



FOR OFFICE USE	
Application #	
Permit fee	\$450
Receipt #	
Account #	101-34110
Date Received	

Conditional Use Permit Application

PROPERTY OWNER		APPLICANT	
Name:		Name:	
Mailing Address:		Company:	
City/State/Zip:		Address:	
Phone:		City/State/Zip:	
Email:		Phone:	
		Email:	
PROPERTY & PROJECT INFORMATION			
Parcel Number:			
Site Address/Location:			
Current Zoning:		Proposed Zoning:	
Current Use:		Proposed Use:	
Proposed number of employees:		Proposed building/tenant space floor area:	
Existing number of parking stalls:		Proposed number of parking stalls:	
Describe proposed outdoor uses:			
Description of the proposed use for this property:			
APPLICANT STATEMENT			
I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of Wisconsin and ordinance of the Village of Little Chute, Wisconsin. I further understand that the issuance of this permit creates no legal liability, express or implied, on the Village of Little Chute.			
Applicant/Owner Signature:		Date:	

Village of Little Chute
108 W Main St.
Little Chute, WI 54140

Community Development Department
PH: (920) 423-3870
Email: jessica@littlechutewi.org

PLAN OF OPERATION AND PROJECT INFORMATION

BUSINESS INFORMATION
Business name:
Type of proposed establishment (detailed explanation of business):
Proposed hours of operation:
Number of employees:
Gross floor area/tenant space:
OPERATION DETAILS:
Odor
Describe any potential odors emanating from the proposed use and plans to control them:
Noise
Describe the noise levels anticipated from the proposed use and all mechanical equipment
How will the noise be controlled
Outdoor Lighting
Type:
Location:
Outdoor Uses
Size/Area (square feet):
Description of outdoor use(s):
Location and description of any outdoor storage area(s) and the materials being stored:
Description of proposed screening for outdoor storage areas:

WHAT IS A CONDITIONAL USE PERMIT?

A Conditional Use refers to a specific type of land use that is not automatically permitted under a particular zoning classification but can be allowed subject to certain conditions and approvals. Conditional Uses are those uses having some uniqueness or unusual impact which require careful review of their location, design, and configuration to determine against fixed standards, the desirability of permitting their establishment at any given site. Each zoning district has a list of uses requiring a Conditional Use Permit.

WHERE DO I START?

Contact the Community Development Department to discuss interest in a Conditional Use Permit. The staff will provide information regarding the Zoning Code, Comprehensive Plan, the criteria for evaluation, surrounding uses and possible nonconformities.

WHAT'S NEXT?

A complete submittal includes a completed application, plan of operation, a detailed development plan of the proposed development and the appropriate fee (check payable to the Village of Little Chute). The Community Development Department will process the application and prepare a report for the Plan Commission.

The Community Development Director will make recommendations to the Plan Commission. The Plan Commission holds a Public Hearing to review staff comments and recommendations. A notice of the Public Hearing will be advertised in the Times-Villager for two consecutive weeks prior to the Plan Commission meeting. Notice of the hearing is sent to the petitioner and property owners within 100 feet of the parcel containing the proposed Conditional Use Permit. The Village Board has final authority to approve conditional uses for multifamily developments whenever a conditional use permit is required, while the Plan Commission may authorize all other conditional uses.

COMPLETE SUBMITTAL INCLUDES:

1. Completed application and fee (check made payable to Village of Little Chute).
2. Complete "Plan of Operation and Project Information" form.
3. Floor plan showing interior layout for proposed use.
4. Development Plan/Site Plan that includes the following:
 - a. Location of buildings, parking areas, traffic access, driveways, walkways, open spaces, landscaping, lighting;
 - b. Outdoor uses and/or storage areas;
 - c. Location, type and height of screening for any proposed outdoor storage/uses;
 - d. Any proposed improvements associated with the conditional use;
 - e. Other pertinent information necessary to determine if the proposed use meets the requirements of the Municipal Code.
5. Digital copy of the submittal in pdf format (emailed to jessica@littlechutewi.org).

Submit the completed application and materials to:

Village of Little Chute
Community Development Department
108 W. Main Street
Little Chute, WI 54140
jessica@littlechutewi.org