



136 North Monroe Street
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CONDITIONAL USE PERMIT CHECKLIST

- Applications for conditional use permits shall be made to the Building Inspector on forms furnished by the Inspector and/or the Clerk's Office and shall include the following:
- (1) Name and address of the applicant, owner of the site, architect, professional engineer, contractor.
 - (2) 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, if any; and the zoning district within which the subject site lies.
 - (3) Site plan showing the location of any buildings and all proposed provisions for off-street parking and loading.
 - (4) Additional information as may be required by the Plan Commission, the Director of Public Works and the Building Inspector.
 - (5) Fees as stated in the Waterloo Fee Schedule. \$285.00 (payable to: City of Waterloo)
- Notice of such application and the subsequent hearing thereon before the Plan Commission shall be published by the Clerk/Treasurer's office as a Class 1 notice.
- Appearances at hearings. Either the applicant or his agent or attorney shall attend the public hearing of the Plan Commission at which such application is to be considered unless such attendance has been excused by the Plan Commission.
- Review and approval. The Plan Commission shall review the site, existing and proposed structures, architectural plans, neighboring uses, parking areas, driveway locations, highway access, traffic generation and circulation, drainage, sewage and water systems and the proposed operation. The Plan Commission shall hold a hearing and thereafter shall recommend approval, denial or conditional approval to the Council. The Council shall accept, reject or modify the Plan Commission's recommendations.
- Issuance of permit. If such permit is issued, the Council may attach conditions thereto such as, but not limited to, landscaping, architectural design, type of construction, construction commencement and completion dates, hours of operation, traffic circulation or parking requirements, highway access restrictions, or increased yards.