

Town of Holland Plan Commission - Sheboygan County, Wisconsin Conditional Use Permit (CUP) Application Support Form

(to be used by the **Zoning Administrator** and **CUP Applicant** as an application submittal checklist)

This checklist is not meant to replace, supplement, or interpret §330 Article VI. **The Article as found in the Town's ordinances is the official standard for all submittals.** This checklist is only intended as a convenient reference for town officials and applicants. Applicants should contact the Zoning Administrator or the Town Clerk with any questions.

Zoning Administrator Phone Number: N/A

Clerk-Treasurer Phone Number: 920-668-6625

ALL CONDITIONAL USE PERMIT APPLICATIONS SHOULD INCLUDE THE FOLLOWING INFORMATION, UNLESS NOT APPLICABLE. IF NOT APPLICABLE, THE YELLOW BOX SHOULD INDICATE AS SUCH ("N/A").

§ 330-49 A. All applicable requirements of the Sheboygan County Code of Ordinances shall be met

§ 330-49 B. Location Map

Map showing all lands for which the use is proposed and all other lands within 300 feet of the boundaries of subject property. Map shall clearly indicate current zoning of subject property and adjacent properties.

§ 330-49 C. Plan of Operation

1. Zoning – current and proposed for all land areas included in the CUP request which can be found by using the Sheboygan County Zoning Map. Parcel numbers can be found on your tax bill or by using the Sheboygan County Land Records Web Portal).
2. Future land use designation per Town's Future Land Use Map (see www.townofholland.com under Resources).
3. Current uses present on the subject property.
4. Proposed uses for the subject property.
5. Proposed development (if applicable): the amount of dwelling units, floor area, impervious surface area, and landscape surface area, and resulting site density floor area ratio, impervious surface area ratio, and landscape surface area ratio.
6. Operations: the operational considerations relating to number of employees, hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings, and traffic generation.
7. Operational considerations: relating to potential nuisance creation pertaining to noncompliance with the performance standards addressed in this chapter, including street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation,

glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials.

8. Building material: the exterior building and fencing materials.

9. Expansion: any possible future expansion plans and, if applicable, related implications.

10. Other information: any other information pertinent to adequate understanding by the Town Plan Commission of the intended use and its relation to nearby properties.

§ 330-49 D. Site Plan

1. A title block that indicates the name, address and phone/fax number(s) of the current property owner and/or agent(s)(developer, architect, engineer, and planner) for the project.

2. The date of the original plan and the latest date of revision to the plan.

3. A North arrow and a graphic scale. Said scale shall not be smaller than one inch equals 100 feet.

4. A legal description of the subject property.

5. Acreage of individual lots or parcels.

6. Property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.

7. Existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose.

8. Required building setback lines.

9. Existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls.

10. The location and dimension of all access points onto public streets.

11. The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus the number required by this chapter.

12. The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas.

13. The location of all outdoor storage areas and screening devices.

14. The location, type, height, size and lighting of all signage on the subject property and conforming to other sections of this chapter.

15. Location, height, design/type, illumination power and orientation of exterior lighting on the subject property.

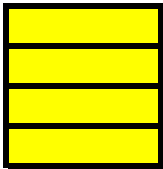
16. The location and type of any permanently protected green space areas.

17. The location of existing and proposed drainage facilities.

18. In the legend, data for the subject property:

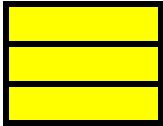
a. Lot area

b. Floor area



- c. Floor area ratio
- d. Impervious surface area
- e. Impervious surface ratio to site
- f. Building height

§ 330-49 E. Detailed Landscape Plan (same scale as site plan)



- 1. Plant location species and size
- 2. Screening location (fencing and type, earth berms size and height)
- 3. Narrative for use, maintenance, insurance and funding

§ 330-49 F. Detailed Grading Plan (same scale as site plan) showing existing and proposed grades, retaining wall, related devices, and erosion control measures. Must include:



- 1. Existing and proposed contours at two-foot intervals
- 2. Existing and proposed spot elevations at corners of structures and significant changes in grade
- 3. Flow lines of all drainageways

§ 330-49G. Elevation Drawings – Two-dimensional elevation views of buildings, structures, and proposed remodeling to show:



- 1. Finished treatment
- 2. Exterior materials, color, texture
- 3. Perspective renderings may be submitted but not lieu of adequate drawings

§ 330-49H. Storm/surface water and erosion control plans



- 1. Vicinity map – watershed boundary and physical features
- 2. Soils information



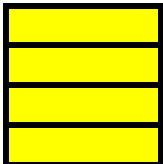
- a. A soil map of the area from the soil survey of Sheboygan County.
- b. Location of soils with moderate to very severe limitations for residential uses as indicated in soil survey (i.e., subject to occasional flooding, temporary high-water table, etc.).



- c. Design alternatives to overcome the soil limitations.

- 3. Hydrologic information – All calculation and information required in Sheboygan County Storm Water Ordinance

- 4. Proposed waterways, drainage easements, and road ditches



- a. Design discharge in cubic feet per second (cfs)
- b. Profiles and typical cross section for all easements, waterways, and road ditches
- c. Size, location, and capacity of culverts
- d. Design velocity in cubic in cubic feet per second (cfs)