



Town of Little Suamico Conditional Use Review Application

Applicant Information

Name: _____

Address: _____

Email Address: _____

Phone Number: _____

Property Owner Information

(If different from applicant)

Name: _____

Address: _____

Email Address: _____

Phone Number: _____

In signing this application, the property owner(s) and applicant certifies that he/she has no outstanding personal property or real estate taxes, or any other unpaid obligations due to the Town of Little Suamico as of this date and that all information contained within is true and correct to his/her knowledge.

Applicant Signature: _____ Property Owner Signature: _____

Property Information

Legal Description: _____ in part of the _____ 1/4 of the
(Lot number, Subdivision name, CSM, etc.)

_____ 1/4 (or G.L. _____), of Section _____, T _____ N, R _____ E

Parcel Number(s): _____

Size of Parent (Existing) Parcel: _____ (acres or square feet)

Existing Zoning District

- | | | |
|--|---|--|
| <input type="checkbox"/> A (Agriculture) | <input type="checkbox"/> RR (Rural Residential) | <input type="checkbox"/> CS (Community Service) |
| <input type="checkbox"/> F (Forestry) | <input type="checkbox"/> R-1 (SF) | <input type="checkbox"/> RC (Restricted Comm.) |
| <input type="checkbox"/> PR (Park/Rec) | <input type="checkbox"/> R-2 (MF/Condo) | <input type="checkbox"/> GC (General Commercial) |
| <input type="checkbox"/> LA (Large Scale AG) | <input type="checkbox"/> R-3 (Mobile Home Park) | <input type="checkbox"/> LI (Light Industrial) |
| <input type="checkbox"/> C (Conservancy) | | <input type="checkbox"/> I (Industrial) |

Requested Use of the Property

Briefly explain the requested use of the property: _____



Attachments

Detailed information will be needed to help the Plan Commission and Town Board make an informed decision on the proposed conditional use. Note the attached form entitled “Conditional Use Review Criteria.” Information provided by the applicant will be beneficial to the review process if it shows that these criteria are satisfied.

Please attach at a minimum the following items:

- 10 Copies of a Detailed Site Plan
 - + See attachment for required components of a detailed site plan.
- 10 Copies of a Detailed Operations Plan
 - + A detailed operations plan is simply a narrative that provides details as to the proposed use of the property, specifically the operation of the proposed commercial or industrial use. For example, the operations plan should note intended hours of operation, anticipated traffic levels and types (e.g., amount of customer traffic, frequency of deliveries, heavy truck traffic), anticipated noise levels, anticipated town service and facility needs, potential pollutants or other bi-products, and the like.

Please also attach as applicable the following items:

- + See attachment for required components of each of the following.

- 10 Copies of a General Architecture Design Plan
- 10 Copies of a Landscaping Plan
- 10 Copies of a Grading and Drainage Plan
- 10 Copies of a Signage and Exterior Lighting Information

Notices

Note that public comments will be requested by the Plan Commission regarding this conditional use request. Surrounding property owners will be notified. Completion of this application form shall authorize the Town Board, Plan Commission, town agents, and representatives to access the subject property for the purpose of reviewing the proposed conditional use.

Town Use Only

- Application fee(s) paid (see Fee Schedule)
- Attachments provided (10 copies of each)
- Application complete (all required materials and payment provided prior to 15th of the month)
- Request placed on agenda only after application is complete

Town of Little Suamico
Conditional Use Site Plan Checklist
(Application Checklist for Planned Commercial or Industrial Development)

Detailed Site Plan (identify and/or illustrate the following on the plan)

- | | |
|--|--|
| <input type="checkbox"/> Engineering Scale | <input type="checkbox"/> Floodplain and/or Wetland Boundary |
| <input type="checkbox"/> Location/Vicinity Map | <input type="checkbox"/> Sign Location |
| <input type="checkbox"/> North Arrow | <input type="checkbox"/> Exterior Light Location |
| <input type="checkbox"/> Footprint of Property Lines | <input type="checkbox"/> Phasing Lines, if applicable |
| <input type="checkbox"/> Existing and Proposed Buildings | <input type="checkbox"/> Site Acreage/Open Space Ratio |
| <input type="checkbox"/> Driveway Location | <input type="checkbox"/> Sidewalks/Pedestrian Walkways |
| <input type="checkbox"/> Parking Stalls | <input type="checkbox"/> Ground HVAC and/or Utility Location |
| <input type="checkbox"/> Adjacent Public Streets | <input type="checkbox"/> Pond/Detention Location |
| <input type="checkbox"/> Easements | <input type="checkbox"/> Fence Location |
| <input type="checkbox"/> Setback and Offset Dimensions | |

General Architecture Design Plan (identify and/or illustrate the following on the plan)

- | | |
|---|--|
| <input type="checkbox"/> Architectural Scale | <input type="checkbox"/> Exterior Utility Boxes |
| <input type="checkbox"/> All Buildings Views/Elevations | <input type="checkbox"/> Exposed HVAC Equipment |
| <input type="checkbox"/> Building Height Dimension | <input type="checkbox"/> Building Mounted Lighting Fixtures |
| <input type="checkbox"/> General Floor Plan Dimensions | <input type="checkbox"/> Samples of Building Materials (pictures will suffice) |
| <input type="checkbox"/> Exterior Building Material(s) and Color(s) | <input type="checkbox"/> Colored Rendering (Recommended) |

Landscaping Plan (identify and/or illustrate the following on the plan)

- Location of Existing and/or Proposed Landscaping
- Size of Plantings at Installation
- Species of Plantings

Grading and Drainage Plan (identify and/or illustrate the following on the plan)

- Existing and Proposed Contour Lines
- Pond/Detention Location
- Stormwater and Erosion Control Devices

Signage and Exterior Lighting Information

- Scaled Design Drawing of Freestanding and/or Facade Designs
- Sign Specifications and Color (wattage, materials, and dimensions)
- Light Fixture Design Detail and Specifications

*Additional information may be required at Plan Commission, Town Board, or staff discretion.