



TOWN OF TURTLE

6916 South Cty Road J. Beloit, WI 53511 • Phone 608-362-0655 • Fax 608-364-1151

APPLICATION FOR CONDITIONAL USE PERMIT

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____

TELEPHONE NUMBER: _____

ADDRESS OF THE PROPERTY FOR WHICH THE CONDITIONAL USE PERMIT IS
REQUESTED: _____

ACREAGE OR SQUARE FEET: _____

OWNER OF RECORD: _____

LEGAL DESCRIPTION: _____

PARCEL NUMBER OF PROPERTY: _____

PRESENT USE OF PROPERTY: _____

PRESENT ZONING OF PROPERTY: _____

PROPOSED USE OF PROPERTY IF CONDITIONAL USE PERMIT IS GRANTED:

DATED: _____, 20 _____

SIGNATURE OF APPLICANT

DATE RECEIVED: _____

CLERK _____

CONDITIONAL USE PERMIT APPLICATION PROCEDURES

2. Applicant should consult with the Planning Commission to understand Conditional Use Permit procedures, if applicant has any questions.
3. Applicant obtains Conditional Use Permit application from Town Clerk at the Town of Turtle Community Center.
4. Applicant must submit Conditional Use Permit application and fee to Clerk by the Wednesday prior to the regularly scheduled Planning meeting. A permanent file will be made for the original application and other supporting documents. Copies of the application will be made by the Clerk and distributed to the Chairperson, the Commission, the Zoning Administrator and the Town Attorney.
5. The Chairperson shall review the application and notify the applicant as to placement on the agenda and date of meeting. The Chairperson will notify the Clerk of meeting date and agenda to post accordingly.
5. The applicant or a representative shall appear at the Planning and Zoning Commission meeting to explain and answer any questions by the Commission about the application. The applicant should provide a survey map or sketch of the property and the proposed changes included.
6. At the initial Commission meeting the applicant or a representative shall appear and explain the application. The Planning Commission member may ask questions and make suggestions. The Chairperson shall schedule a public hearing date for the application.
7. The Town Attorney shall prepare a legal notice of the public hearing. The Town Attorney shall send the original and 3 copies of the notice to the Clerk for filing and posting. The Town Attorney shall send a copy to the Beloit Daily News for publication as a Class 1 notice. The Town Attorney shall send copies of the notice to all property owners within 1000 feet of the parcel for which the application is pending. The Town Attorney shall prepare an affidavit of posting and an affidavit of mailing and send them to the Town Clerk.
8. The Chairperson shall preside at the public hearing and shall recognize all citizens who desire to speak on the Conditional Use Application.
9. After the public hearing, the Commission shall consider the application in open session. The Clerk shall attend the public hearing and meeting of the Planning Commission and take minutes. Copies of the minutes shall be provided to all Planning Commission members and all Town Board members within 10 working days from the meeting date.
10. The Commission shall consider the following factors in connection with the application:
 - a) That the amount of land is limited to that which is reasonably necessary to accommodate the proposed use.
 - b) Wherever possible a proposed use shall be placed on that portion of a parcel which contains the poorest quality agricultural soils or that portion of the parcel which would be at least productive for agricultural purposes, and the use shall be placed as close as possible to other non-agricultural uses.
 - c) The location of the site with respect to existing or future roads giving access to it.

- d) Its compatibility with existing uses on land adjacent thereto.
- e) Its harmony with the future development of the district.
- f) Existing topography, drainage, soil types, and vegetation cover.
- g) Its relationship to the public interest, the purpose and intent of the Zoning Ordinance and providing substantial justice to all parties concerned.
- h) Whether the use might result in damage to town roads. (Sec.5A (B) of the Zoning Ordinance provides that no conditional use permit shall be issued for any use which might result in damage to town roads, including but not limited to, the operation of an agri-business or the use of sewage sludge for fertilizer purposes, unless the Commission is assured that adequate provision for repair of potential damages has been made.

11. The Commission shall consider the following additional factors when the application for a conditional use is for a parcel in an A-I zoning district. _

- a) The potential for conflict with agricultural use.
- b) the need of the proposed use for a location in an agricultural area.
- c) The availability of alternate location.
- d) Compatibility with existing or permitted uses on adjacent lands.
- e) The location of the proposed use so as to reduce to a minimum the amount of productive agricultural land converted.
- f) The need for public services created by proposed use.
- g) The available of adequate public services and the ability of affected local units of government to provide them without an unreasonable burden.
- h) The effect of the proposed use on water or air quality, soil erosion, and rare or irreplaceable natural resources.

12. The Commission may approve, approve with conditions, or deny the application. The Commission may attach such conditions that it deems necessary in furthering the purposes of the Zoning Ordinance.

13. If the application is denied, the Town Attorney shall prepare the decision of the Commission in writing listing the reasons for denial and explaining the applicant's appeal rights to Circuit Court.

14. If the application is approved, or approved with conditions, the Town Attorney shall prepare a conditional Use Permit and send it to the Chairperson for signature. After it is signed, the Town Attorney shall send the original permit to the Clerk for filing and copies to the applicant, the Town Engineer, and Rock County Planning and Development Agency.