

Dane County Conditional Use Permit Application

Application Date	C.U.P Number
01/15/2026	DCPCUP-2026-02698
Public Hearing Date	
03/24/2026	

OWNER INFORMATION	AGENT INFORMATION
--------------------------	--------------------------

OWNER NAME PATRICK LARKIN	Phone with Area Code (608) 217-0368	AGENT NAME <input type="checkbox"/>	Phone with Area Code
BILLING ADDRESS (Number, Street) 304 HEATHER CT		ADDRESS (Number, Street) <input type="checkbox"/>	
(City, State, Zip) COTTAGE GROVE, WI 53527		(City, State, Zip)	
E-MAIL ADDRESS		E-MAIL ADDRESS	

ADDRESS/LOCATION 1	ADDRESS/LOCATION 2	ADDRESS/LOCATION 3
---------------------------	---------------------------	---------------------------

ADDRESS OR LOCATION OF CUP	ADDRESS OR LOCATION OF CUP	ADDRESS OR LOCATION OF CUP
91 Forest Ave.		-
TOWNSHIP ALBION	SECTION 36	TOWNSHIP
		SECTION
PARCEL NUMBERS INVOLVED	PARCEL NUMBERS INVOLVED	PARCEL NUMBERS INVOLVED
0512-361-1949-1	---	0512-361-1960-6

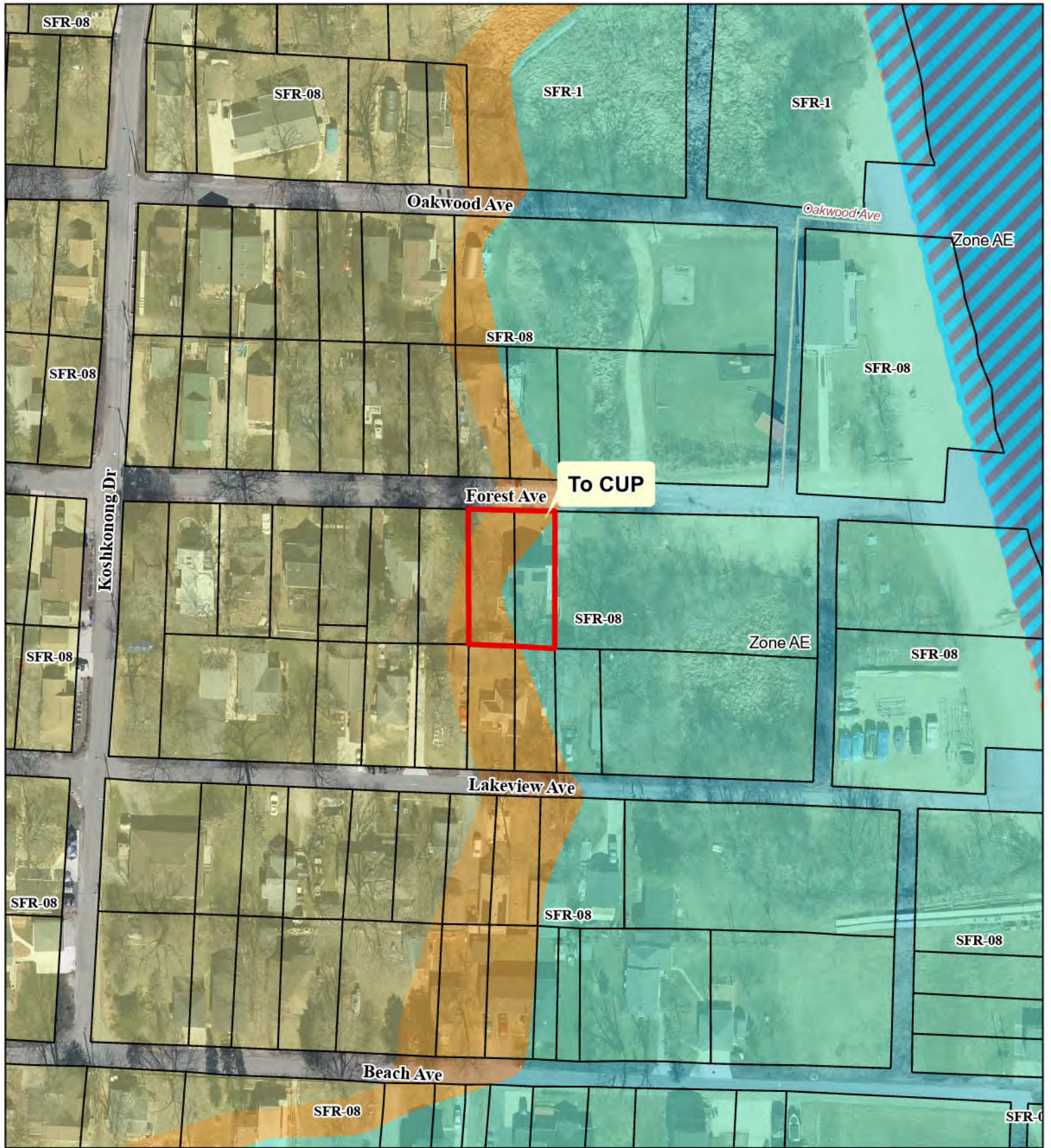
CUP DESCRIPTION

Transient or tourist lodging (short-term rental)

