



Village of Brooklyn
Conditional Use Permit Application
210 Commercial Street, P.O. Box 189
Brooklyn, WI 53521
608-455-4201/fax 455-1385

clerk@brooklynwi.gov or deputyclerk@brooklynwi.gov

Contact Information	
Name:	Co. Name (if Applicable)
Address:	City/State/Zip
Work Phone	Home or Cell Phone
Email	Fax
Best Way to reach me is: Phone Email	I am the: Owner Tenant Representative
Procedure	
<ul style="list-style-type: none"> <input type="checkbox"/> Pick up application. Read through expectations. Ordinances 117-352, 117-353, 117-355 & 117-357. <input type="checkbox"/> Meet with Village officials (zoning inspector) to discuss planned use and necessary submittals. <input type="checkbox"/> Complete application and submittals via paper copy and a pdf version via emailed to clerk's office 21 days before Plan Commission Meeting. <input type="checkbox"/> Clerk to publish Class 1 public notice, and notify property owners within 300' and set public hearing date. <input type="checkbox"/> Attend Plan Commission meeting at which application will be considered. <input type="checkbox"/> Plan Commission public hearing held. Date: _____ 	
Reference Materials – www.brooklynwi.gov	
Village Ordinances 117-352, 117-353, 117-355 & 117-357 Zoning Map Landscape Guidelines Lighting Plan Guidelines	
Property Information	
Property Address: _____	
Lot or Block#: _____ Subdivision: _____	
Tax Parcel#: _____ Total Acreage: _____	
Current Use of Property: _____	
Proposed Use of Property: _____	



Current Zoning: _____ Current Conditional Use Permit in Place? _____

If Residential: Number of Dwelling Units _____ Number of Parking Stalls _____

Non-Residential: Number of Employees _____ Number of Parking Stalls _____ Handicapped _____
Hours of operation _____

Submittals

Submit 1 copy and via email pdf version of all document to the Village Clerk's Office clerk@brooklynwi.gov and deputyclerk@brooklynwi.gov

Site Plan – Must include:

- Title Plan with name & address of current property owner
- Date of the original plan & latest revision of the plan
- North arrow, dimensions with bearing & distance
- All property lines & existing & proposed right-of-way lines
- All existing & proposed easement lines & dimensions
- Proposed location of structures, paved areas, parking & loading areas
- All required building setback lines
- Location of all outdoor storage areas
- Agreement for Reimbursable Service

Storm Water Management Plan

Landscape Plan

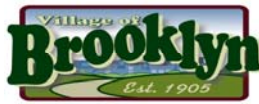
Lighting Plan

Letter of Intent: Required

Letter of Intent should describe, in detail, what the property will be used for. Include the purpose for the request, construction schedules, names of people involved (applicant, owner, contractor, architect, landscaper, business manager). Give a detailed description of the type of business proposed, the hours of operation, number of employees, access and parking property. If residential, describe how many dwelling units and expected number of residents, as well as access and parking on property.

Include physical information on the size and layout of the site, as well as any features of the property such as wetlands, floodplain, woodlands or other environmental features.

The Plan Commission is required to base its decision on whether the applicant demonstrated that the proposed conditional use will meet the standards of the zoning code. Include any additional information that you wish to submit in support of the requested action.



Owner's Signature – Statement of Understanding

By signing below, I _____, certify that the information contained in this 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 the Village of Brooklyn staff permission to view and enter the subject property for the purpose of reviewing and investigating this request.

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

I understand that issuance of a Conditional Use Permit does not quality as, nor replace the necessity for proper permitting for the proposed project.

Signature of Applicant	Date
Printed Name	Title

Office Use Only

Date Received: _____ By: _____ Parcel#: _____
 Referred to: _____ Fee: _____ Check# _____
 Notify Property Owners within 300 feet _____ Sent on: _____ By: _____
 Publish/Post Hearing Notice _____ Sent on: _____ By: _____

Office Use Only – Materials Sent To:

	Date Sent:	Return By:	Response:
Zoning Administrator	_____	_____	_____
Building Inspector	_____	_____	_____
Public Works	_____	_____	_____
Police Department	_____	_____	_____
Fire Inspector	_____	_____	_____
EMS	_____	_____	_____
Lawyer (as needed)	_____	_____	_____
Engineer (as needed)	_____	_____	_____

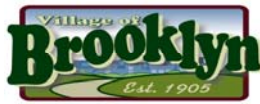
Approvals

Plan Commission meeting date: _____

Your request has been: ___ Approved ___ Not Approved
 ___ Approved with these Conditions:

Village Board meeting date: _____

Your request has been: ___ Approved ___ Not Approved
 ___ Approved with these Conditions:



Agreement for Reimbursable Services

In the Review of Conditional Use Permit
Requests
Village of Brooklyn, Dane/Green County, WI

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

The Applicant is required to provide the Village with an executed copy of this agreement as a prerequisite to the processing of the Conditional Use Permit request application (Division 5 Conditional Uses - Ordinances 117-352, 117-353, 117-355 & 117-357) requests. 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 Village will accrue interest at a rate of 1.5% per month until the fee is paid in full. Failure to pay the fees in due time can result in further consequences, including disruption of the project.

Applicant and/or Property Owner(s)

for _____, agrees to reimburse the
Project Name

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

Dated this _____ day of _____, 20 _____.

Signature of Applicant

Printed Name

Signature of Owner (if diff. than applicant)

Printed Name