

Steps involved with a Conditional Use Permit (CUP)

If someone wants to do something with or on their not in conformance with Town Zoning Ordinances:

1. Complete and submit a 'Petition for Conditional Use Permit' along with a \$75 fee.
 - a. Include a Plot Plan, Record of Survey or Certified Survey Map, CSM.
 - b. A list of neighbors (names & addresses) within 200 feet.
2. Present to Plan Commission and respond to Plan Commission questions.
 - a. If the CUP involves a zoning change, the zoning change must be done before the CUP will be considered for approval.
3. Plan Commission will review a second time. Options are: recommend to Town Board or deny. If denied, no further action will be taken
4. If recommended, it is referred to Town Board
5. If referred to the Town Board, the Board will either schedule a Public Hearing, at which point a \$325 fee is required to be paid, or the Board will deny the request.
6. If the Board denies the request, no further action will be taken
7. If scheduled, the Public Hearing is usually held before the next month's Town Board meeting. The Notice of Public Hearing is posted, published twice, and neighbors are notified.
8. Public Hearing takes place.
9. It will either be approved or denied by the Town Board. If denied, no further action will be taken.
10. If approved, the CUP is registered with the County and a copy is returned to the applicant. Any fees from the County will be billed to the applicant.