



CITY OF RACINE

APPLICATION FOR CONDITIONAL USE

Department of City Development
730 Washington Ave., Rm. 102
Racine, WI 53403
Phone: 262-636-9151
Fax: 262-635-5347

NOTE: Incomplete or illegible submittals will not be scheduled for Plan Commission or Common Council Consideration.

PLEASE CLEARLY PRINT ALL INFORMATION REQUESTED BELOW. IF NOT APPLICABLE, INDICATE WITH A "N/A" IN THE BLANK:

APPLICANT NAME: _____

ADDRESS: STREET _____ **CITY:** _____ **STATE:** ____ **ZIP:** _____

EMAIL ADDRESS: _____

TELEPHONE: _____ **CELL PHONE:** _____ **FAX:** _____

AGENT NAME: _____

ADDRESS: STREET _____ **CITY:** _____ **STATE:** ____ **ZIP:** _____

EMAIL ADDRESS: _____

TELEPHONE: _____ **CELL PHONE:** _____ **FAX:** _____

ADDRESS OF PROPOSED CONDITIONAL USE: _____

CURRENT / MOST RECENT PROPERTY USE: _____

PROPOSED USE: _____

NUMBER OF LEGAL, ON-SITE PARKING SPACES: _____

NUMBER OF DWELLING UNITS: _____

SQUARE FEET OF BUILDING (PER FLOOR): _____

SQUARE FEET TO BE USED FOR CONDITIONAL USE (PER FLOOR): _____

NUMBER OF EMPLOYEES: FULL-TIME _____ **PART -TIME:** _____

PROPOSED HOURS/DAYS OF OPERATION: _____

ITEMS AVAILABLE TO CUSTOMERS BEYOND HOURS OF OPERATION (IE: ATM, VACUUM, FUEL PUMP, ETC.) _____

PLEASE CHECK THE APPROPRIATE BOX REGARDING YOUR INTEREST IN THE PROPERTY:

OWNER _____ **OPTION TO PURCHASE** _____ **LEASE** _____ **LAND CONTRACT** _____ **OTHER** _____

OWNER & APPLICANT AUTHORIZATION

If you currently are not the owner of the property for which the Conditional Use is requested, the owner/s must also sign this form, or provide a separate written, dated, and signed statement that authorizes the applicant to process the request.

Applicant: Date: _____

Signature: _____

Print Name: _____

Property Owner's Consent: Date: _____

Signature: _____

Print Name: _____

****Please submit this application and submittal requirements together with a non-refundable fee of \$695.00. If request is submitted with a rezoning request, the combined non-refundable fee is \$1,120.00.**

(Go to Page 2 for Submittal Requirements)...



CONDITIONAL USE

SUBMITTAL REQUIREMENTS

The following information shall be submitted with all Conditional Use requests, unless otherwise noted or advised by Staff. **Failure to submit all information as required will deem the application incomplete and result in delays for review and scheduling for Public meetings.**

If your project is a Planned Unit Development, or Mini Planned Unit Development, in addition to the requirements listed below provide all information as requested in Chapter 114, Division 3, and Sections 114-171 – through 114-188 of the Municipal Code.

NOTE: Applicants are to provide hard copies of all requested material with their submittal.

