

CONDITIONAL USE PERMIT (CUP) APPLICATION

Town of Meenon – Burnett County, WI

FEE: \$200.00 **CONDITIONAL USE: MEN-CUP-23-_____** **ZONING DISTRICT: _____**

PARCEL # (24 digits): _____

TAX ID#: _____

RECEIVED STAMP (BELOW):

TOWN OF MEENON ONLY ABOVE THIS LINE

Applicant Complete all Sections Below This Line

Property Owner's Name: _____

Applicant's Name: _____

Applicant's Mailing Address: _____
City Stat Zip

Applicant's Telephone Number: _____

Applicant's Email: _____

If the Town has a question about this application, how do you prefer to be contacted? Circle one below:

Letter Phone Email

Legal Description: _____

Lot # _____ CSM Vol. _____ Pg. _____ OR

Lot # _____ Block #: _____ Subdivision Name: _____ OR

Gov't Lot #: _____ OR _____ ¼ _____ ¼

Section #: _____ Town #: _____ N Range #: _____ W Town of _____

Attach additional page if needed for lengthy description OR attach a copy of the deed OR attach tax system property page

Parcel # (24 digits): _____

Tax ID # (1-5 digits): _____

Lot Area: _____ ft2 and _____ acres

Property Site Address#: _____

Anticipated Start Date: _____

Section # of the Burnett County Ordinance this CUP is referencing: _____

I (applicant) hereby make application to the Town of Meenon for a Conditional Use Permit (CUP) for the following:

A plot plan drawing is required and shall be drawn with a scale preferably at 1" = 20' for multiples of 10'. Scale shall not exceed 1" = 50'. Note the scale used on the drawing. The plot plan drawing shall be on letter or legal sized paper with North being at the top of the page. Note: Professionally drawn plot plans/drawings are preferred and highly recommended to ensure your application is complete and accurate. (Make sure all items below are shown):

- Property lines, road rights-of-way, and road centerlines including distances to Property lines, road rights-of-way and road centerlines for all existing and Proposed structures on the parcel.
- Show area to be used for the proposed Conditional Use.
- All existing uses on parcels adjacent to the parcel for this request.
- All existing zoning districts on parcels adjacent to the parcel for this request.
- Vegetation proposed to be removed or disturbed.
- Ordinary High-Water Mark (OHWM) and distances to it from all existing and proposed Structures; must show all within 200 ft of structures.
- Floodplain and wetland boundaries and distances to them from all existing and proposed Structures; must show all within 200 ft of structures.
- Dimensions, locations, and setbacks of all existing and proposed structures including all Decks/porches/walkways/etc. – must show exact dimensions for ALL.

- Existing and proposed utilities, utility easements, and/all easements.
- Sanitary system, drain-field and well with distances to property lines, OHWM, wetlands, Floodplains, existing and proposed buildings.
- Location and extent of filling/grading.
- Location and type of erosion control measures.
- Any other construction related to your project.
- North arrow

Provide names and addresses of all adjoining property owners:

**Adjoiners are all parcels (including vacant parcels) that touch the applicant's parcel, including those across the road and those that only touch at a common property corner. The address for the owner would be their mailing address (where they get their mail) in many cases, this may not be the site address. Attach additional sheets if necessary.*

- **Proposed building/structure locations must be staked prior to submitting this application. Authorized Town of Meenon persons will do an onsite visit to verify site conditions. If site is not staked upon visit, application will be returned with no further action.**
- **If all existing structures are not correctly shown and dimensioned on the plot plan drawing, the Application will be returned with no further action.**
- **THIS APPLICATION CONSTITUTES NOTICE THE PARCEL AND ALL IMPROVEMENTS ARE SUBJECT TO ACCESS AND/OR REVIEW BY THE TOWN OF MEENON BOARD and/or MEENON LAND USE PLANNING COMMITTEE FOR AN ON-SITE VISIT AND ASSESSMENT.**

I hereby make application to the Town of Meenon to review and make recommendation to Burnett County for a Conditional Use Permit (CUP). I certify that the information I have provided in this application (including any

accompanying drawings and plan) is complete, true, and accurate. I agree to permit Town officials/authorized persons to have access to the above-described premises at any reasonable time for the purpose of inspection. I understand the application fee is non-refundable regardless if the Conditional Use Permit (CUP) is accepted, approved, disapproved, or denied. I understand the fee for this application is only for the Town of Meenon and subsequent recommendation to Burnett County Land Services Department; thus, if any other applications or permits are required, those will require separate fees. I understand a partial application will be returned to the applicant.

Signed _____
(Applicant) (Date)

Signed _____
(Owner) (Date)

If applicant and owner are different, then both need to sign the application).

SUBMIT COMPLETED APPLICATION, MAPS, PLANS, AND FEE PAYABLE TO:

TOWN OF MEENON
25863 E BASS LAKE DRIVE
WEBSTER, WI 54893

APPLICATIONS WILL BE ACCEPTED VIA USPS, ANY STANDARD COURIER, OR IN PERSON. PLAN ACCORDINGLY: COMPLETE APPLICATIONS WITH ALL REQUIRED ATTACHMENTS MUST BE RECEIVED BY THE TOWN OF MEENON BY THE FIRST WEDNESDAY OF THE MONTH TO APPEAR ON THE FOLLOWING MONTHS MEENON LAND USE PLANNING COMMITTEE AGENDA. *For example: applications received by December 6, 2023, would be reviewed by the Meenon Land Use and Planning Committee on the first Tuesday in January 2024. Depending on Burnett County Land Use and Information Committee hearing deadlines, public notice timing requirements, and workload, a Public Hearing – using this example – would be scheduled for February or March 2024 by the Burnett County Land Use Information Committee.*

PARTIAL OR INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT. ONLY COMPLETE APPLICATIONS WITH ALL REQUIRED ATTACHMENTS AND REQUIRED FEE WILL BE REVIEWED BY THE TOWN OF MEENON. NO EMAIL OR FAX APPLICATIONS WILL BE ACCEPTED.

ONLY CHECK, MONEY ORDER OR CASH PAYMENT WILL BE ACCEPTED. NO CREDIT OR DEBIT CARDS WILL BE ACCEPTED. MAKE CHECK PAYABLE TO : TOWN OF MEENON.

Burnett County, WI ordinances can be found at: <http://burnettcountv.com/index.aspx?NID=1043>

AREA BELOW THIS LINE RESERVED FOR TOWN OF MEENON COMMENTS ONLY:

Date of site visit: _____ Name(s) of site visitors: _____

COMMENTS:
