

Parcel ID # \_\_\_\_\_

PERMIT # \_\_\_\_\_

# ONEIDA COUNTY CONDITIONAL USE PERMIT APPLICATION

Office use only: Photos to be scanned?  Yes  No  
File name: \_\_\_\_\_

Oneida County Zoning  
P.O. Box 400  
Rhineland, WI 54501



Oneida County Zoning  
Minocqua Branch Office  
P.O. Box 624  
Minocqua, WI 54548

**This permit does not authorize construction or placement of structures.  
A separate Zoning Permit is required for structures.  
Use black ink only**

1. **Property owner's name (as held in title):** \_\_\_\_\_  
2. Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
3. Telephone number (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

4. **Applicant's name:** \_\_\_\_\_  
5. Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
6. Telephone number (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

7. **Project contact person/agent:** \_\_\_\_\_  
8. Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
9. Telephone number (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

10. Legal description (¼ ¼ , Gov't Lot, CSM, Subdivision & Lot #) \_\_\_\_\_  
11. Section: \_\_\_\_\_ Town: \_\_\_\_\_ Range: \_\_\_\_\_ Town of: \_\_\_\_\_  
12. Site address: \_\_\_\_\_  
13. Nature of proposed project/use: \_\_\_\_\_

14. **APPLICANT'S CERTIFICATION:** The undersigned hereby applies for the Conditional Use Permit described in this application and certifies that the information provided is complete, accurate, and all projects will be completed in compliance with the requirements of the Oneida County Zoning and Shoreland Protection Ordinance and all other applicable ordinances and laws of the State of Wisconsin. The applicant understands that the issuance of this permit creates no legal liability, expressed or implied, on Oneida County and that failure to comply with the permit and conditions of approval may result in suspension or revocation of this permit or other penalty. Conditional Use Permits expire three years from date of issuance if the proposed use has not commenced.

15. Print name (applicant) \_\_\_\_\_ Date: \_\_\_\_\_  
Signature (applicant) \_\_\_\_\_ Date: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	<b>Date received:</b>	<b>Date application deemed complete:</b>	
Zoning district:	Is the project located in a floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No	Map #:	FIRM dated:
Remarks and/or conditions of issuance:			
This application has been reviewed pursuant to ordinance dated:			
<b>Fee: \$750.00</b>		<b>Receipt #:</b>	
<b>Granted by:</b>		<b>Issued date:</b>	
Zoning Director's signature (staff initials)		<b>Expiration date:</b>	

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**APPLICATION FOR CONDITIONAL USE PERMIT**

Conditional Uses and Structures are referenced in Chapter 9 – Oneida County Zoning and Shoreland Protection Ordinance, Article 4–Conditional Uses and Structures, Sections 9.40, 9.41 and 9.42. The applicant must demonstrate that the application and all requirements and conditions established by the Oneida County Planning & Development Committee relating to the conditional use are or shall be satisfied, all of which must be supported by substantial evidence. “Substantial evidence means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a Conditional Use Permit and that reasonable persons would accept in support of a conclusion.” Wis.Stats. §59.69(5e)(a)(2).

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*Use a separate sheet(s) for additional information if necessary. Please provide an answer to each line number.*

**BASIS OF APPROVAL OR DENIAL Section 9.42(D)**

To aid in the review of and decision making regarding the proposed conditional use project, the Planning and Development Committee shall evaluate the specific criteria as applicable, but shall not be limited thereto 16 a-i below. At all times the burden of proof to demonstrate satisfaction of these criteria remains with the applicant.

16. Provide substantial evidence to the following criteria:

- a) The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b) The uses, values, and enjoyment of the neighboring property shall not be substantially impaired or diminished by the establishment, maintenance or operation of the conditional use. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c) The proposed conditional use is compatible with the use of adjacent land and any adopted local plans for the area. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d) The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- e) Adequate utilities, access roads, drainage and other necessary site improvements have been or will be provided for the conditional use. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- f) Adequate measures have been or will be taken to provide ingress and egress so as to minimize traffic congestion in the public streets. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- g) The conditional use shall conform to all applicable regulations of the district in which it is located. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- h) The conditional use does not violate shoreland or floodplain regulations governing the site. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- i) Adequate measures have been or will be taken to prevent and control water pollution, including sedimentation, erosion and runoff. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LAND USE**

