



CITY OF BERLIN

REQUEST FOR CONDITIONAL USE PERMIT

Please print legibly all information requested below. If Not Applicable, indicate with N/A in the blank.

Applicant Name: _____

Address: Street _____

City: _____ State: _____ Zip: _____

Email Address: _____

Primary Phone: _____ Cell Phone: _____

Property Address: _____

Zoning District: _____

Legal Description:

Parcel Identification Number: _____

Current/Most Recent Property Use

: _____
: _____

Proposed Conditional Use: (Note: To see available options, please refer to Chapter 82 of the Municipal Code available on the City's website at https://library.municode.com/wi/berlin/codes/code_of_ordinances?nodeId=PTIICOOR_CH82ZO)

If this is a Business, provide information on the number of employees, hours of operation, and any information about the operation outside of business hours.



Answer these questions to help explain your request:

1. What general effect would the approval of this conditional use have on the health, safety, and general welfare of the surrounding neighborhood?

2. Please explain how this proposed use would be harmonious and appropriate in appearance with the established character and quality of the area of the surrounding neighborhood.

3. How will this use not be dangerous or disturbing to the function of the surrounding neighborhood?

4. How will this proposed use require any additional service from public services and infrastructure?

5. If the proposed Conditional Use would be permitted, what would the effect be on traffic?



6. What steps will be taken to lessen potential nuisances and danger to public safety, security, standards, comfort and general wellbeing? Examples of these include noise, dust, smoke, and odor.

7. Is the location of this property in a regulatory flood zone? Yes / No

8. Will your request increase the percentage of waterproof surface on the subject property? If yes, please quantify the amount of waterproof surface to be created and steps to be done to reduce erosion potential to neighboring property.

9. How will this proposed use require alteration to the existing structure or creation of a new structure? If there is any change of this sort, include a map (or maps) indicating pre-construction and post-construction drainage patterns and erosion control on an additional page.

10. All requests must have a site plan submitted. The site plan must be legible, complete and provide the scale and direction to be interpreted. Requirements include identification of:

- The property with boundaries drawn
- Any structures on subject property (length, width, height, and setbacks)
- The access points to adjacent public roads
- Relevant parking areas and driveways
- Any adjacent wetlands, floodplains, and navigable waterways

City of Berlin, WI
Planning & Development Department
108 N Capron St.
Berlin, WI 54923



Please Note: At the Board of Appeals Public Hearing, you will provide testimony to support your petition for zoning classification amendment. When preparing, please keep in mind that City Code contains standards for granting applications for Conditional Use Permits.

Applications may be granted when the Conditional Use is listed as a Conditional Use, meets general performance and specific design standards, and when approved may have conditions imposed by the Board of Appeals. These requirements must be supported by substantial evidence and all applicants should be prepared for having the Board of Appeals impose conditions to allow this proposed use or suggest alternatives altogether. Applicants are expected to have reasonable requests practicable, measurable, and quantified by duration, transfer or renewal requests related to the purpose of the relevant Zoning District's Ordinance.

The Board of Appeals will only grant an application for Conditional Use or Special Exemption permits if they can prove the use will meet all the requirements and conditions specified in City of Berlin Codified Ordinance Article VI Sec. 82-636-641 and all imposed by the Board of Appeals.

I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I give permission for staff of the City of Berlin Zoning Department to enter onto the property on which the conditional use is being proposed by this application during daylight hours to collect information relative to my proposal. I further agree to withdraw this application if substantive false or incorrect information has been included. I also understand that the \$200 fee is nonrefundable once a public hearing has been scheduled on my proposal.

Petitioner/Agent Signature: _____

Date Filed: _____



CONDITIONAL USE REQUEST – REVIEW PROCESS

- *This application shall be fully completed and submitted with the \$200 fee before the Zoning Department will begin to process your application.*
- *Zoning Department staff will review the application for completeness. Incomplete applications will be returned to you.*
- *Completed applications must be received by the 1st working day of the month in order to schedule a public hearing related to the Conditional Use application for later that month.*
- *The Zoning Department will publish a notice in the newspaper and notify all landowners within 200 feet of the property you are proposing a conditional use as to what you are proposing and where a public hearing will be conducted on your proposal. It is advisable that you contact adjacent landowners in advance of the hearing to inform them of your intentions to help clarify any concerns.*
- *Staff will prepare a report to discuss this application at the Board of Appeals meeting. Anticipate requests for additional information to adequately and accurately assess the Conditional Use.*

Conditional Use Permit Fee \$200.00 - Fee must accompany this appeal payable to the City of Berlin

FOR OFFICE USE ONLY

DATE RECEIVED BY PLANNING & DEVELOPMENT STAFF: _____

APPLICATION COMPLETE UPON SUBMITTAL? Y / N If no, briefly describe deficiencies and action to applicant.

FEE PAID (\$200) Y / N

MEETING ADVERTISED _____

HEARING DATE _____

DECISION: APPROVED / DENIED

OTHER CONDITIONS IMPOSED:
