

**CITY OF PRAIRIE DU CHIEN
 CONDITIONAL USE APPLICATION
 (TO BE FILED WITH THE ZONING
 ADMINISTRATOR'S OFFICE)**



FEE: \$50.00

**If you have any questions, contact the Planning & Zoning Department
 at (608) 326-6340 or pdcplanning@mhtc.net.**

Applicant(s):	Mailing Address, Phone, Fax, Email:
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Description of Existing Use of Structure and/or Site:

Description of Proposed Use of Structure and/or Site (also provide the required attachments described on the reverse side of this form):

Street Address/Location of Property:

Current Zoning of Property:

Applicant's Signature	Date
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For City Use Only	
Legal Description of Property: Parcel Identification Number:	Review Checklist: <ul style="list-style-type: none"> ✓ uses & zoning within 200 feet (plot plan) ✓ master plan consistency ✓ utilities & easements ✓ flood overlays ✓ access, parking, & transportation ✓ airport zoning (3 miles) ✓ environmental & stormwater issues ✓ nonconforming uses, structures, & lots ✓ construction district

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REQUIRED ATTACHMENTS

A site plan showing the location, dimensions, and uses of the subject site; all existing and proposed structures; existing and proposed front, side, and rear yards (setbacks); off-street parking; and loading areas and driveways.

WHAT IS A CONDITIONAL USE?

The City of Prairie du Chien Zoning Ordinance allows certain land uses in each zoning district. Some uses are generally permitted in each district. However, some land uses require the issuance of a Conditional Use Permit by the City Plan Commission. A conditional use application will be evaluated based upon the proposed use's compatibility with surrounding zoning and uses and consistency with the City's Comprehensive Plan.

The City Plan Commission may make approval contingent on certain "conditions" being met. Requirements may include such things as landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, planting screens, operational control, hours of operation, improved traffic circulation, time period of permit, deed restrictions, highway access restrictions, increased yards, and parking.

APPLICATION PROCESS

Application Filed With Zoning Administrator

Staff (1) review the application to ensure it is complete, (2) prepare a staff memorandum, and (3) forward the petition with the staff memorandum to the City Plan Commission.

Public Hearing Notice

The Plan Commission publicizes that a public hearing on the conditional use will be held. A Class 1 notice is required, meaning that the notice must be published once with at least one week between notice and the actual public hearing. In addition, all owners of property within 200 feet of the property to be considered for a conditional use will be notified of the hearing by direct mail.

City Plan Commission Holds Public Hearing

The Plan Commission reviews the application and the staff memorandum, and hears any testimony from the applicant and other interested parties.

City Plan Commission Takes Final Action

The Plan Commission approves, amends, or rejects the conditional use.