



# Conditional Use Permit Application

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*Town of Arlington, Columbia County, WI*  
**200 Commercial St. Ste. B, Arlington, WI 53955**  
**P.O. Box 96, Arlington, WI 53911**

## **Included in this Packet:**

- Summary of Application Process
- Application for Conditional Use Permit
- Associated Fees
- Agreement for Reimbursable Services
- Statement of Understanding
- Environmental Assessment
- Supporting Documentation Checklist

**Town Clerk: Becky Struck**  
[arlingtontownof@gmail.com](mailto:arlingtontownof@gmail.com)  
Phone: (608) 635 - 4808

The purpose of this document is to provide guidance in applying for a Zoning Change in the Town of Arlington. The documents contained in this packet will help guide individuals or organizations as they plan and prepare submittal documents, providing for increased efficiency and a streamlined approval process.



## Summary of Application Process

1. Contact the Town Clerk to obtain an application packet for a Conditional Use Permit.
2. Initiate contact with the Town Engineer so they can hear the scope of your proposal.  
**Roth Professional Solutions**  
**Attn: Robert J. Roth, P.E.**                      **Phone: (608) 697-5857**  
**121 W Cook St, Portage, WI 53901**  
**Email: robert@rpsprofessionalsolutions.com**
3. After hearing the scope of your proposal, the Town Engineer will complete the Supporting Documentation Checklist contained in the packet, indicating which information you will need to complete before submitting the application.
4. The Town Engineer (and other Town representatives as appropriate) shall review all of the submitted documents and determine the completeness of the application. The Town Engineer will work with you to make sure that you have all of the appropriate information for your submittal.
5. Once the Town Engineer has indicated that you have all of the appropriate information, **you will need to provide 8 copies of the completed packet to the Town Clerk/Treasurer** for distribution to the Town Plan Commission members.
6. Upon a complete submittal, the Town Clerk/Treasurer will arrange for a Preliminary Plan Commission Meeting. The Town Clerk/Treasurer will inform you of the date of the meeting upon confirmation of a quorum of Town Plan Commission members.
7. Then a **Public Hearing** will be scheduled so that neighbors and other concerned citizens have an opportunity to voice their opinions. Please plan to attend this public hearing. Either the property owner or authorized representative must be at any meetings where his/her Conditional Use Permit request is considered.
8. Once the public hearing is completed, the Plan Commission will review the documentation, consider any public comments, and consider the Town Engineer recommendation, and, by majority vote, either recommend approval or rejection of the application for rezoning.
9. Once the Plan Commission has voted to recommend approval of the Conditional Use Permit request, the approval is forwarded to the Town Board for final action.



*If the documentation is found to be incomplete or inaccurate, your project will not be added to the Plan Commission meeting agenda and will not be discussed until all of the appropriate documentation has been submitted.*

## Associated Fees

**Application Fee:** \$200, submitted at the time of application.

**Review Fees:** The applicant shall supply a \$5,000 escrow to the Town of Arlington to cover administrative processing, review and consulting fees. If the review exceeds the amount provided in the escrow, the applicant shall pay a fee equal to the Town's actual cost incurred as a result of the review by any Town Representative, or supply additional funds into the escrow in an amount estimated by the Town. Any fees invoices shall be paid within 30 days of the bill being issued by the Town.



## Application for Conditional Use Permit

The owner hereby authorizes access to the property described herein by authorized representatives of the Town of Arlington, including the Town Engineer and Town Attorney, for the purpose of gathering or verifying information relating to the application and for verifying compliance with any approval that may be granted.

The undersigned further agrees that all work will be done and all permits obtained in accordance with the Town of Arlington Code of Ordinances, Columbia County Zoning, Floodplain and Shoreland-Wetland Protection Ordinances, and with all laws of the State of Wisconsin applicable to said premises.

Property Owner Information	Property Owner Name _____ Mailing Address _____ City, State, Zip _____ Home Phone (____) _____ Cell Phone (____) _____ E-mail Address _____ <input type="checkbox"/> Check here if Applicant and Property Owner are the same
Applicant Information (if different than Property Owner)	Applicant Name _____ Mailing Address _____ City, State, Zip _____ Home Phone (____) _____ Cell Phone (____) _____ E-mail Address _____
Property Description	Site Address _____ Town of _____ Acreage _____ Section _____ Town _____ N Range _____ E Parcel #* _____ Subdivision _____ Lot # _____



## Agreement for Reimbursable Services

The cost of application review for all Conditional Use Permit requests shall be borne by the Applicant. The Applicant shall pay all reasonable Town of Arlington incurred expenses relating to a particular Conditional Use Permit request. This may include meeting charges, professional consultants, or other relevant Town expenses incurred in connection to the Conditional Use Permit request. The Town reserves the right to apply the charges for these services as well as for staff time, mileage, and town equipment usage expended in the administration, investigation and processing of applications to the Applicant.

