

## Conditional Use Permit Application Checklist

*(Applications will be processed only when all required items are submitted.)*

Submit **1 set of plans** (not to exceed 1" = 50' scale) and **1 PDF** of the following:

<i>Check Off</i>	<i>City Use Only</i>
<input type="checkbox"/> <b>Accurate certified survey</b> showing existing conditions and the legal description	<input type="checkbox"/>
<input type="checkbox"/> <b>Detailed site plan</b> showing principal and accessory buildings, parking, landscaping, signage, lighting and grading/drainage	<input type="checkbox"/>
<input type="checkbox"/> <b>Architectural elevations</b> of all buildings proposed (to scale)	<input type="checkbox"/>
<input type="checkbox"/> <b>Existing and proposed floor plans</b> (to scale), may require dimensions and floor areas	<input type="checkbox"/>
<input type="checkbox"/> <b>Existing and proposed impervious surface calculations</b> for the property (if construction or reconstruction is proposed)	<input type="checkbox"/>
<input type="checkbox"/> <b>A legible, written description of the request</b> , indicating the proposed use and how it conforms with the following conditional use permit standards as set forth in Section 1201.04 of the Shorewood Zoning Regulations. The narrative should also address any performance standards contained in the Zoning Regulations:	<input type="checkbox"/>
<ol style="list-style-type: none"> <li>1. The proposed use, and its related construction, would be consistent with the policies and provisions of the Comprehensive Plan.</li> <li>2. The proposed use would be compatible with present and future land uses in the area and would not tend to or actually depreciate the area in which it is proposed.</li> <li>3. The proposed use would not overburden the city's service capacity and would be accommodated with existing public services including public streets.</li> <li>4. The establishment, maintenance, or operation of this proposed conditional use would promote and enhance the general public welfare and would not be detrimental to or endanger the public health and safety.</li> <li>5. This proposed use conforms to the applicable regulations of the district in which it is located and otherwise conforms to the applicable regulations of city code.</li> </ol>	
<input type="checkbox"/> <b>Completed application form</b> signed by property fee owner(s)	<input type="checkbox"/>
<input type="checkbox"/> <b>Application fee</b> check (payable to the City of Shorewood) or cash: Residential: \$500 fee + \$500 escrow deposit Non-residential: \$600 fee + \$1,000 escrow deposit	<input type="checkbox"/>

Additional information may be requested concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant as necessary to establish performance conditions in relation to all pertinent sections of the zoning code. This may include (but is not limited to) wetland delineations, traffic studies, etc.