DANE COUNTY CODE OF ORDINANCE SECTION	ACRES
--	--------------

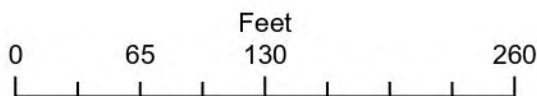
10.251(3)	0.18
-----------	------

DEED RESTRICTION REQUIRED?	Inspectors Initials	SIGNATURE:(Owner or Agent)
<input type="checkbox"/> Yes <input type="checkbox"/> No	RUH1	
Applicant Initials _____		
		PRINT NAME:
		DATE:



CUP 2698
PATRICK LARKIN

- Proposed Zoning Boundary
- Tax Parcel Boundary
- Wetland Class Areas
- 1% Annual Chance Flood Hazard
- Regulatory Floodway
- 0.2% Annual Chance Flood Hazard





Dane County
Department of Planning and Development
 Zoning Division
 Room 116, City-County Building
 210 Martin Luther King Jr. Blvd.
 Madison, Wisconsin 53703
 (608) 266-4266

Application Fees	
General:	\$495
Mineral Extraction:	\$1145
Communication Tower:	\$1145 (+\$3000 RF eng review fee)
PERMIT FEES DOUBLE FOR VIOLATIONS OR WHEN WORK HAS STARTED PRIOR TO ISSUANCE OF PERMIT	

CONDITIONAL USE PERMIT APPLICATION

APPLICANT INFORMATION			
Property Owner Name:	Patrick Larkin	Agent Name:	Patrick Larkin
Address (Number & Street):	304 Heather Ct.	Address (Number & Street):	304 Heather Ct.
Address (City, State, Zip):	Cottage Grove, WI 53527	Address (City, State, Zip):	Cottage Grove, WI 53527
Email Address:		Email Address:	
Phone#:	608-217-0368	Phone#:	608-217-0368

SITE INFORMATION			
Township:	Albion	Parcel Number(s):	002/0512-361-1949-1
Section:	36	Property Address or Location:	91 Forest Ave. Edgerton, WI 53534
Existing Zoning:	SFR-08	Proposed Zoning:	RM8
		CUP Code Section(s):	10.233(3)

DESCRIPTION OF PROPOSED CONDITIONAL USE

<p>Type of conditional use permit (for example: limited family business, animal boarding, mineral extraction, or any other listed conditional use): Transient and Tourist Lodging (short-term rental)</p>	<p>Is this application being submitted to correct a violation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>Provide a short but detailed description of the proposed conditional use: I am seeking a conditional use permit to use my home as a short-term rental.</p>	

GENERAL APPLICATION REQUIREMENTS

Applications will not be accepted until the applicant has met with department staff to review the application and determined that all necessary information has been provided. Only complete applications will be accepted. All information from the checklist below must be included. Note that additional application submittal requirements apply for particular uses or as may be required by the Zoning Administrator. Applicants for significant and/or potentially controversial conditional uses are strongly encouraged to meet with staff prior to submittal.

<input type="checkbox"/> Complete attached information sheet for standards	<input type="checkbox"/> Site Plan drawn to scale	<input type="checkbox"/> Detailed operational plan	<input type="checkbox"/> Written legal description of boundaries	<input type="checkbox"/> Detailed written statement of intent	<input type="checkbox"/> Application fee (non-refundable), payable to Dane County Treasurer
--	---	--	--	---	--

I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I hereby give permission for staff of the Dane County Department of Planning and Development to enter my property for the purpose of collecting information to be used as part of the review of this application. I acknowledge that submittal of false or incorrect information may be grounds for denial of this application.

Owner/Agent Signature:

Date: 1/06/2026

STANDARDS FOR CONDITIONAL USE PERMITS

Applicants must provide adequate evidence demonstrating to the Town and Dane County Zoning & Land Regulation Committee that the proposed conditional use satisfies the following 8 standards for approval, along with any additional standards specific to the applicable zoning district or particular use found in sections [10.220\(1\)](#) and [10.103](#) of the code.