- A. **PHOTOS.** Provide actual color photos OF the building (or site, if no building present) of the N, S, E, and W elevations, as well as photos taken showing views FROM the building to the N, S, E, and W (8 total minimum). The pictures are to be labeled indicating what direction/view the photo represents. You may submit scanned copies via email in addition to actual photos. Staff may request additional angles or new photos if they are not clear and if deemed necessary during the review process.
- B. **SITE PLAN/s. MUST BE DRAWN TO AN ENGINEER OR ARCHITECT SCALE AND PROVIDE THE FOLLOWING INFORMATION:** (Unless otherwise noted, provide 3 copies of the Site Plan. If full-scale architectural plans are submitted, one copy of the plans shall be no larger than 11"x17". The reduced copy does not need to be to scale. NOTE: Submit 8 sets for Planned Developments). **Complete, scaled, and legible plans are required. If you are unable to provide this information addressing all the requirements below, you may wish to contact an architect to assist you in creating your documents for submittal.**
1. Clearly identify the lot(s) being requested for Conditional Use. Include accurate lot dimensions, and the location of the lot in relation to adjacent streets, curbs, and surrounding lots. Provide a North arrow, and note the scale used (i.e.: 1"-20').
 2. Location of all structures on the lot. All structures shall be drawn and dimensioned. Show the distance of the structures from property lines, as well as the distance from other buildings on the lot.
 3. Show the access drives, and their widths, into the site. Also show any recorded ingress/egress or other easements (check with the Register of Deeds for this information). Show location and width of all easements within the site and at the property line/s.
 4. Show all on-site parking areas with stall sizes. Legal stall size is 9' wide by 19' deep. Indicate the width of all drive aisles accessing the parking. Show the curb line, wheel stops, any loading areas on the building/site, and location of handicapped spaces.
 5. Show the location of trash or utility areas and how they will be, or are, screened (i.e.: fencing with slats, wood fencing, landscaping, etc.). Trash bins/dumpsters require 6' opaque screening with closing front gates.
 6. Show the location and height of all existing and proposed fencing or walls and what materials they are/will be made of. Show any outdoor patio areas, even if located below a canopy.
 7. Show all existing and proposed outdoor lighting located on the building and on the site itself. Provide the height of the lights by measuring from grade to the top of the fixture. Identify the type of fixture and angle/direction of the light beam. If an under-lit canopy is requested, a photometric plan prepared by a licensed lighting company is required with the submittal.
 8. Provide a landscaping plan showing all existing and proposed landscaping. Indicate the plant species, sizes (caliper or gallon), and location of plantings on the site plan. Indicate an identify if existing landscaping is proposed to be removed or replaced.
 9. Indicate the surface detail of all outdoor areas (i.e.: grass, gravel, asphalt, concrete, pavers, etc.).
 10. Show the location of all sewer, water and storm sewer lines (only for new construction or project where there is an increase in impervious surface).
 11. Provide proposed signage information for the project. (Note: This is required if signage is the reason for the conditional use. If not, signage may be approved separately from the Conditional Use review unless otherwise indicated by Staff).
 12. Show on-site surface water drainage and grading, and building and ground elevations (new construction only).

(Submittal Requirements continued on Page 3)...

C. **FLOOR PLANS & ELEVATION DRAWINGS. DRAWN TO SCALE:** (Unless otherwise noted, provide 3 copies of the Floor Plan. One of the three copies shall be no larger than 11"x17". The reduced copy does not need to be to scale. (NOTE: Submit 8 sets for Planned Developments): **If you are unable to provide this information addressing all the requirements below, you may wish to contact an architect to assist you in creating your documents for submittal.**

1. Scaled Floor Plans. Provide an 'as-built' copy, and a 'proposed build out' copy if any changes to the internal layout are requested. Scaled dimensions of all interior areas shall be provided. These areas may include office spaces, general work areas, storage areas, waiting rooms, repair areas, bathrooms, garage areas, kitchen areas, etc.
2. Show all entrances/exits, loading docks, and overhead doors (existing and proposed).
3. Provide detail of existing architectural treatments on the entire building exterior. If remodeling, repairing, or new construction work is part of this proposal, also provide information on proposed colors, materials, and extra features such as awnings, canopies, porticos, etc. Identify what materials the building will be constructed of (i.e.: masonry, brick, etc.). Indicate any proposed changes to the materials (including the roof).

