



# City of Richland Center

## Conditional Use Permit Application

This Form must be completed by the zoning applicant and submitted to the Zoning office along with the corresponding application fee. This form assists with three specific steps required in a Conditional Use Process.

For Office Use Only

Application # \_\_\_\_\_

Fee: \_\_\_\_\_  Paid \_\_\_\_\_

Approved  Denied

Date \_\_\_\_\_

- 1) Application for Conditional Use (any other materials requested by Zoning Department)
- 2) Evaluation of the Conditional Use Application
- 3) Required reporting to the decision-making bodies.

Please note that incomplete applications may cause delays. Please contact the City of Richland Center Zoning Office for any related questions at 608-647-3466

Please check one: City  ETZ

**Property Owner Information**

|          |  |         |  |
|----------|--|---------|--|
| Name     |  | Phone # |  |
| Address  |  | City    |  |
| Parcel # |  | E-mail  |  |

**Applicant Information (if different from owner)**

|         |  |         |  |
|---------|--|---------|--|
| Name    |  | Phone # |  |
| Address |  | City    |  |
|         |  | E-mail  |  |

**Please fill out if the property will be used for Business**

|                     |  |                     |  |
|---------------------|--|---------------------|--|
| Business Name       |  | Hours of operations |  |
| Business Address    |  | Number of employees |  |
| Owner/Operator Name |  | Business Type       |  |

Property Owners Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

***The applicant or representative MUST ATTEND the meeting(s).***



# City of Richland Center

## Conditional Use Permit Application

City of Richland Center  
Application Deadline, Meeting Dates and Times

| Submission Deadline       | Planning Commission Meeting (5:30pm) | City Council Meeting (6:00pm) |
|---------------------------|--------------------------------------|-------------------------------|
| December 11 <sup>th</sup> | January 7 <sup>th</sup>              | January 22 <sup>nd</sup>      |
| January 8 <sup>th</sup>   | February 4 <sup>th</sup>             | February 24 <sup>th</sup>     |
| March 5 <sup>th</sup>     | March 4 <sup>th</sup>                | March 26 <sup>th</sup>        |
| March 12 <sup>th</sup>    | April 8 <sup>th</sup>                | April 23 <sup>rd</sup>        |
| April 9 <sup>th</sup>     | May 6 <sup>th</sup>                  | May 28 <sup>th</sup>          |
| May 7 <sup>th</sup>       | June 3 <sup>rd</sup>                 | June 25 <sup>th</sup>         |
| June 4 <sup>th</sup>      | July 8 <sup>th</sup>                 | July 23 <sup>rd</sup>         |
| July 9 <sup>th</sup>      | August 5 <sup>th</sup>               | August 27 <sup>th</sup>       |
| August 6 <sup>th</sup>    | September 2 <sup>nd</sup>            | September 24 <sup>th</sup>    |
| September 3 <sup>rd</sup> | October 7 <sup>th</sup>              | October 22 <sup>nd</sup>      |
| October 8 <sup>th</sup>   | November 4 <sup>th</sup>             | November 26 <sup>th</sup>     |
| November 5 <sup>th</sup>  | December 2 <sup>nd</sup>             | December 17 <sup>th</sup>     |

**After the Planning Commission makes its recommendation, (unless it is tabled) the item will be scheduled on the next City council meeting for their action.**

Filled out by Zoning Department

**The City of Richland Center - Zoning Department**

|  |  |
|--|--|
| <input type="checkbox"/> Recommends Approval | <input type="checkbox"/> Recommends Denial |
| Signature:                                   | Date:                                      |
| Zoning Agent                                 |  |

**The City of Richland Center - Planning Commission**

|  |  |
|--|--|
| <input type="checkbox"/> Recommends Approval | <input type="checkbox"/> Recommends Denial |
| Signature:                                   | Date:                                      |
| Planning Commission Chairperson              |  |

**The City of Richland Center – Common Council**

|  |  |
|--|--|
| <input type="checkbox"/> Recommends Approval | <input type="checkbox"/> Recommends Denial |
| Signature:                                   | Date:                                      |
| Mayor of Richland Center                     |  |

|            |  |                   |  |                 |  |
|------------|--|-------------------|--|-----------------|--|
| Date Filed |  | Police Department |  | Expiration Date |  |
|            |  |                   |  |                 |  |
| Planning   |  | Fire Department   |  | Approved/Denied |  |
| Council    |  | Ambulance         |  | Approved/Denied |  |