

# Conditional Use Permit Application



Contact Type	Contact Information
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**Village of Howard  
2456 Glendale Avenue  
Green Bay, WI 54313**



### Please Note the Following

- Incomplete applications will not be accepted and/or processed.
- All applications and required materials must be submitted on or prior to the deadline on the schedule displayed on page three (3) of this application.
- Processing an application may take up to sixty (60) days due to legal notices mandated by State law
- The Plan Commission meets on the third Monday of every month at 6:30 p.m. at 2456 Glendale Avenue
- The Plan Commission will make a recommendation to the Village Board (often with conditions) to approve or deny the conditional use permit request. The Village Board will take action on the recommendation from the Plan Commission at the next scheduled Board meeting (typically the fourth Monday of the month).
- If approved, the permit must be signed by the Village Administrator and the applicant prior to any construction or business activity taking place.

### Standards Used by Plan Commission When Ruling on a Conditional Use Permit Request

- Issuance of conditional use permit shall not be detrimental to or endanger the health, safety, morals, comfort or general welfare of the public.
- Shall not be injurious to the use and enjoyment of other property in the immediate vicinity for purposes already permitted.
- Shall not substantially diminish or impair property values within the neighborhood or impede the normal and orderly development and improvement of surrounding property for uses permitted in the zoning district.
- The exterior aesthetic appeal and functionality of proposed buildings must complement existing buildings and the character of the zoning district.
- Adequate utilities, access roads, drainage and other necessary utilities are provided.
- Adequate ingress/egress shall be designed to minimize traffic congestion.
- Must conform to applicable regulations of the zoning district in which it is located.

## REQUIRED

### (Check the Box to Signify Your Submittal of Listed Items Which Apply to Your Request)

- A plat of survey or the equivalent thereof depicting the location, dimensions, boundaries, uses and size of the site.
- A site plan including the following:
  - Density and floor area ratio
  - Building heights and setbacks
  - Size & location of lots
  - Screening and fencing
  - Location of sanitary and storm sewer lines
  - Location of water mains
  - Site drainage
  - Location of roads, driveways and walks
  - Existing and proposed structures, parking, loading areas, ingress/egress points
  - Location of recreational and open space areas reserved or dedicated for public uses
  - Percentage of green space & impervious surface
- Landscape plan including table depicting quantity, size and name of species.
- Lighting plan showing photometrics and a specification sheet of all fixtures to be used.
- Full-color rendering of building facades and large samples of colors and building materials that will be used on the project.
- An attachment stating the methods and hours of operation.
- Sign plan with dimensions of sign.

**Submit 10 copies of all color documents. If possible, provide electronic versions (pdf, word, excel, etc) of plans.**

With this signature, I certify that all required materials above have been submitted. Furthermore, I understand any required materials not submitted will result in an incomplete application. Incomplete applications will be returned to the applicant until all required materials are submitted.

**X**

Applicant Signature

Date

Please direct all questions to Dave Wiese at 434-4640 or [dwiese@villageofhoward.com](mailto:dwiese@villageofhoward.com)