D. **OTHER INFORMATION**

1. Provide a **DETAILED, WRITTEN description** of the proposed business. Provide information about the type of business, machinery involved, type of product produced and/or services being provided, noise issues, parking data, etc. Provide as much detail about the business as possible. Additional information may be requested throughout the review process.
2. Discuss anticipated truck traffic and size of trucks, as well as frequency of deliveries and pick-ups.
3. Provide a site maintenance plan, indicating who will be responsible for things such as grass cutting, garbage and litter removal, enforcement of parking standards, clearing of snow, daily site up-keep, etc. If these duties will be contracted out, include a copy of the contractor's proposal or agreement.
4. Indicate any plans for future expansion, if applicable.
5. **REVIEW FEE:** A non-refundable review fee of \$695.00, payable by cash or check, made out to the **City of Racine** shall be submitted with the complete submittal+. If this request is being made in conjunction with a rezoning request, the combined fee is \$1,120.00.

CONDITIONAL USE REQUEST – REVIEW PROCESS

CITY OF RACINE

1. The applicant is **STRONGLY** encouraged to discuss their proposal with City Development Staff prior to a formal submittal. Contact 262-636-9151 to set up an appointment for a pre-application meeting.
2. Upon completion of the application and all requirements, the application is submitted to the Department of City Development at 730 Washington Avenue, Room 102. Submittals will be accepted no later than 14 days prior to the desired meeting date. The application will not be scheduled for the next meeting if turned in late. If upon review by Staff the application submission is deemed incomplete or inaccurate, the request will not be scheduled for a hearing or meeting until all requirements have been met. Submittal requirements are on pages 2 & 3 of this form.
3. City Development Staff shall:
 - a. Review the application for completeness. If complete, the item will be scheduled for a Public Hearing to be held before the City Plan Commission (**CPC**). The CPC generally meets the 2nd and last Wednesdays of each month at 4:15 p.m.
 - b. Notify all property owners within 200' of the site requested for the Conditional Use, as well as the Alderperson for the district where the property is located.
 - c. Prepare a planning report for the Public Hearing on the request.
 - d. During this time, requests may be made by Staff for additional information to adequately and accurately assess the Conditional Use.
4. City Plan Commission shall:
 - a. Hold the Public Hearing on the request.

- b. Consider the request and make findings and recommendations.
- c. Transmit their recommendation via Committee Report to the Common Council.
- d. For minor amendments, transmit to the applicant a letter summarizing the action of the Plan Commission.

5. The Common Council shall:

- a. For new conditional use permits and major amendments to conditional use permits, the Common Council considers the CPC report at a regular council meeting (normally held on the 1st and 3rd Tuesday of each month).
 - 1. If the recommendation of the CPC is to deny the request and this recommendation is approved by the Common Council, the item is considered "dead" (not approved).
 - 2. If the recommendation of the CPC is to approve the request and this recommendation is approved by the Common Council, a resolution to approve the proposal is introduced. If the resolution is approved, the Conditional Use is granted unless vetoed by the mayor.
- b. Following action of the Common Council, a letter summarizing the action will be mailed to the applicant by the Department of City Development.

6. After approval of the resolution by the Common Council, the property/business **must comply with all conditions of approval** for the use to be legal. Compliance with conditions must occur within twelve (12) months from the date of approval, unless otherwise specified in the conditions.

NOTE: Applicants may be advised of the hearing schedule, however, please note the dates are preliminary until completeness of the application is verified. INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE SCHEDULED FOR HEARING DATES BY CITY DEVELOPMENT.

FOR OFFICE USE

APPLICATION TYPE:

NEW REQUEST _____ MAJOR AMENDMENT _____ MINOR AMENDMENT _____ ENFORCEMENT ACTION _____
 ADMINISTRATIVE REVIEW: _____ SIGN / BILLBOARD REQUEST: _____

DATE RECEIVED BY CITY DEVELOPMENT / PLANNER ASSIGNMENT:

APPLICATION COMPLETE UPON SUBMITTAL? Y / N If no, briefly describe deficiencies and action to applicant:

 _____.

FEE (\$695) PAID? Y / N RECEIPT NO.: _____

CURRENT PROPERTY ZONING: _____ IN AN OVERLAY ZONE? IF YES, NAME: _____

LOT SIZE: _____

OTHER / NOTES:

 _____.