

# Conditional Use Permit (CUP) Procedures & Submittal Requirements

*Village of Raymond, WI*

- At time of Plan Commission application submittal the applicant shall submit the following materials for a conditional use permit approval:
  - Fourteen (14) sets of plans (drawn to scale) including all applicable items below:
    - A Cover Letter/Narrative including
      - Detailing request and all operations pertaining to the proposed use
      - Operational information on the business (if applicable) such as hours and work outside/inside of a facility
      - Description of any outside storage of materials or vehicles
      - Number of employees
      - How the proposed site layout/structures relate to the business needs
    - A Detailed Development Site Plan including:
      - A site plan drawn to scale, or part of a survey, of the boundaries of the subject property included in the proposed development and its relationship to surrounding properties.
      - The location of public and private roads, driveways, and parking facilities.
      - The size, arrangement, and location of any individual building sites and proposed building groups on each individual site.
      - The location of institutional, recreational, and open space areas and areas reserved or dedicated for public uses, including schools, parks and drainageways.
      - The type, size, and location of all structures.
      - The existing and proposed location of public sanitary sewer and water supply facilities.
      - The existing and proposed location of all private utilities or other easements.
      - The characteristics of soils related to contemplated specific uses.
      - Any environmental features on the property (floodplains, wetlands)
      - Existing topography on the site with contours at no greater than two-foot intervals.
      - Anticipated uses of adjoining lands in regard to roads, surface water drainage, and compatibility with existing adjacent land uses.
    - Grading Plan and detailed stormwater drainage plans (if applicable)
    - Architectural Plans (Floor plan, elevations, materials) illustrating the design and character of the proposed structures
    - Landscape Plan
    - Lighting Plan
    - Abutting property owners' names and mailing addresses
- The following Raymond Standards for reviewing and approving conditional uses shall apply. The applicant is responsible for demonstrating compliance to these standards and is encouraged to show compliance in their submittal narrative:
  - Village of Raymond General Conditional Use Standards (Section 20-1182)
    - *All conditional uses must be in accordance with the purpose and intent of this chapter and shall not be hazardous, harmful, offensive or otherwise adverse to the environmental quality, water quality, shoreland cover or property values in the county and its communities*
    - *A review of the site, existing and proposed structures, architectural plans, neighboring land and water uses, parking areas, driveway locations, highway access, traffic generation and circulation, drainage, waste disposal, water supply systems, and the effect of the proposed use,*

*structure, operation and improvement upon flood damage protection, water quality, shoreland cover, natural beauty and wildlife habitat.*

- *Conditions such as landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, location, size and number of signs, water supply and waste disposal systems, higher performance standards, street dedication, certified survey maps, floodproofing, ground cover, diversions, silting basins, terraces, stream bank protections, planting screens, operational control, hours of operation, improved traffic circulation, deed restrictions, highway access restrictions, increased yards, or additional parking may be required by the Plan Commission or Village Board upon its finding that these are necessary to fulfill the purpose and intent of this chapter and the State Water Resources Act of 1965, and to meet the provisions of state's floodplain, and shoreland management programs.*
  - *Compliance with all other provisions of this chapter, such as lot width and area, yards, height, parking, loading, traffic, highway access and performance standards, shall be required of all conditional uses.*
- The Zoning Administrator shall review the information submitted above from an applicant. Upon verification of a full submittal the Zoning Administrator shall schedule the item for the next available Plan Commission and Village Board. A public hearing must be scheduled before the Village Board so adequate time has to be found to allow the required postings for the public hearing in the area newspaper.
  - The night of the meeting the Plan Commission will review the CUP first and offer their recommendation to the Village Board.
  - The Village Board will hold a public hearing where any party may speak for or against the CUP. The Village Board will review and approve or deny a CUP following the public hearing. Various conditions may be added to a CUP approval.
  - Upon approval, and any conditions, by the Village Board the Zoning Administrator may authorize a zoning permit to proceed with the activity the CUP is sought for.

**NOTES:**

- *Applicants are highly encouraged to first share their plans conceptually with the Zoning Administrator to ensure all necessary submittal items are complete.*
- *CUPs require posting the activity in the Racine Journal Times two (2) times with the last post being seven (7) days prior to the public hearing. Thus, strict submittal deadlines are enforced for CUP petitions.*
- *All CUP petitions must be deemed complete by the Zoning Administrator before a public hearing date is scheduled.*
- *CUPs within the first square mile west of the Village eastern boundary line may need to go to Village of Caledonia for approval as part of the Cooperative Plan. CUPs in this area have to follow a set of design guidelines per the Cooperative Agreement.*
- *A CUP is required for:*
  - *Any use listed as a conditional use in the zoning district being applied under.*
  - *Any development within five hundred (500) feet of an existing or mapped right-of-way of a freeway or expressway and within one thousand five hundred (1,500) feet of their existing or mapped centerline of interchange with any other road shall be deemed to be a conditional use. Any development within fifty (50) feet of any existing or mapped state trunk highway or county trunk highway and within one hundred fifty (150) feet of an existing or mapped centerline of intersection with any other road shall be deemed to be a conditional use.*