Sample Conditional Use Permit Materials

The following links highlight community efforts to update zoning ordinances, application forms, and informational materials. A variety of examples are provided representing different levels of government and a range of development pressure.

Ordinances

- St. Croix County (population 90,000)

St. Croix County adopted a new zoning ordinance in 2019. The ordinance describes the purpose, process, notice requirements, approval criteria, and conditions that can be attached to a conditional use (See Sec. 15.550). The ordinance also includes standards for common conditional uses such as agricultural tourism, airstrips, campgrounds, contractor storage yards, commercial kennels, major home occupations, non-metallic mining, salvage operations, and solar and wind energy systems (See Sec. 15.300).
https://www.sccwi.gov/DocumentCenter/View/5317/Chapter-15-PDF-Zoning?bidId=

- Village of Mount Pleasant (Racine County, population 27,000)

The Village of Mount Pleasant adopted a new zoning ordinance in 2020. The ordinance features an updated use classification system (§ 90-320) and use-specific conditions included the text of the ordinance and highlight on a use table (Table 90-310-1). The conditional use section includes an updated purpose statement and review criteria for conditional uses (§ 90-550). The review process includes a pre-application meeting with the community development director, recommendation by the plan commission, and final decision by the village board.
https://ecode360.com/33880935

- City of Ashland (Ashland County, population 8,000)

The City of Ashland adopted a Unified Development Ordinance in 2012. Conditional uses are listed for each district along with a link to specific standards for each use (See Part 4-Zoning Districts and Part 5-Specific Use Standards). The process and general standards to grant a conditional use permit have been recently updated and are found in Part 3, Section 3.9.
https://coawi.org/DocumentCenter/View/352/City-Zoning-Ordinance---Unified-Development-Ordinance-UDO-PDF

- Town of Newton (Manitowoc County, population 2,200)

The Town of Newton adopted a zoning and land division ordinance in 2015. Conditional use standards were updated in 2019 (see Section 9.00). The ordinance includes a land use table summarizing permitted, conditional and prohibited uses (see Sec. 14.00). It was certified by DATCP as farmland preservation ordinance.
http://www.townofnewton.org/Content/files/Ordinances/ZoningLandDivisionOrdinan.pdf

Application Forms

- Door County (population 27,000)

The Door County Zoning Ordinance was updated in 2018 to reflect new state standards for conditional uses. The ordinance and application form prompt applicants to provide substantial evidence in the form of facts and information. Applicants must address 17 local ordinance standards. https://www.co.door.wi.gov/DocumentCenter/View/2755/CONDITIONAL-USE-PERMIT-APPLICATION-updated-06-30-2020

- Waupaca County (population 51,000)

As part of the conditional use permit process in Waupaca County, towns must meet with the applicant and complete a Town Recommendation Form. The form prompts the town to consult their comprehensive plan and make a recommendation to the county. https://cms.revize.com/revize/waupaca/Planning%20&%20Zoning/Applications/Conditional%20Use.pdf

- Village of DeForest (Dane County, population 9,000)

The Village of DeForest exercises extraterritorial zoning. The village and four participating towns utilize a single application form for conditional use permits. The fillable form prompts applicants to address 8 local ordinance standards. Adjacent property owners and local review bodies are notified as part of the process. https://www.vi.deforest.wi.us/vertical/Sites/%7B5DDB5418-8268-440C-BD18-45CB7768531A%7D/uploads/Public_Hearing_CUP_Fillable_Form_10.19.15.pdf

- City of Whitewater (Walworth and Jefferson Counties, population 15,000)

The City of Whitewater has a fillable form for conditional use permits. The form describes application requirements, includes space for the applicant to respond to standards, and tips for navigating the development review process. https://whitewater-wi.gov/DocumentCenter/View/234/Conditional-Use-Permit-Application-Form-PDF

Informational Materials

- Waukesha County (pop 400,000)

Waukesha County developed an online Permit Guide to explain the county's development review and permitting processes. The guide briefly describes each type of permit, why it exists, how to obtain a permit, who to work with, and how long it will take. A flowchart illustrates each process. https://www.waukeshacounty.gov/conditionalusepermit

- City of Platteville (Grant County, population 12,000)

The City of Platteville website describes the conditional use permit approval process and includes a link to a short 1-page application form.
https://www.platteville.org/cd/page/conditional-use-permit

- Village of McFarland (Dane County, population 9,000)

The Village of McFarland prepared a 2-page handout describing the conditional use standards found in their ordinance (Ch 62-Zoning, Sec 62-105 to 62-117).
https://www.mcfarland.wi.us/communitydevelopmentforms

- City of Madison (Dane County, population 260,000)

The City of Madison website describes a 7-step process for obtaining a conditional use permit. The process includes hyperlinks to the zoning ordinance, zoning map, submittal requirements, development review schedule, and key contacts.
https://www.cityofmadison.com/development-services-center/land-development/private-property/conditional-use

- City of Wisconsin Rapids (Wood County, population 18,000)

The City of Wisconsin Rapids updated its zoning ordinance in 2018. It also developed an interactive zoning code and map. Participants can look up zoning code requirements, view submitted applications, and sign up for alerts.
https://wisconsinrapids.zoninghub.com/home.aspx