Conditional Use Permit Application

Updated: 11/12/13

Town of Middleton
7555 W. Old Sauk Road
Verona, WI 53593-9700
Phone: 608-833-5887
Fax: 608-833-8996
info@town.middleton.wi.us

All uses of land not falling within the list of permitted uses as presently zoned require a Conditional Use Permit. Information submitted as part of this application (see checklist below) must contain sufficient specifications and details to enable the Plan Commission, Board, and any expert consultants to determine whether the application meets the requirements of the Town ordinances.

The Town of Middleton Plan Commission* meets on the first Wednesday of the month at 7 p.m., the Town Board meets the first and third Mondays of the month at 7 p.m. Both bodies meet at Town Hall, 7555 W. Old Sauk Road. **Conditional Use Permit Application(s) (CUPs) and accompanying information must be submitted 21 days prior to the meeting where action is requested, for review and agenda placement**. In addition to the required hard copies, electronic copies are required – contact the Town Clerk and Town Engineer for desired formats. Incomplete applications may be returned, and could result in a delay of the project. See Town of Middleton Ordinances – Chapter 315: Land Division and Subdivision and Section 200-5C for a list of definitions, standards, and requirements.**

The Plan Commission will review and make an advisory recommendation to the Board. The Board will forward their decision to the Dane County Zoning and Land Regulation Committee. That Committee, after holding a public hearing, determines whether to grant the conditional use permit.

* Note: Application reviews begin with the Plan Commission. Approval by the Town Board is required. The Town Board meeting will be scheduled after the Plan Commission has considered the application.

** Town of Middleton Design Requirements for Public Improvements' shall be used where applicable. Copies can be obtained from the Town of Middleton website (www.town.middleton.wi.us).

Your proposal **must** explain how it complies with each of six standards in the zoning ordinance for a conditional use permit to be granted, summarized as follows:

1. **That the conditional use will not endanger the public health, safety, and welfare.**
2. **That uses, values, and enjoyment of other properties in the neighborhood will not be substantially impaired by the conditional use.**
3. **That the conditional use will not impede orderly development of the surrounding property**
4. **That adequate utilities, access roads, drainage, and other necessary site improvements will be provided.**
5. **That adequate measures are being taken to provide ingress and egress to minimize traffic congestion.**
6. **That the conditional use shall comply with all other applicable regulations.**

Project:

Name or site description:	Bronner Rd.
Location:	038/0708-053-8002-9 Airport Rd. east of Bronner

Checklist– Check boxes at left with '✓' or 'n/a' as applicable

	Completed **Application Form** (this document)
	Contact Information - Land Division/Site Plan/CUP form must be submitted with this application.
	Deposit pursuant to Town Fee Schedule is included with the application
	Written Description of the project. (NOTE: this section should specifically address the **six standards** noted above.)
	Plans – 4 hard copies* plus 1 electronic copy, including the following information or drawings:
	– Documents indicating the present zoning of the parcel and neighboring parcels.
	– Dane County Code indicating proposed usage is an allowed conditional usage.
	– Adjoining land uses.
	– Existing Site Plan showing buildings and other physical characteristics of the site. Please show all natural features such as lakes, ponds, streams (including intermittent watercourses) and flood zone and wetland areas.
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	– General proposed site layout, with regard to public street access, location of parking/loading/unloading areas, designed to minimize traffic hazards. The Town uses City of Middleton and City of Madison parking guidelines for parking areas (whichever jurisdiction is closer to the site).
	– Time schedule for development.
	– Reasons why the property is suitable for the proposed use.
	– Numbers of employees and hours of operation of the proposed use, if applicable.

**Note: Copies of each document shall be submitted as follows: one hard copy directly to the Town Attorney and Town Clerk, two hard copies directly to the Town Engineer. The electronic copy shall be delivered to the Town Clerk at the Town Hall using info@town.middleton.wi.us as the email address. If any document submitted is larger than 11" x 17", 25 hard copies shall be submitted. Addresses are listed below.*

Town Clerk	**Town Attorney**	**Town Engineer**
David Shaw	Tom Voss	Rod Zubella, PE
Middleton Town Hall	Erbach & Voss, SC	Vierbicher Associates, Inc.
7555 W. Old Sauk Road	6255 University Ave, #101	999 Fourier Drive, Suite 201
Verona, WI 53593	Middleton, WI 53562	Madison, WI 53717

I hereby certify the above is true and complete AND I hereby agree to pay for any and all costs and charges borne by the Town of Middleton as related to and for the purposes of review of the Conditional Use Permit listed above, including engineering and legal review that may exceed the required deposit. Fees incurred by the Town in excess of the deposit shall be due within 30 days of receipt of invoice from the Town of Middleton.

Applicant's Signature: _____ Date: 07-18-17

Owner's Signature: Leo A Ziegler Date: 07-18-17