



**GRAFTON**  
QUALITY LIFE. NATURALLY.

# Conditional Use Application

Village of Grafton Planning and Development Department  
860 Badger Circle, Grafton, WI 53024  
p (262) 375-5303 f (262) 375-5312  
[jwolf@village.grafton.wi.us](mailto:jwolf@village.grafton.wi.us)

**Application fee: \$200 (plus Planning Review Deposit: \$500)**

## PROPERTY INFORMATION

1. Tax Key identification number: \_\_\_\_\_
2. Property address : \_\_\_\_\_

## APPLICANT CONTACT INFORMATION

3. Applicant is:  Property Owner     Owner's Agent     Contractor     Other \_\_\_\_\_
4. Applicant's name: \_\_\_\_\_
5. Street address: \_\_\_\_\_
6. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
7. Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Fax: \_\_\_\_\_
8. E-mail address: \_\_\_\_\_

## PROPERTY OWNER CONTACT INFORMATION

9. Property owner(s) name(s): \_\_\_\_\_
10. Street address: \_\_\_\_\_
11. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
12. Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Fax: \_\_\_\_\_
13. E-mail address: \_\_\_\_\_

**PROPERTY INFORMATION**

14. Adopted Land Use designation (Comprehensive Plan 2035): \_\_\_\_\_

15. Existing Zoning District (*Village or Town Zoning District Designation*): \_\_\_\_\_

16. Present use(s) of property: \_\_\_\_\_  
(also indicate SIC--Standard Industrial Classification--Code Number)

17. Proposed use(s) of property: \_\_\_\_\_  
(also indicate SIC--Standard Industrial Classification--Code Number)

18. Gross floor area of proposed conditional use: \_\_\_\_\_

**REQUIRED SIGNATURE(S) FOR ALL APPLICATIONS**

I hereby certify that all statements, forms, and attachments submitted hereto are true and correct to the best of my knowledge and belief:

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

**OTHER REQUIRED APPLICABLE SIGNATURES**

I hereby certify that all statements, forms, and attachments submitted hereto are true and correct to the best of my knowledge and belief:

\_\_\_\_\_  
Business Owner's Signature

\_\_\_\_\_  
Date

**No item will be placed on an agenda unless all required plans are submitted and the fees paid by the submittal deadline for that month (see meeting schedule and submittal deadlines on last page of this application). Submittals are due to the Department of Planning and Development no later than 3:00 p.m. on the day of the submittal deadline.**

**No submittal is complete until application is signed below by Planning and Development Staff.**

Application fee paid on: \_\_\_\_\_ By Check No.: \_\_\_\_\_ Received by: \_\_\_\_\_

Application fee: \$ \_\_\_\_\_ Planning review deposit: \$ \_\_\_\_\_ Total fee received: \$ \_\_\_\_\_

Notes: \_\_\_\_\_

Department of Planning and Development Staff's Signature: \_\_\_\_\_

## CONDITIONAL USE PERMIT SUBMITTAL REQUIREMENTS

Completed application and fee(s)

Site plan including name of project and owner/applicant, site address, date, scale, north arrow, yard setbacks, parking and loading areas, sidewalks and other pedestrian facilities, and location of buildings and signs

Floor plan

Plan of operation (see attached)

Other materials as determined by the Director of Planning and Development and the Plan Commission such as a property survey, building elevations, utility system plans, and a landscaping plan

## SUBMITTAL FORMAT

Staff Review Submittal (provide for Staff review at time of application)

- Three (3) full size sets of all materials and plans
- Digital PDF of all materials and plans

Plan Commission Submittal (provide one week in advance of meeting)

- Number of copies to be determined by Director of Planning and Development
- Digital PDF of all materials and plans

## CONDITIONAL USE - PLAN OF OPERATION

A Plan of Operation is required for submittal of all development proposals. The Plan of Operation outline below lists the required information. Please provide all of the information that applies to your proposal or state the reason why you believe it does not.

1. Date \_\_\_\_\_
2. Name of business, address \_\_\_\_\_
3. Name of owner, address \_\_\_\_\_
4. Tax key identification number \_\_\_\_\_
5. Zoning of property \_\_\_\_\_
6. Lot Depth (ft) \_\_\_\_\_ Width (ft) \_\_\_\_\_ Area (sq ft) \_\_\_\_\_
7. Building dimensions \_\_\_\_\_ and number of floors \_\_\_\_\_
8. Total floor area \_\_\_\_\_
9. Describe the property, existing and proposed buildings, type of business proposed including products and/or services
  
10. Number of shifts \_\_\_\_\_ and maximum number of employees per shift \_\_\_\_\_
11. Days and hours of operation
  
12. Frequency of deliveries to site and type of vehicles that will deliver
  
13. Anticipated maximum number of facility users and visitors at one time (including special events)
  
14. Projected traffic generation (trip generation)

15. Describe proposed signage (type, number, size, lighting, location, existing or new, etc.)
  
16. Describe proposed on-site security measures, including security fencing (commercial buildings over 20,000 square feet and open more than 20 hours/day submit separate security plan)
  
17. Describe the noise, odors, glare, dust, potential fire hazards, or smoke resulting from the proposed use
  
18. Describe proposed food service, if applicable
  
19. Status of interior plans requiring State approval
  
20. Status of State License(s)/Certificate(s) required for operation
  
21. List the timetable for completion of building construction or interior construction and the anticipated opening date
  
22. Describe proposed dumpster enclosure and trash removal
  
23. Attach material safety data sheets for all materials that will be used or stored on site