Please explain how the proposed land use will meet the following standards (attach additional pages, if necessary):

- | |
|---|
| 1. The establishment maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort or general welfare. |
| 2. The uses, values, and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by establishment, maintenance or operation of the conditional use. |
| 3. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. |
| 4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being made to accommodate the conditional use. |
| 5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. |
| 6. That the conditional use shall conform to all applicable regulations of the district in which it is located. |
| 7. The conditional use is consistent with the adopted town and county comprehensive plans. |
| 8. If the conditional use is located in a Farmland Preservation (FP) Zoning district, the conditional use is subject to the following additional standards found in section 10.220(1). Attach additional pages, if necessary. <ul style="list-style-type: none">• Explain how the use and its location in the Farmland Preservation Zoning District are consistent with the purposes of the district:
• Explain how the use and its location in the Farmland Preservation Zoning district are reasonable and appropriate, considering alternative locations:
• Explain how the use is reasonably designed to minimize the conversion of land from agricultural use or open space use:
• Explain how the use does not substantially impair or limit the current or future agricultural use of surrounding parcels zoned for agricultural use:
• Explain how construction damage to land remaining in agricultural use is minimized and repaired, to the extent feasible: |

WRITTEN STATEMENT OF INTENT AND OPERATIONS PLAN

Applicants must provide a detailed written statement of intent describing the proposed conditional use along with an operational plan that explains how the conditional use will be operated. Please use the form below and provide responses, as applicable, to your proposed conditional use. Attach additional pages, if necessary.

Describe in detail the proposed conditional use. Provide the specific location of the use(s), type of equipment used, planned property improvements, including description / size of existing or proposed new buildings to be used, and any other relevant information. For existing or proposed commercial operations, provide the name of the business and describe the nature and type of business activity.
List the proposed days and hours of operation.
List the number of employees, including both full-time equivalents and maximum number of personnel to be on the premises at any time.
List any anticipated noise, odors, dust, soot, runoff or pollution associated with the conditional use, along with any proposed measures that will be taken to mitigate impacts to neighboring properties.
Describe any materials proposed to be stored outside and any activities, processing or other operations taking place outside an enclosed building.
For proposals involving construction of new facilities and/or infrastructure, describe, as applicable, any measures being taken to ensure compliance with county stormwater and erosion control standards under Chapter 11 of Chapter 14 , Dane County Code.
List and describe existing or proposed sanitary facilities, including adequate private onsite wastewater treatment systems, associated with the proposed conditional use. For uses involving domestic pets or livestock, list and describe measures taken to address manure storage or management.
List and describe any existing or proposed facilities for managing and removal of trash, solid waste and recyclable materials.
Describe anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic.
Provide a listing of any hazardous, toxic or explosive materials to be stored on site, and any spill containment, safety or pollution prevention measures.
Describe any existing or proposed outdoor lighting along with any measures that will be taken to mitigate light-pollution impacts to neighboring properties. The Zoning Administrator may require submittal of a photometric plan for outdoor lighting if deemed necessary to determine potential impacts to neighbors.
Describe any existing or proposed signage, including size, location, and materials, consistent with the county's sign ordinance found in s. 10.800 .
Briefly describe the current use(s) of the property on which the conditional use is proposed.
Briefly describe the current uses of surrounding properties in the neighborhood.

APPLICATION CHECKLIST FOR A CONDITIONAL USE PERMIT

A scaled site plan and detailed operations plan must be submitted with your Conditional Use Permit application. Please use the checklist below to ensure you are submitting all required information applicable to your request. Please attach to your application form the required maps and plans listed below, along with any additional pages.

SCALED SITE PLAN. Show sufficient detail on 11" x 17" paper. Include the following information, as applicable:

- Scale and north arrow.
- Date the site plan was created.
- Existing subject property lot lines and dimensions.
- Existing and proposed wastewater treatment systems and wells.
- All buildings and all outdoor use and/or storage areas, existing and proposed, including provisions for water and sewer.
- All dimension and required setbacks, side yards and rear yards.
- Location and width of all existing and proposed driveway entrances onto public and private roadways, and of all interior roads or driveways.
- Location and dimensions of any existing utilities, easements or rights-of-way.
- Parking lot layout in compliance with s. [10.102\(8\)](#).
- Proposed loading/unloading areas.
- Zoning district boundaries in the immediate area. All districts on the property and on all neighboring properties must be clearly labeled.
- All relevant natural features, including navigable and non-navigable waters, floodplain boundaries, delineated wetland areas, natural drainage patterns, archeological features, and slopes over 12% grade.
- Location and type of proposed screening, landscaping, berms or buffer areas if adjacent to a residential area.
- Any lighting, signs, refuse dumpsters, and possible future expansion areas.

