code of Ordinances (Title 9, Chapter 1) for general provisions, restrictions and application requirements.

ALL conditional use permit applications must include the following information:

- Conditional Use applying for, as outlined in Sections 9.1.4.04-9.1.4.15
- Names and addresses of:
 - Applicant
 - Owner of the site
 - Architect, professional engineer or contractor
- Description of the Subject Site by lot, block, and recorded subdivision or by metes and bounds
- Address of the subject site
- Type of structure

- Proposed operation or use of the structure or site
- Number of employees
- Zoning district within which the subject site lies
- Plat of Survey prepared by a registered land surveyor or, if approved by the Town Building Inspector, a sketch at a scale of no less than 1" = 40', showing the location, boundaries, dimensions, elevations, uses and size of the following:
 - Subject site
 - Existing and proposed structures
 - Existing and proposed easements, streets and other public ways
 - Off-street parking, loading areas and driveways
 - Existing highway access restrictions
 - Existing and proposed street, side and rear yard

In addition, the Building Inspector may require that the plat of survey show the location, elevation and use of any abutting lands and their structures within one hundred and fifty (150) feet of the subject premises; the mean and high water line; the type, slope, degree of erosion and boundaries of soil as shown on the operational soil survey maps prepared by the U. S. Soil Conservation Service; or other information as requested by the Building Inspector, Plan Commission, or the Town Board.

- Additional Information as may be required by the Town Plan Commission or the Town Building Inspector.

Requirements specific to each zoning district are outlined in Section 9.1.3 of the Town of Grafton Code of Ordinances (Title 9, Chapter 1).

For Staff review of the conditional use permit application, include the following information with evidence of meeting the minimum zoning requirements for:

- Lot width and area.
- Building height and area.
- All setbacks including front, rear and side yards.

The following Sections of the Zoning Code should also be reviewed as a part of the conditional use permit application:

- Section 9.1.5 Parking, Loading, Driveways and Access
- Section 7.6 Signs
- Section 9.1.7 Modifications

If the conditional use permit application will include land disturbing construction activities, the applicant should consult Town of Grafton Code of Ordinances Title 7, Chapter 15. If the project falls under the jurisdiction of this ordinance, the following may be required:

- Soil Erosion Control Permit.
- Stormwater Management Plan, or evidence that no stormwater management plan is required.

Review of the conditional use permit application and appearance before the Plan Commission or Board of Supervisors is subject to the payment of all fees.

In addition to the Town of Grafton, extraterritorial reviews include, but are not limited, to the following agencies:

- Village of Grafton
- City of Mequon
- Village of Saukville
- City of Cedarburg

- City of Port Washington
 - Ozaukee County Land, Planning, Resources and Land Management (shoreland zoning)
 - Ozaukee County Highway Department (access off of a County road)
 - Wisconsin Department of Natural Resources (WDNR)
 - Wisconsin Department of Transportation (WisDOT) (access off of a State road)
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REVIEW TIMELINE

Initial Application

Staff reports for the initial review will be available to the applicant on the Friday before the Plan Commission meeting. Staff reports will be emailed or faxed to the applicant. Please specify the preferred method of delivery.

Subsequent Application

Depending on the level of effort required for a subsequent review, Staff Reports or Staff Approval Reports will be available two (2) weeks after receipt of the complete application.

SUBSEQUENT REVIEW

Staff will complete a review of the initial application and generate a Staff Report. If all Town Code, Ordinance and Standard requirements have been met, Staff will issue an approval report. If there are outstanding items that need to be addressed, Staff will generate a punchlist of items that must be addressed prior to approval and issuance of a conditional use permit.

Please note that a review of punchlist items is a subsequent application and requires a formal submittal to the Town. The applicant should fill out a new Conditional Use Permit Application form, with the Nature of Request marked as Staff review of punchlist items. On the back side of the application form, the applicant should check the Conditional Use Permit Review under Subsequent Application and submit the form to the Town Clerk with the required fee, as well as payment of all outstanding fees.

Once the revised submittal package, application form and fee are submitted to the Town Clerk, she will forward the package to Staff for review. If all punchlist items are addressed, Staff will issue an Approval Report. If the punchlist items have not been addressed, another punchlist will be generated and an additional subsequent application required.

A Staff Approval Report is required prior to the issuance of a Conditional Use Permit. All remaining escrow will be refunded with the Town's receipt of final billing after the Approval Report has been generated.

ESCROW, FEES AND SPECIAL CHARGE

The Town of Grafton employs staff who aid in the review of each application. Staff members include (but are not limited to) the Town Clerk, Building Inspector, Administrative Assistants, Engineers, Planners and Lawyers. Professional Service Staff members bill on an hourly basis, and range from \$55/hour for a staff level technician to \$125/hour for senior staff. Each application requires review by several staff members. It is the responsibility of the applicant to pay for the time spent reviewing his/her application. It is at the discretion of the Town what level of effort is required by each individual staff member in order to conduct a complete review. The Town, at its sole discretion, shall be empowered to impose a special charge for the amount of said review cost, payable with the next succeeding tax roll.

Signature of Applicant: _____

Date: _____