



## Application for Conditional Use Permit Town of Theresa – Dodge County, WI

### **Contact Information** (please print)

Name of Petitioner: \_\_\_\_\_

Mailing Address of Petitioner: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Mailing Address of Owner: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

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### **Property Information**

Property Currently Zoned: \_\_\_\_\_ Tax Key Number: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Detailed Property Description, location and Proposed Use of the Property and/or Building:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of Names and Complete Mailing Addresses of all Abutting and Opposite Property Owners:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

- 5. \_\_\_\_\_  
\_\_\_\_\_
- 6. \_\_\_\_\_  
\_\_\_\_\_
- 7. \_\_\_\_\_  
\_\_\_\_\_

**Submittal Fees and Requirements**

The following must be submitted with the Conditional Use Application:

1. Conditional Use Fee of \$275 plus Administrative Fee of \$50 **Total = \$325**
2. Ten Copies of the Application
3. Ten Copies of the Site Plan (drawn to scale 1”) showing the following:
  - a) Boundaries and Dimensions of the Property
  - b) Location and Dimensions of all Existing and Proposed Buildings
  - c) Use of all Existing and Proposed Buildings
  - d) Use of all Properties Within 300 Feet of the Land Proposed for a Conditional Use

**Signatures**

By the execution of this application, applicant hereby authorizes the Town of Theresa or its agents to enter upon the property for the purpose of inspection. The petitioner/owners agrees to be in full compliance with the provisions of the Town of Theresa Zoning Ordinance and all other applicable Town, County, and State regulations.

Signature of Petitioner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
(If different than Petitioner)

**For questions or to send application, contact:**

Dennis Fleischer, Land Use Administrator ♦ N9057 Cty. Rd. AY ♦ Theresa, WI, WI 53091 ♦ 608-515-6263 or [dennisf@seniorhelpers.com](mailto:dennisf@seniorhelpers.com)

**For Office Use Only** Application Number: \_\_\_\_\_

## Application for Conditional Use Permit Town of Theresa – Dodge County, Wisconsin

### **General Information**

A Conditional use permit is required for new construction or for any modification of a site, building, or structure located within the A-1 and A-2 Zoning Districts as defined by the Town of Theresa Zoning Ordinance.

Conditional Use permit is authorized by the Town of Theresa Zoning Ordinance. The approval of the conditional use permit shall remain valid for one year after date of approval, after which time the conditional use permit will need to be renewed or shall be deemed null and void if the development has not been established or actual construction commenced

### **Procedures**

The Plan Commission shall review the application and shall only approve plans that meet all the requirements of the Town of Theresa Zoning Ordinances.

1. Application: All applications, required materials and fees are to be submitted in conceptual format to the Theresa Town Clerk. Questions can be directed to the Land Use Administrator. (Contact information for both can be found at the bottom of the Conditional Use Permit Application.)
2. Review: all applications shall be reviewed by the Land Use Administrator. The Land use Administrator may contact the petitioner/owner for further information as well as visit the property for the purpose of inspection.
3. Public Hearing: a public hearing before the Planning Commission shall be held and notices to property owners within 300 feet of the proposed development will be sent by the town.
4. Plan Commission Action: The Plan Commission shall meet in accordance with open law and discuss and take action on the application. The Commission shall approve, approve with conditions, defer, table, deny with reason and remove any applications from the agenda.
5. Town Board Action: There is no action needed by the Town Board for a conditional use application.

**Please note:** No construction can commence on the site prior to all approvals and the issuance of all building, zoning and utility permits.

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### **Application Checklist**

This checklist is intended to be a guide; all other requirements shall also be met. The Town of Theresa Zoning Ordinance can be found on the Town website: [www.townoftheresa.com](http://www.townoftheresa.com) under Ordinances.

- Review the Town of Theresa Zoning Ordinance to determine if your plan meets the requirements.
- Contact the Land Use Administrator to obtain a Conditional Use Permit Application and a Rezoning if needed.
- Direct questions to Dennis Fleischer, Land Use Administrator via telephone: 608-515-6263 or e-mail: [dennisf@seniorhelpers.com](mailto:dennisf@seniorhelpers.com)
- Fill out the application completely and forward to Diane Steger, Town Clerk at W783 West Bend Rd., Theresa or e-mail [townoftheresa@yahoo.com](mailto:townoftheresa@yahoo.com)
- Attend the public meeting before the Plan Commission. Be prepared to answer any questions that they may have.
- Complete any requirements determined by the Plan Commission
- If needed, obtain an application for a Driveway Permit.
- Contact Mary Kay Vogal, Building Inspector, at 920-356-9447 to apply for a building permit.  
You need both a permit and inspection for the following:
  - a) To build a new dwelling and attached structures.
  - b) To remodel a dwelling with cost in excess of \$2,500 within a 12 month period.
  - c) To make any structural change to a dwelling.
  - d) To make major changes to a dwelling's mechanical systems. (Heating, Air Conditioning, Ventilating, Electrical, Plumbing, etc.