

For Office Use:	Date		Date
Application given by _____	_____	Referred to Plan/Board	_____
Received by Zoning Administrator	_____	Public Hearing Set	_____
Fee received by Clerk	_____	Date Notices Mailed	_____
Zoning Certified	_____	Public Hearing Published	_____
Filed with Clerk	_____	Public Hearing Held	_____
Referred for Staff Review	_____	Final Action	_____

**Village of Shorewood Hills**  
 810 Shorewood Boulevard  
 Madison, WI 53705-2115  
 (608) 267-2680 phone  
 (608) 267-5929 fax

**APPLICATION FOR CONDITIONAL USE PERMIT**

(A non-refundable \$350 fee must accompany this application upon filing)

<b>FOR OFFICE USE ONLY</b>
Receipt # _____

Date of Petition: \_\_\_\_\_

The undersigned, being all the owners of the real property covered by this conditional use request hereby petition the Village of Shorewood Hills as follows:

- Name and address of each owner: (Please attach additional pages as necessary)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Name and address of applicant if not an owner. Describe interest in site (if tenancy, attach copy of current lease):  
 \_\_\_\_\_  
 \_\_\_\_\_
- Address of site: \_\_\_\_\_
- Tax parcel number of site: \_\_\_\_\_
- Accurate legal description of site (state lot, block and recorded subdivision or metes and bounds description) (Attach copy of owner's deed):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Present zoning classification: \_\_\_\_\_
- Requested conditional use: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Brief description of each structure presently existing on site: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Brief description of present use of site and each structure on site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Brief description of any proposed change in use of structures if request for conditional use is granted (include change in number of employees on site): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. The following arrangements have been made for serving the site with municipal sewer and water:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Name, address, and tax parcel number of the owners of each parcel immediately adjacent to the boundaries of the site and each parcel within 200 feet including street and alley right-of-way of each exterior boundary of the site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. A scale map or survey map must be attached showing the following:

- a. Location, boundaries, dimensions, uses, and size of the site and structures and its relationship to adjoining lands.
- b. The approximate location of existing structures on the site, easements, streets, alleys, off street parking, loading areas and driveways, highway access and access restrictions, existing street, side and rear yards, proposed surface drainage, grade elevations.

14. State in detail, the evidence indicating proof that the proposed conditional use shall conform to each of the standards for conditional uses set forth in section 10-1-108 of the Village Zoning Code.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHEREFORE, the undersigned property owners hereby state that the foregoing information and all attachments to this Petition are true and correct to the best of our knowledge.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_  
Property owner

\_\_\_\_\_  
Property owner

I certify that that I have reviewed this application for completeness.  
Date: \_\_\_\_\_ Zoning Administrator: \_\_\_\_\_