The Applicant is required to provide the Town with an executed copy of this agreement as a prerequisite to the processing of the Conditional Use Permit request application. The submittal of a Conditional Use Permit request application shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to an Applicant, but which are not paid within 30 days of the issuance of a bill by the Town will accrue interest at a rate of 1.5% per month until the fee is paid in full.

\_\_\_\_\_ for  
*Applicant and/or Property Owner(s)*

\_\_\_\_\_, agrees to reimburse the Town of Arlington for  
*(Project Name)*

all review costs associated with, but not limited to, the Town Engineer and Town Attorney, in connection with the Conditional Use Permit request and, further, agrees to reimburse the Town for other administrative staff review if, in the judgment of the Town Board, such reimbursement is warranted.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name



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Signature of Property Owner  
*(If Different From Applicant)*

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Printed Name

## Statement of Understanding

By signing below, I, \_\_\_\_\_, certify that the information contained in this  
(Print Applicant Name)

application is true and accurate to the best of my knowledge, and understand that a deliberate misrepresentation of information may be grounds for denial or reversal of this application, and/or revocation of any approval already awarded based on this application.

I also authorize Town of Arlington staff to view and enter the subject property for the purpose of reviewing and investigating this request.

I understand that submittal of this application and payment of the proper fees does not mean that approval of the **Conditional Use Permit** is imminent or guaranteed.

I understand that approval of this **Conditional Use Permit** does not qualify as, nor replace the necessity for proper permitting for the proposed project.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner *(If Different)*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## Environmental Assessment



This assessment shall be prepared for the review, if possible, at the pre-application conference. The information sought will assist the Planning Commission and Town Board in determining the suitability of the land for development as required by Section 10-1-3(E) and assess the potential threat to existing flora under Section 10-1-3(F) of the Subdivision Chapter. All “yes” answers must be explained in detail by attaching maps and supporting documents describing the impact of the proposed development.

**(1) Land Resources**

**Yes No**

Does the project site involve;		
(A) Changes in relief and drainage patterns (attach a topographic map showing, at a minimum, two foot contour intervals).		
(B) A landform or topographic feature of local or regional interest		
(C) A flood plain (if yes, attached two copies of a typical stream valley cross-section showing the channel of the stream, the 100-year floodplain limits (if officially adopted), of each side of the channel and cross-section of area to be developed).		
(D) An area of soil instability - greater than 18% slope and/or organic soils, peats, or mucks at or near the surface.		
(E) An area of bedrock within 6 feet of the soil surface		
(F) An area with the groundwater table within 10 feet of the soil surface		
(G) An area with fractured bedrock within 10 feet of the soil surface		
(H) A drainage way for 10 or more acres of land		
(I) Slope gradients in excess of 15%		

**(2) Water Resources**

Does the involved project have;		
(A) Location with-in an area traveled by a navigable stream or dry run		
(B) Greater than 5% change in the capacity of a storm water storage facility or flow of a waterway within one mile		
(C) The use of septic tank-soil absorption fields for on-site disposal		
(D) Lowering of water table by pumping or drainage		
(E) Raising of water table by altering drainage patterns		
(F) Lake frontage		
(G) Wetlands and/or ponds		



**(3) Biological Resources**

**Yes No**

Does the project site involve;

(A) Critical habitat for plants and animals of community interest

(B) Endangered, unusual or raw species of;

1. Land animals
2. Birds
3. Plants

(C) Existing trees and shrubs of greater than 3" DBH

(D) Removal or potential damage to over 10% of the present trees, shrubs, vines, grass and other non-noxious plants

**(4) Human & Scientific Interest**

Does the project site involve;

(A) An area of archaeological interest

(B) An area of geological interest

(C) An area of hydrological interest

(D) Area of historical interest

1. Historic building or monuments
2. Building or monuments of unique architecture

(E) An area of identified community recreational use

(F) An area of scenic beauty, such as a bluff

**(5) Energy, Transportation & Communications**

Does the project site involve;

(A) Does the development increase the traffic flow in any existing intersection outside of the preliminary Plat by more than 10%

(B) Is the development traversed by an existing or planned utility corridor? (Gas, electricity, water, sewer, interceptor, communications, storm sewer)

**(6) Population**

(A) Does the development increase by more than the 1% the school population of any serving the development?





**(7) Comments on any of the above which may have a significant environmental impact.** **Yes    No**

**(8) Appendices and Supporting Material, including in all cases the Columbia County Soil Survey Map for the project site as prepared by the United States Department of Agriculture, Natural Resources Conservation Service.**

(A) Environmental Criteria. The following criteria shall serve as guidelines to assist the Plan Commission and Town Board in determining suitability of the land for development.