NEIGHBORHOOD CHARACTERISTICS. Describe existing land uses on the subject and surrounding properties:

- Provide a brief written statement describing the current use(s) of the property on which the conditional use is proposed.
- Provide a brief written statement documenting the current uses of surrounding properties in the neighborhood.

OPERATIONS PLAN AND NARRATIVE. Describe in detail the following characteristics of the operation, as applicable:

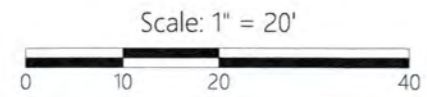
- Hours of operation.
- Number of employees, including both full-time equivalents and maximum number of personnel to be on the premises at any time.
- Anticipated noise, odors, dust, soot, runoff or pollution and measures taken to mitigate impacts to neighboring properties.
- Descriptions of any materials stored outside and any activities, processing or other operations taking place outside an enclosed building.
- Compliance with county stormwater and erosion control standards under [Chapter 11](#) of [Chapter 14](#), Dane County Code.
- Sanitary facilities, including adequate private onsite wastewater treatment systems and any manure storage or management plans approved by the Madison and Dane County Public Health Agency and/or the Dane County Land and Water Resources Department.
- Facilities for managing and removal of trash, solid waste and recyclable materials.
- Anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic.
- A listing of hazardous, toxic or explosive materials stored on site, and any spill containment, safety or pollution prevention measures taken.
- Outdoor lighting and measures taken to mitigate light-pollution impacts to neighboring properties.
- Signage, consistent with section [10.800](#).

ADDITIONAL MATERIALS. Additional information is required for certain conditional uses listed in s. [10.103](#):

- Agricultural entertainment, special events, or outdoor assembly activities anticipating over 200 attendees must file an [event plan](#).
- [Domestic pet](#) or [large animal boarding](#) must provide additional information in site and operations plans.
- Communication towers must submit additional information as required in s. [10.103\(9\)](#).
- Farm residences proposed in the FP-35 district must submit additional information as required in s. [10.103\(11\)](#).
- Mineral extraction proposals must submit additional information as required in s. [10.103\(15\)](#).

PLAT OF SURVEY

OF LOTS 9 & 10, BLOCK 1, HIGHWOOD ESTATES
THIRD ADDITION, TOWN OF ALBION, DANE
COUNTY, WISCONSIN.



DISTANCE UNITS BASED ON THE UNITED STATES SURVEY FOOT

BEARINGS BASED ON THE WISCONSIN COORDINATE REFERENCE SYSTEM, DANE ZONE. THE SOUTH LINE OF FOREST AVENUE BEARING S 87°39'58" E

MONUMENT KEY

- Iron Rebar Set
3/4" x 24" (1.5 Lbs./Ft.)
- ⊙ Iron Pipe Found
- 10" Nail Set
- (XXX.XX) Record Information
- ⊗ Existing Utility Pole
- Existing Guy Wire
- ⊠ Existing Transformer
- Existing Boundary Line
- - - Existing Right-of-Way
- - - Existing Adjacent Property
- X - Existing Fence



