

Application for  
**Conditional Use**  
 Town of Williamstown  
 Dodge County, Wisconsin

<b>TOWN use only</b>	
Hearing date: _____	
Applicant notified: _____	
Plan Commission Recommendation:	
__ Approved	
__ Approved with conditions: _____	
__ Denied _____	
<b>&gt;&gt; Return to Clerk &lt;&lt;</b>	
Town Board Decision: _____	Clerk Initials: _____

**Please see the back for Filing Instructions**

Provide the following information:

- Names, addresses and phone numbers of the **appellant or applicant, owner of the site, architect, professional engineer, contractor, and all opposite and abutting property owners of record.** Property owner names can be found by doing a Dodge County Land Records search: <http://dr1.co.dodge.wi.us/lrst/default.asp>

	Name	Address	Phone or Email
<b>Applicant:</b>			
<b>Owner:</b>			
Architect/ Engineer/ Contractor:			
<b>Opposite:</b>			
<b>Abutting:</b>			
<b>Abutting:</b>			
<b>Abutting:</b>			

- Zoning District and Conditional Use from the Zoning Ordinance/Map which can be found at <http://williamstown-wi.com> > Zoning.

\_\_\_\_\_

- Site address & Parcel (Pin) #: \_\_\_\_\_

- Legal description of the site by lot, block, and recorded subdivision or by metes and bound: \_\_\_\_\_

\_\_\_\_\_

- Type & size of structure(s), number of employees, proposed operation or use of the structure(s) or site: \_\_\_\_\_

\_\_\_\_\_

- Attach a **certified survey map** of the existing property showing the dimensions of the lot and locations of the buildings from the lot lines, center line of abutting highways, the high-water mark of abutting water course and water mark at the day of the sketch/map. **Include a plat map and pinpoint the exact location of area.**

- Additional information may be required by the Town Planning Commission or the Town Board.

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

Applicant Name, Printed: \_\_\_\_\_

**Filing Instructions:**

1. An application for a Conditional Use Permit must be made using this form and required attachments
2. The application must be accompanied by the current fee **payable to the Town of Williamstown**. Please refer to <http://williamstown-wi.com/fees> > Zoning for the amount.
3. Make 9 copies of the original application and attachments
4. File the original and copies along with the fee with the Town Clerk for the Town of Williamstown (**Clerk, W3275 Hwy TW, Mayville, WI 53050**).
5. The Clerk will forward the Application to the Town Planning Commission.
6. The Plan Commission will review and make a recommendation for the Board to act on.
7. The issuance of a Conditional Use Permit is controlled by Section 4.0 of the Zoning Ordinance. Copies of the Ordinance may be obtained from the Town Clerk or by visiting <http://williamstown-wi.com> > Zoning.

**Completion of application:**

Failure to provide all relevant information shall be grounds for denial of the request. The Applicant is under a continuing duty to reasonably supplement the petition with new information. **If additional space is needed, attach sheets to this application.**

**Checklist:**

- \_\_\_ Certified Survey Map and Plat Map attached with notations as requested in item 6.
- \_\_\_ 10 copies of packet (application and all attachments)
- \_\_\_ Fee enclosed (see <http://williamstown-wi.com/fees> under Zoning for amount)  
    Check or Money Order **payable to the Town of Williamstown**
- \_\_\_ Deliver/mail to **Clerk, W3275 Hwy TW, Mayville, WI 53050**
- \_\_\_ To prepare for the Planning Commission review, **pound a stake at each corner of any proposed building**