(1) Soil Suitability. Recommendations as to soil suitability contained in the Natural Resources Conservation Service Soil Survey of Columbia County shall govern

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(2) Land Slope. Land with slopes between 12% and 15% will require special design for limiting storm water runoff and erosion and for sewage systems.

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(3) Slope Restrictions. Development is prohibited on land with slopes to or greater than 15%. There should be a setback of 30 feet for any buildings from an area with slope gradients equal or greater than 15%

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(4) Erosion Potential. Soils with severe erosion hazard potential as determined by the USDA Natural Resources Conservation Service will require special design to limit storm water runoff and erosion.

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(5) Groundwater Restrictions. No structure shall be constructed with a basement floor below the normal groundwater elevation. Groundwater level shall be determined by a minimum of three soil borings.

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(6) Endangered Species Restrictions. Lands known to be habitat for endangered species, as determined by the Department of Natural Resources Bureau of Endangered Resources, shall not be developed unless methods, satisfactory to the DNR, are implemented to protect such species and/or habitat.

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(7) Historical Areas Restrictions. Areas of archaeological and/or historical interest shall be designated by the State Historical Society.

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(8) Geological Area Restrictions. Areas of geological interest shall be designated by the State Geological and Natural History Survey.

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(9) Sewage System Restrictions. Suitability of land for private sewage systems shall be determined in accordance with Chap. ILHR 83 Wisconsin Administrative Code.

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(10) Public Utility Limitations. Public utilities shall not be extended through or around vacant land to serve new development.

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(11) Water Resource limitations. Development of Shoreland or Wetlands shall be governed by Chapter 16 or the Columbia County Code.

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## Supporting Documentation Checklist for Rezoning & Conditional Use Permit Request

*This document is to help you track your progress on the requested items by the Town. You should receive a checklist similar to this from the Town Engineer that has the required information marked in the corresponding box.*

- A Project Site Map sheet which includes the following information (*more than one sheet may be used to include this information*):
  - General project location, including surrounding area within a two mile radius of the site
  - Total ownership area
  - Accurate (to scale) map of the project area including its relationship to surrounding properties, existing topography, and key natural features
  - Existing and workable proposed grades (contour lines at two foot contour interval minimum) and surface drainage. Supplement the contour lines with spot elevations along drainage swales where necessary. If the project is adjacent to an existing improved street, elevation of the top of curb, road, and sidewalk shall be indicated at 50 foot stations. If the street and/or sidewalk is not existing, proposed elevations shall be shown.
  - Complete existing and proposed storm sewer and sanitary sewer information including pipe sizes, invert elevation of manhole, inlets, etc
  - Property lines, building sizes, locations and distance between both existing and proposed
  - Location of all easements, existing or proposed
  - Location, type and size of all existing trees, utility poles, fire hydrants and other structures, etc., both on-site and in all street terraces adjacent to the site
  - Parking lot information:
    - A scaled drawing plot plan of 1" = 20' or larger of all on-site surface, structure or underground parking
    - Location of driveway approaches -- existing, proposed and adjoining rate of slope or grade or approaches and driveways
    - Indicate number, arrangement and size of parking stalls and drive aisles
  - Vehicular access to inner courts for emergency servicing of buildings
  - Pedestrian walks connecting buildings, other buildings, and on-site parking areas and with public sidewalks. (Walks should be kept separate from drive aisles and driveways.)
  - Building floor plans and elevations
  - Underground electric and telephone service



- Building/dwelling unit information:
  - Number of buildings per parcel
  - Number of dwelling units per building
  - Average square feet of lot area per dwelling unit provided
  - Usable open space per dwelling unit provided
  - Total usable open space provided
- Statements regarding the impact of the proposed project on
  - Schools
  - Roads
  - Police and fire services
  - Groundwater supply and quality
  - Surrounding uses
  - Local economy
  - Local government fiscal situation
- Site reclamation plan (mining, quarrying and drilling operations)
- Shoreland impact statements as regulated by the applicable Columbia County Ordinance
- Floodplain impact statements as regulated by the applicable Columbia County Ordinance
- Shore Protection Plan
- Erosion Control and Storm Water Runoff Control Plan
- School Impact Analysis for large scale projects
- Transportation Analysis for large scale projects
- Trash/Recycling Plan
- Landscaping Plan
- Lighting Plan
- Signage Plan
- Other items as specified by the Town of Arlington (*Contact Robert Roth, Town Engineer, prior to submittal*)

**Incomplete, inaccurate, or non-submittal of any of the above items may be grounds for rejection of the application, or denial of the request.**