David J. Earl

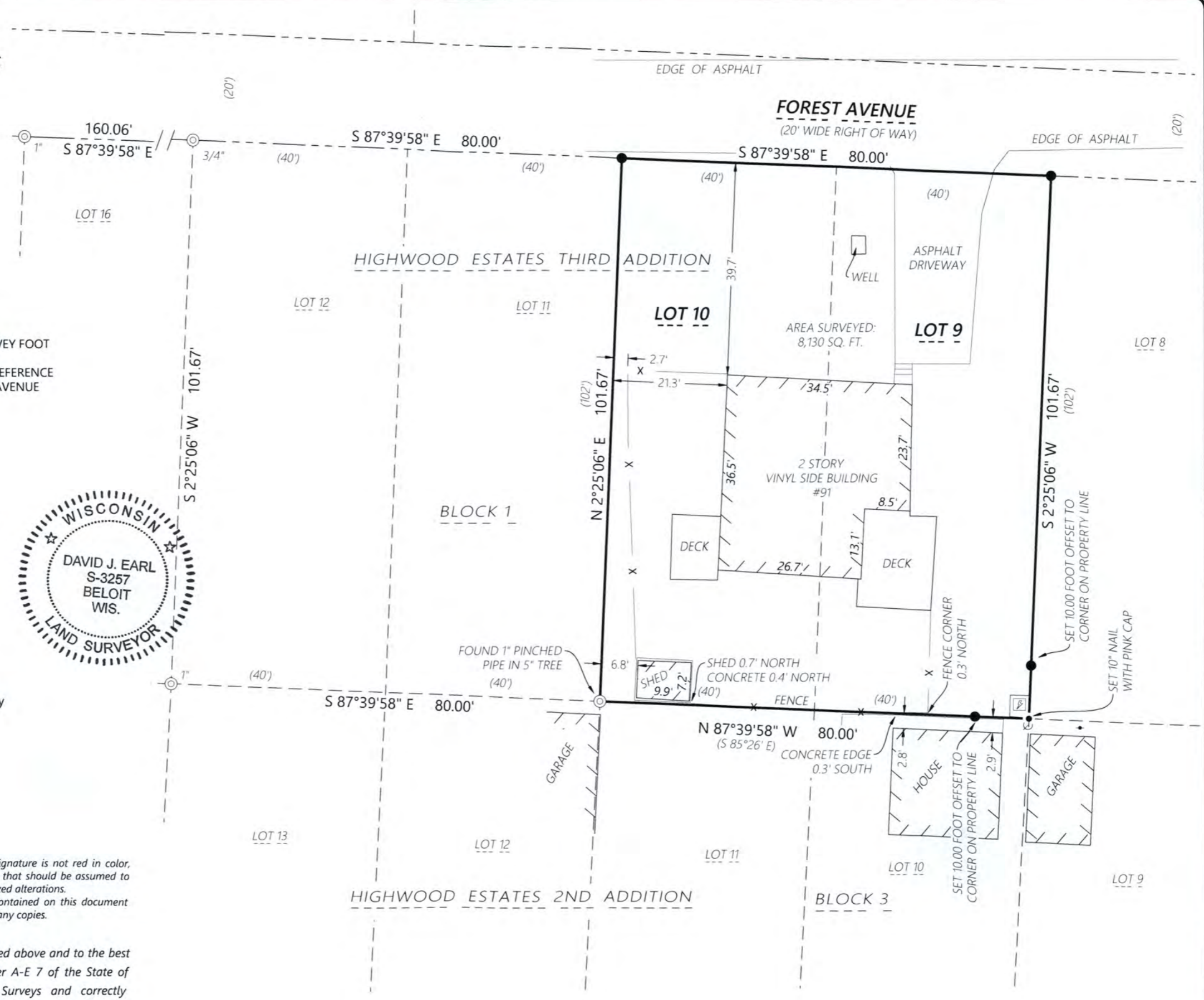
David J. Earl, P.L.S.
Wisconsin Professional Land Surveyor S-3257

State of Wisconsin } ss
County of Rock

If the surveyor's signature is not red in color, the plan is a copy that should be assumed to contain unauthorized alterations. The certification contained on this document shall not apply to any copies.

I hereby certify that I have supervised the survey of the property described above and to the best of my knowledge and belief, the plat drawn hereon complies with Chapter A-E 7 of the State of Wisconsin Administrative Code, Minimum Standards for Property Surveys and correctly represents said survey and its location.

Given under my hand and seal this 25th day of November, 2022 at Beloit, Wisconsin.
Last day of field work November 3, 2022



Batterman
engineers, surveyors, planners
1040 N Wisconsin Street
Beloit, Wisconsin 53511
608.365.4464

PLAT OF SURVEY

FOR THE EXCLUSIVE USE OF:
TODD WALLAR
91 FOREST AVE,
EDGERTON WI

ORDER NO: 34475
FIELD CREW: DGM
DRAWN BY: DGM
SHEET 1 OF 1

2022-01703

491630.

HIGHWOOD ESTATES THIRD ADDITION.

