



**Office of the Town Clerk**  
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Hortonville, WI 54944-0301  
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www.townofhortonia.org  
920.216.0932

## APPLICATION for CONDITIONAL USE PERMIT

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### Contact Information:

Property Owner: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant (if different from Property Owner): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Description (complete for all applicable parcels):

Address: \_\_\_\_\_ Tax Parcel No.: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Lot Area: \_\_\_\_\_ Lot Width: \_\_\_\_\_

(If additional parcels, please attach as separate sheet)

Current Use of Property: \_\_\_\_\_

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### Conditional Use:

#### Use Requested:

Specify the requested Conditional Use, as provided for in the \_\_\_\_ zoning district of the Town of Hortonia Zoning Ordinance:

\_\_\_\_\_

The Conditional Use is requested so that the property may be used in the following specific manner or for the following specific purposes:

\_\_\_\_\_

\_\_\_\_\_

Additional Comments (if any):

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Conditions Imposed:

As per Chapter 60.62(4e), Wis. Stats., the conditions imposed on a Conditional Use Permit shall be:

- a. Related to the purpose of this Chapter.
- b. Based upon substantial evidence. For the purposes of this Section, substantial evidence shall include facts and information, other than merely personal preference or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a Conditional Use Permit and that reasonable persons would accept in support of a conclusion.
- c. Reasonable and, to the extent practicable, measurable.

**Application Checklist:**

The purpose of the Application Checklist is to ensure a complete submittal has been prepared and to expedite the review process. Please complete the checklist in full by using one of the following symbol codes.

✓ Included with Application      - Appears Inapplicable

Code	Conditional Use Permit Application Submittal Requirements
	One copy of the deed
	Boundaries and dimensions of the property
	All existing structures
	All existing building setbacks
	Zoning district of abutting properties
	Location of the well(s) and sanitary system(s) and their distance to lot lines and buildings

	All navigable waters, watercourses, wetlands, and drainage ditches and the highwater elevation within 100 feet of land
	Existing or roposed location of access to public road
	Names of landowners within 500 feet of property
	Any additional information

**Additional Information:**

Additional plans and data may be required when determined by the Zoning Administrator, Plan Commission, or Town Board to be necessary in order to complete a thorough and efficient review. Certain submission requirements may be waived when determined to be superfluous. Additional information, if applicable, shall be included as an attachment to the Application.

**Completeness of Application:**

An incomplete Application or Application Packet lacking all required information will not be accepted.

**Signature and Certification:**

*I certify the information presented on this Application and the drawings, plans, and other materials included therein are, to the best of my knowledge, complete and in accordance with the Zoning Ordinance.*

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Fee:**

The Application Fee for a Conditional Use Permit is \$300.00. The Application shall not be accepted until the Application Fee has been paid.

**Review and Administration Fee:**

The Applicant shall pay a fee equal to the actual cost to the Town for all legal, engineering and planning work incurred by the Town in connection with proposed developments, permits and other matters pertaining to zoning review. Engineering work shall include the preparation of construction plans and standard specification. The Town Engineer may permit the Applicant to furnish all, some or part of the required construction plans and specifications, in which case no engineering fees shall be levied for such plans and specification. Planning work may include concept plan and review, conditional use review, and other work as directed by the Plan Commission.