



TOWN OF LAWRENCE CONDITIONAL USE PERMIT APPLICATION FOR PLANNING AND ZONING

GENERAL INFORMATION

Purpose:	Any person having a freehold interest in land, or a possessory interest entitled to exclusive possession, or a contractual interest which may become a freehold interest or an exclusive possessory interest, and which is specifically enforceable, may file an application to use such land for one or more of the conditional uses provided for in this chapter in the zoning district in which the land is located.
Fee:	\$300.00
Meeting Dates/Times:	Meetings of the Planning and Zoning Board occur the second Wednesday of each month at the Lawrence Town Hall, 2400 Shady Ct., De Pere, WI 54115 at 6:00pm. Submit application seven (7) days prior to the meeting.
Application/Information Submittal:	A completed application along with the appropriate fee must be submitted to the Town's Business Office. One (1) complete copy of the information being presented to the Board must be included with the application along with a .pdf copy via email (permit@lawrencewi.gov). A representative is required to attend and present the information at the meeting.
Ordinance:	<u>§ 300-205 Conditional Uses</u>

READ ALL INSTRUCTIONS PROVIDED BEFORE COMPLETING. IF ADDITIONAL SPACE IS NEEDED, ATTACH ADDITIONAL PAGES.

SECTION 1: APPLICANT INFORMATION

Applicant Name:			
Mailing Address:			
City:	State:	ZIP Code:	
Email:			
Phone Number:			

SECTION 2: LANDOWNER/DEVELOPER INFORMATION (IF DIFFERENT FROM APPLICANT)

Owner/Developer Name:		
Mailing Address:		Email:
City:	State:	ZIP Code:
Email:		
Phone number:		

SECTION 3: PROJECT OR SITE LOCATION

Project Address:	Parcel #(s):
Parcel Size:	
	Frontage:
Current Zoning District:	



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Legal Description:

SECTION 4: ADDITIONAL INFORMATION

Describe Purposed Plan:

Prepare and submit an electronic copy of the sign plan detailing your request completely and any additional information which will support your application.

Signature of Applicant:

Date:



*****FOR OFFICE USE ONLY*** APPLICATION/PAYMENT RECEIVED BY**

Name: _____

Check # _____ Amount: \$ _____

Date: _____ Meeting Date: _____

Permit #:

District: _____ Zoning: _____

Parcel #:



2400 Shady Court * De Pere, WI 54115 * Phone: (920) 336-9131 * Fax: (920) 336-9193

Conditional Use Permit Review Flowchart

CUP APPLICATION TURNED INTO
STAFF AT
TOWN HALL



STAFF REVIEW &
REVIEW BY ZONING
ADMINISTRATOR



PLANNING AND ZONING MEETING
TO RECOMMEND TO APPROVE OR
DENY TO TOWN BOARD



TOWN BOARD MEETING TO
SCHEDULE PUBLIC HEARING

NOTICE OF PUBLIC
INFORMATIONAL
HEARING AT TOWN
BOARD MAILED TO
APPLICABLE
PROPERTY OWNERS
(PARTIES OF
INTEREST WITHIN
500' OF PROPERTY)

TOWN BOARD MEETING WHERE
TOWN BOARD EITHER APPROVES
OR DENIES WITHIN 60 DAYS OF
FILING APPLICATION

Recommendation by Planning and Zoning

Planning and Zoning meeting Date: _____

Recommended Action:

Recommended Conditions:

Vote: _____

Authorized Signature

Decision by Town Board

Hearing Date: _____

Discussion:

Recommended Conditions:

Permit Expiration: _____

Vote: _____

Authorized Signature