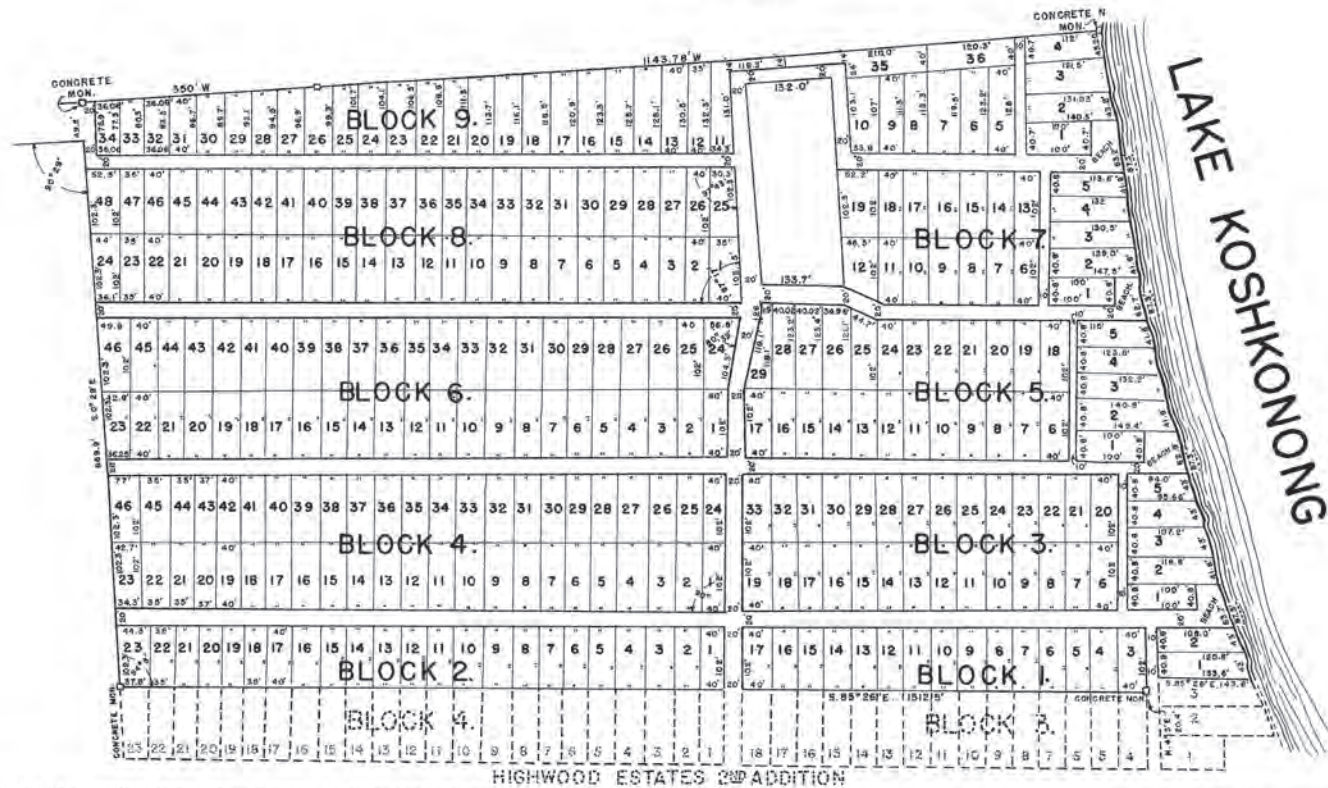
SECTION 36, TOWN 5. NORTH, RANGE 12. EAST. DANE COUNTY

WISCONSIN

SCALE 1"=100 FEET

RECORDED JULY 12, 1928

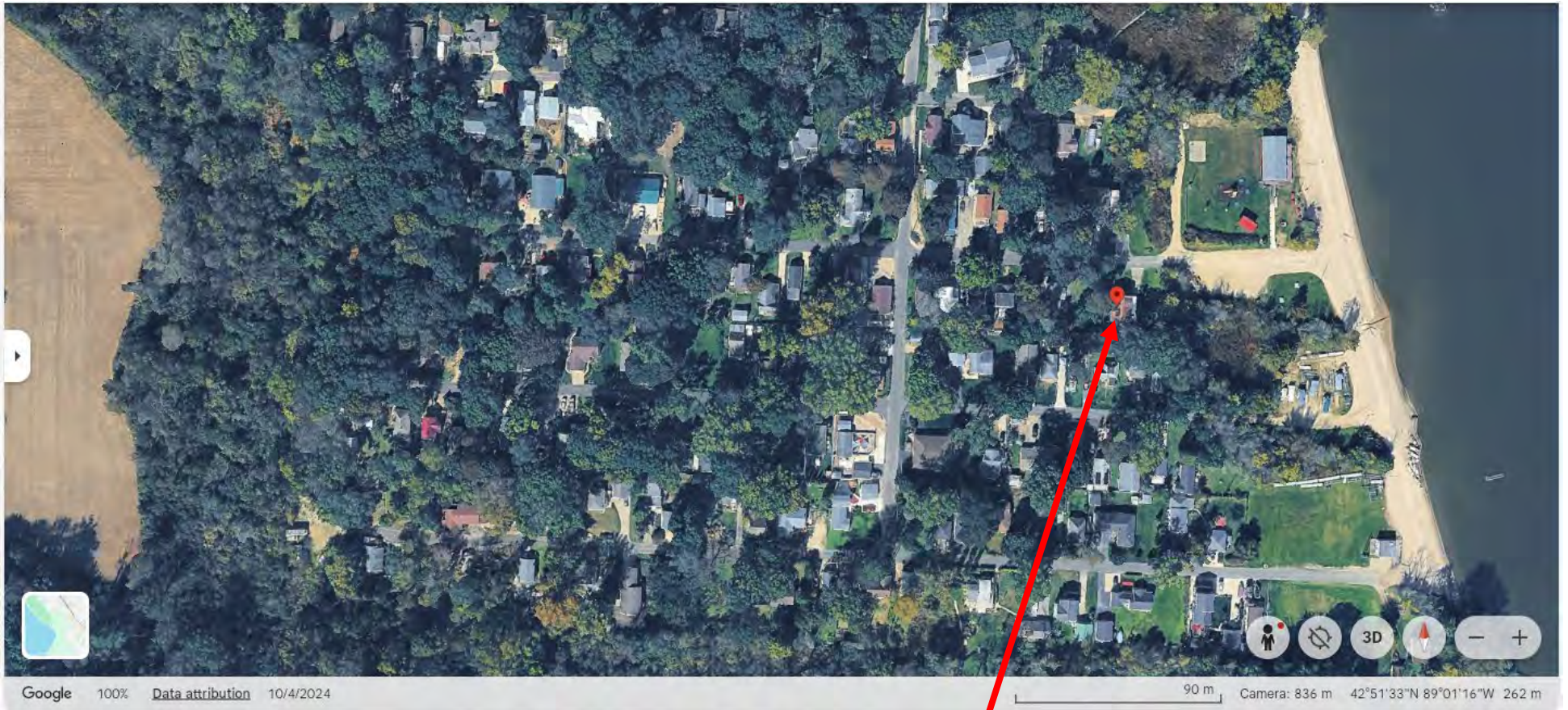
SURVEYOR, ALEX W. ELY
JULY 2, 1928



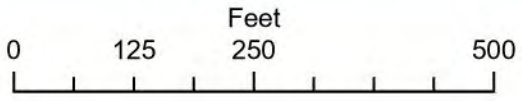
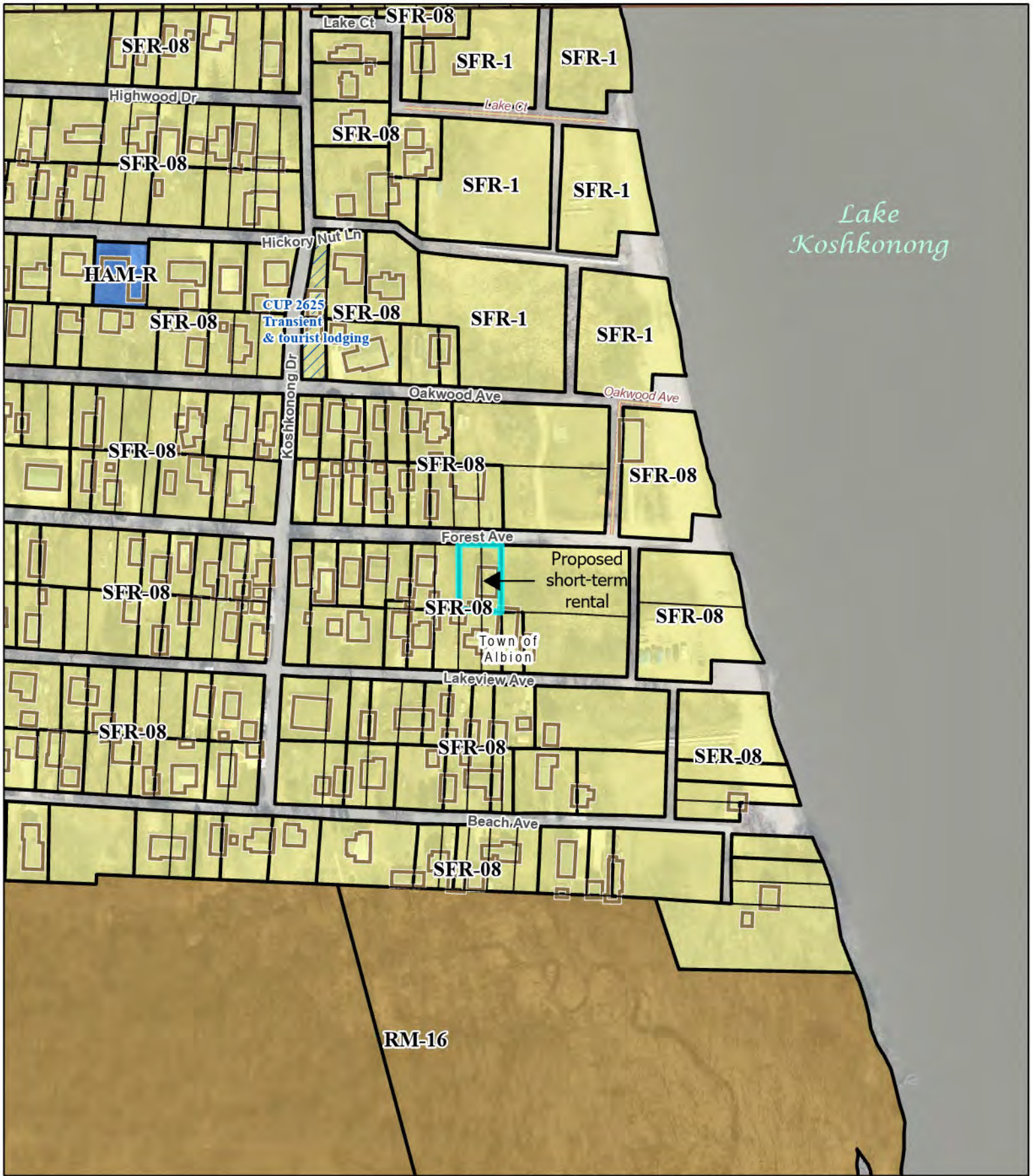
I, ALEX W. ELY, DO HEREBY CERTIFY THAT I HAVE SURVEYED, SUBDIVIDED, AND MAPPED THE WITHIN DESCRIBED TRACT OF LAND TO BE HEREINAFTER KNOWN AND DESIGNATED AS HIGHWOOD ESTATES THIRD ADDITION, THAT SAID SUBDIVISION WAS LAID UPON, AND INCLUDES ALL THAT PART OF NORTH ONE HALF OF SECTION THIRTY SIX (36), TOWN 5 NORTH, RANGE 12 EAST, DESCRIBED AS FOLLOWS: COMMENCING AT A POINT ON THE NORTH LINE OF SAID SECTION THIRTY SIX (36), 350 FEET WEST OF THE NORTH QUARTER SECTION CORNER OF SAID SECTION THIRTY SIX (36); THENCE SOUTH 01°-29' EAST, 869.9 FEET TO A CONCRETE