- 17. Detailed description of proposed use and improvements: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 18. Describe how the proposed use is compatible with other uses in the area: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 19. Describe any known physical, environmental, or developmental impacts the proposed use will have on this property or surrounding areas: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 20. Present use of property (residential, commercial, vacant, etc): \_\_\_\_\_  
 \_\_\_\_\_
- 21. Describe services to be provided and goods to be sold or manufactured on premises: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 22. Describe any outdoor storage of equipment, materials, etc. and where these items will be located on the property: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 23. Describe any outdoor displays of sale items, event activities and/or outdoor seating to be located on the property: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

24. Will the proposed use generate any hazardous waste?  No  Yes, if yes describe \_\_\_\_\_

25. Will the proposed use generate any noise, air emissions or odors?  No  Yes, if yes describe \_\_\_\_\_

### BUSINESS OPERATIONS

26. Maximum number of employees at peak operation: \_\_\_\_\_

27. Days and hours of operation: \_\_\_\_\_

28. Anticipated number of customers per day: \_\_\_\_\_ # of customer seats: \_\_\_\_\_

29. Anticipated number of deliveries per week: \_\_\_\_\_

30. How will generated garbage be disposed of (trash cans, dumpster)? \_\_\_\_\_

31. How will trash receptacles be screened from view? \_\_\_\_\_

32. Describe the restroom facilities provided for the public & employees: \_\_\_\_\_

Check the appropriate box:  Sanitary district connection  
 Private Onsite Wastewater Treatment System (POWTS)

### ACCESS AND PARKING

33. Describe all existing or proposed roadway access points: \_\_\_\_\_

34. Describe proposed onsite vehicular traffic flow pattern: \_\_\_\_\_

35. Number of parking spaces provided onsite: \_\_\_\_\_

For parking requirements, reference Section 9.77 Off-Street Parking & Loading Space Parking requirements  
<https://www.oneidacountywi.gov/wp-content/uploads/Chapter-9-Article-7-3.pdf>

### PLAN REQUIREMENTS AND DETAILS

**Initials required on each line below indicating completion. At a minimum the scaled site plan must include the following:**

- 36. \_\_\_ Boundaries and dimensions of the property
- 37. \_\_\_ Existing and/or proposed structures and other manmade features
- 38. \_\_\_ Applicable setback information for proposed structures and parking areas
- 39. \_\_\_ Floor plans (should include customer seating, if applicable) and building elevations
- 40. \_\_\_ Adjacent roadways and access points
- 41. \_\_\_ Parking spaces
- 42. \_\_\_ Outdoor lighting
- 43. \_\_\_ Landscaping
- 44. \_\_\_ Fencing, screening, buffers
- 45. \_\_\_ Natural features, wetlands and water bodies (ordinary high water mark) on or near property as applicable
- 46. \_\_\_ Other features of importance necessary to accurately represent the area (e.g., contours, slopes, cross-sections, septic systems, floodplains)
- 47. \_\_\_ All major drainages and stormwater management systems, existing and proposed
- 48. \_\_\_ Dimensions and square footage of area to be excavated, filled, graded or disturbed
- 49. \_\_\_ Any proposed shoreline alteration, vegetation removal, replacement or new plantings
- 50. \_\_\_ Erosion control plan/layout

**ADDITIONAL INFORMATION**

Use a separate sheet(s) for additional information if necessary. Please provide an answer to each number.

51. Provide a narrative of the proposed stormwater management plan: \_\_\_\_\_

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52. Provide information on any additional topics you feel the Committee should or may consider in evaluating this project:

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**CONDITIONAL USE PERMIT APPLICATION CHECKLIST**

- \_\_\_\_\_ Completed Conditional Use Permit Application including signatures. **Note: electronic submittals cannot be accepted.**
- \_\_\_\_\_ One (1) set of plans with the required information.
- \_\_\_\_\_ Plan set shall be to scale in a size that is easily legible. If plans provided are larger than 11"x17" also provide a digital copy.
- \_\_\_\_\_ Additional documents as needed (written narrative, DNR information, WisDOT information, stormwater management plan, etc.)
- \_\_\_\_\_ \$750.00 application fee

A staff member will contact you if clarification or additional information is needed and/or when the submittal is deemed complete.