



Dane County Planning & Development
City-County Building, Madison, Wisconsin 53709

Planning
Room 116, 608/266-4251

Zoning
Room 116, 608/266-4266

Community Development
Room 421, 608/261-9781

Records & Support
Room 116, 608/266-4251

**INFORMATION REQUIRED FOR FILING AN
APPLICATION FOR A CONDITIONAL USE PERMIT (CUP)**

1. **LEGAL DESCRIPTION** of the land for which the permit is requested.
 - This may be a Lot in a Certified Survey Map, a Lot (and Block, if any) in a Subdivision, or an exact “metes and bounds” description.
 - Please include the size of the CUP area in acres or square feet.
2. **TAX PARCEL NUMBER(S)** of the lot(s) or parcel(s) where the conditional use is to be located.
 - If the area proposed for the conditional use is a part of a larger parcel, please provide the tax parcel number of the larger parcel (Note: If the “larger parcel” is part of a farm or other parcel of more than 35 acres zoned A-1 EX Agriculture Exclusive, please provide the total size of the farm in acres).
3. **SITE PLAN (NOTE: THE ZONING DIVISION CANNOT ACCEPT YOUR APPLICATION IF IT IS NOT ACCOMPANIED BY A COMPLETE SITE PLAN, DRAWN TO A SCALE LARGE ENOUGH TO SHOW DETAIL, AND INCLUDING THE FOLLOWING, IF APPLICABLE):**
 - A. All buildings and all outdoor use areas, existing and proposed, including provisions for water and sewer. Label each clearly with existing and proposed uses. Show all dimensions and setbacks.
 - B. Location and width of all driveway entrances onto public and private roadways, and of all interior roads or driveways. Indicate traffic flow patterns.
 - C. Parking lot layout in compliance with Section 10.18 of the Dane County Zoning Ordinance in regard to size and number of parking spaces, and showing sufficient “backup/turnaround” space based on “Dane County Recommended Parking Design Standards.” Please provide for adequate employee parking and for loading/unloading space.
 - D. Zoning district boundaries in the immediate area. Label all districts on the CUP property and on all neighboring properties. Also, please show all natural features such as lakes, ponds, streams (including intermittent watercourses) and flood zone and wetland areas.
 - E. For more complicated CUPs, the Site Plan should show additional detail, including such information and features as: contours, drainage, screening, fences, landscaping, lighting, signs, refuse dumpsters, possible future expansion, etc. Please refer to the recommendation on “Significant CUP Applications” on reverse side.
4. **WRITTEN STATEMENT** including the following information, in detail:
 - A. Existing and proposed uses of the property.
 - B. Existing uses of all neighboring properties.
 - C. Time schedule for development.
 - D. Reasons why the property is suitable for the proposed use.
 - E. Number of employees and hours of operation of the proposed use, if applicable.

(Continued on reverse)

5. **IMPORTANT:** Some townships may prefer to have you present your CUP proposal to the Town Board and/or Town Plan Commission before you apply at Dane County Zoning. Call Town Clerk _____ at _____ - _____ - _____ to find out more about the recommended CUP process at the Town of _____.
6. **FILING FEE:** A fee is required at the time the application is made (cash or check only) \$ _____.
▪ Please check with zoning staff for the current fee.
▪ Applications are accepted between 8:00 a.m. and 4:00 p.m. Monday through Friday.
▪ The last day to submit an application for the public hearing to be held on _____ is _____.

**APPLICATIONS MAY NOT BE SUBMITTED BY MAIL.
Please call the Zoning Division 266-4266 if there are any questions.**

ATTENTION POTENTIAL APPLICANTS FOR REZONES/CUPS

THE DEPARTMENT SUGGESTS THAT YOU TALK WITH COUNTY STAFF BEFORE APPLYING FOR A "SIGNIFICANT" REZONE OR CONDITIONAL USE PERMIT

Before making a formal application for certain "significant" rezoning or conditional use permits (defined below), the Planning and Development Department advises you to discuss your proposal with professional planning, zoning, or land division review staff within the Department. These staff may be able to help you identify the impact of adopted plans, ordinances and policies on your proposal, avoid unnecessary delays later in the review process, and improve the design of your proposal. Of course, we always recommend talking with town officials about your proposal before you submit any type of rezoning or conditional use permit application.

Based on our experience, the types of projects for which we recommend talking with staff before you submit an application include:

1. A proposal which will ultimately result in the creation of **5 or more lots** in a rural area (i.e., served by private well and septic system).
2. A proposal in which you propose to use a **private driveway to serve three or more lots**.
3. A proposal for a **multiple family residential development**, whether for rental units or owner-occupied condominiums.
4. A **commercial, industrial, institutional, or utility development proposal**, but not most small proposals like "limited family businesses."
5. A request for **communication tower** construction or collocation of antennas.
6. A request for a new **mineral extraction site**, or a change to an existing mineral extraction site.
7. A proposal which has an impact on mapped **wetlands, floodplains, or a shoreland area**
8. Any other proposal which you think might be complicated or potentially confusing.

Staff may be available to discuss your proposal when you come to the Zoning counter. Otherwise, the Zoning Inspectors can help you arrange an appointment with the appropriate staff person.