MONUMENT; THENCE SOUTH 85°-26' EAST, 1512.8 FEET TO AN IRON PIPE MONUMENT; THENCE NORTH 4°-54' EAST, 20.4 FEET TO AN IRON PIPE MONUMENT; THENCE SOUTH 85°-20' EAST, 143.6 FEET TO THE SHORE OF LAKE KOSHKONONG; THENCE NORTHWARD, ALONG THE SHORE OF SAID LAKE, 974.5 FEET TO THE NORTH LINE OF THE FORESAID SECTION THIRTY SIX (36); THENCE WEST ALONG SAID NORTH LINE 1143.78 FEET TO THE PLACE OF BEGINNING; THAT SAID SUBDIVISION WAS SURVEYED, SUBDIVIDED, AND MAPPED AS SHOWN ON THE ATTACHED MAP FOR, AND UNDER THE DIRECTION OF H. E. FIELD, M. S. MALNICK, AND NAT MALNICK, OWNERS OF SAID LAND. THAT THE FOREGOING MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE SUBDIVISIONS MADE THEREON, MADE BY ME FROM NOTES TAKEN IN THE ACTUAL SURVEY OF THE SAME THAT SAID LAND WAS SUBDIVIDED INTO BLOCK ONE (1) TO NINE (9) INCLUSIVE, TOGETHER WITH CERTAIN STREETS TO BE COMMON PROPERTY