

Conditional Use Permit Application Requirements per sec. 10.255(2)(e), Dane County Code of Ordinances

Site Plan. All applications for a conditional use permit must be accompanied by a site plan, drawn to a scale large enough to show detail, that includes, at a minimum the following information:

- a. All buildings and all outdoor use and / or storage areas, existing and proposed, including provisions for water and sewer. Existing and proposed uses must be clearly labeled.
- b. All dimensions and required setbacks, side yards and rear yards.
- c. Location and width of all driveway entrances onto public and private roadways, and of all interior roads or driveways. Traffic flow patterns must be indicated.
- d. Parking lot layout in compliance with Section 10.18 of the Dane County Zoning Ordinance.
- e. Proposed loading/unloading areas.
- f. Zoning district boundaries in the immediate area. All districts on the CUP property and on all neighboring properties must be clearly labeled.
- g. All natural features such as lakes, ponds, streams (including intermittent watercourses), flood zone and wetland areas, and slopes over 12% grade.
- h. The Zoning Administrator may require, at his or her discretion, site plans to show additional detail, including, but not limited to contours, drainage, screening, fences, landscaping, lighting, signs, refuse dumpsters, and possible future expansion areas.

Operational Plan. All applications for a conditional use permit must be accompanied by an operational plan that describes, at a detail acceptable to the Zoning Administrator, the following characteristics of the operation:

- a. Hours of operation.
- b. Number of employees.
- c. Anticipated noise, odors, dust, soot, runoff or pollution and measures taken to mitigate impacts to neighboring properties.
- d. Descriptions of any materials stored outside and any activities, processing or other operations taking place outside an enclosed building.
- e. Compliance with county stormwater and erosion control standards under Chapter 11 or Chapter 14, Dane County Code.
- f. Sanitary facilities, including adequate private onsite wastewater treatment systems and any manure storage or management plans approved by the Madison & Dane County Public Health Agency and/or the Dane County Land and Water Resources Department.
- g. Facilities for managing and removal of trash, solid waste and recyclable materials.
- h. Anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic.
- i. A listing of hazardous, toxic or explosive materials stored on site, and any spill containment, safety or pollution prevention measures taken.
- j. Outdoor lighting and measures taken to mitigate light-pollution impacts to neighboring properties.
- k. Signage.