



City of Fitchburg
 Planning/Zoning Department
 5520 Lacy Road
 Fitchburg, WI 53711
 (608) 270-4200

CONDITIONAL USE PERMIT APPLICATION RURAL EVENT VENUE

The undersigned owner, or owner's authorized agent, of property herein described hereby applies for a conditional use permit for the following described property:

1. Location of Property:

Street Address: _____

Legal Description - (Metes & Bounds, or Lot No. And Plat): _____

***Also submit in electronic format by email to: **PLANNING@FITCHBURGWI.GOV**

2. Current Use of Property: _____

3. Proposed Use of Property: _____

4. Proposed Development Schedule: _____

5. Zoning District: _____

6. Future Land Use Plan Classification: _____

***Pursuant to Section 22-3(b) of the Fitchburg Zoning Ordinance, all Conditional Use Permits shall be consistent with the currently adopted City of Fitchburg Comprehensive Plan.

***Attach three (3) copies of a site plan which shows any proposed land divisions, plus vehicular access points and the location and size of all existing and proposed structures and parking areas. Two (2) of the three (3) copies shall be no larger than 11" x 17". Submit one (1) pdf document of the entire submittal to planning@fitchburgwi.gov.

Additional information may be requested.

Proposed Hours of Operation: _____ **No. Of Employees:** _____

Floor Area: _____ **No. Of Parking Stalls:** _____

Applicant shall provide all information as required by section 22-540(5), see page 2 for checklist

Sewer: Municipal _____ Private _____ **Water:** Municipal _____ Private _____

Current Owner of Property: _____

Address: _____ **Phone No:** _____

Contact Person: _____

Email: _____

Address: _____ **Phone No:** _____

Respectfully Submitted By: _____

Owner's or Authorized Agent's Signature

**** It is highly recommended that an applicant hold at least one neighborhood meeting prior to submitting an CUP application to identify any concerns or issues of surrounding residents.**

PLEASE NOTE - Applicants shall be responsible for legal or outside consultant costs incurred by the City. Submissions shall be made at least four (4) weeks prior to desired plan commission meeting.

PLEASE NOTE: The landowner of record may be subject to a conversion fee upon implementation of the action identified in this application, per Sec. 74.485., Wisconsin Statutes. Please refer to said Statute or contact the City's Assessing Department at 608-270-4235 for further information.

For City Use Only: Date Received: _____ **Publish:** _____

Ordinance Section No. _____ **Fee Paid:** _____

Permit Request No. _____

APPLICATION REVIEW CHECKLIST:

YES

- _____ **Size of venue and guest capacity, including a floor plan of the venue and other areas/structures to be utilized, provision of restroom facilities (temporary, portable restroom facilities are prohibited), and location of refuse/recycling receptacles and disposal method**
- _____ **Months (seasons) and hours/days of operation**
- _____ **Primary types of events to be hosted and events which will not be hosted, to include descriptions of proposed accessory activities such as hayrides, petting farms, bonfires, etc.**
- _____ **Anticipated number of events per year and maximum number of attendees per event**
- _____ **Music use at the venue, including types of sound amplification**
- _____ **Temporary structures or tents to be used in association with events**
- _____ **Landscaping Plan for site**
- _____ **Signage Plan for site (type & fixtures)**
- _____ **Lighting Plan (in footcandles) & fixtures cut-sheets**
- _____ **Insurance coverage**
- _____ **For new buildings: a description of agricultural entertainment use and or agricultural accessory or related use that is to operate on the premises per section 22-540(5)(c)**
- _____ **Acknowledgment of placement of a deed restriction on the property, to be recorded at the time of issuance of the conditional use permit, ensuring rural event venue use, or another permitted/conditional use as allowed in the Agriculture-Small (A-S) zoning district, in to perpetuity or to such time as the City extinguishes said restriction**
- _____ **Any other documentation required by the Zoning Administrator**