OF THE OWNERS OF SAID SUBDIVISIONS. BUILDING RESTRICTIONS TO BE AS SHOWN. NO FENCE TO BE BUILT ON LOT LINE, EXCEPT BETWEEN FARMS. ONLY ONE RESIDENCE TO BE BUILT ON EACH LOT, AND NO OUTSIDE TOILETS ARE TO BE BUILT OR USED, THAT DISTANCES SHOWN ON SAID MAP ARE IN FEET, AND DECIMAL FRACTIONS THEREOF, THAT IRON PIPE MONUMENTS WERE DRIVEN AT ALL LOT CORNERS AND THAT IN SURVEYING, SUBDIVIDING, AND MAPPING SAID LAND, I HAVE COMPLIED WITH THE PROVISIONS OF CHAPTER 256 IN THE REVISED STATUTES OF THE STATE OF WISCONSIN FOR 1927.

Copied By Henry L. Walloch.
(V. Bruckelmeier)
Checked By (Hazel Switzer)

ALEX W. ELY SURVEYOR.



Proposed C.U.P



Town of Albion

Larkin CUP Petition Neighborhood Map

Legal Description of CUP 2698

Lots 9 and 10 of Block 1 of the Highwood Estates 3rd Addition Subdivision, Section 36, T5N, R12E, Town of Albion, Dane County, Wisconsin

