



Application for Conditional Use

For City Staff Use Only	
File No.	_____
Date Filed	_____
Appl. Review	_____
PC Action	_____
Date	_____

- Applicant's Name(s) _____
Street/City/Zip _____
Phone # _____ Email or Fax # _____
Interest in Subject Property _____
- Property Owner's Name(s) _____
Street/City/Zip _____
Phone # _____ Email or Fax # _____
- Address of Subject Property _____
- Please provide legal description of subject property or attach one to the application
Lot(s) _____
Block(s) _____
Addition _____
Parcel #(s) _____
- The subject property is presently zoned _____
- It is desired and requested* that the following conditional use be permitted on the subject property

pursuant to Section(s) _____
of the General Ordinances of the City of Eau Claire.
- The existing use(s) of the subject property is (are) _____

*NOTE: Depending on the nature of the request, the applicant may be required to submit copies of scaled drawings, site plans, or other appropriate information with this application.

For Treasury Use #2421

8. The reasons for wishing to use the subject property as proposed are as follows:

9. The existing use(s) of adjacent property is (are):

North _____

East _____

South _____

West _____

10. The proposed time schedule for use of the subject property as requested above is:

11. I (we), the undersigned, do hereby make application and petition the Plan Commission to approve the conditional use as requested above, and in support of this application present the above facts. I (we) also hereby permit the City to enter upon the property for the placement and removal of a Hearing Notice sign on the property and shall maintain the sign where posted on the property during the pendency of this application.

Submitted this _____ day of _____, 20_____

Signatures _____

Note: Application filing fee is \$500 payable by check made out to the City of Eau Claire

Conditional Use Permit Procedures

Application Procedure

1. It is advisable to discuss your proposal with a City Planner prior to making formal application. The City Planning staff may be reached at 715-839-4914 or by visiting the Department of Community Development on the ground floor, south wing of City Hall, 203 S. Farwell Street.
2. Applications are available from the City of Eau Claire, Department of Community Development, or at <http://www.eauclairewi.gov/government/on-line-forms-brochures>
3. Return the completed application form along with **one (1) set of 8 ½ x 11 plans and a PDF file to Ryan.Petrie@eauclairewi.gov** along with a check made payable to the City of Eau Claire (see application form for filing fee).
4. You will receive a mailed notice from the City giving the time/place of the public hearing at which your application will be considered by the City Plan Commission.

Conditional Use Process

1. Upon filing a completed application with the Department of Community Development, the required public notices will be prepared and a date for a public hearing will be scheduled as soon as possible. Filing deadlines have been set in order to give the City sufficient time to meet the legal requirements for publishing public notices (attached).
2. The application is reviewed and analyzed by various members of City staff. A staff report is prepared for the Plan Commission hearing, which contains the staff's analysis and recommendation for the request. Applicant will be mailed a copy of this report about 3 days before the public hearing. A Hearing Notice sign is also posted on the property.
3. The City publishes an ad in the legal notices section of the local newspaper, which gives the legal description of the subject property and indicates the conditional use being requested. This ad is published twice, at least one week apart and at least one week prior to the Plan Commission's public hearing. A Hearing Notice sign is also posted on the property.
4. The City mails notices of the upcoming public hearing on the application to all owners of properties within 300 feet of the subject property (in the case of a heavy industrial use, 500' of the subject property).
5. The City Plan Commission holds a public hearing and makes the final decision on the proposed conditional use. These hearings are usually held on the first and third Monday of the month at 7:00 p.m. in the City Council Chambers, City Hall. The applicant is expected to attend the hearing and present his/her case to the City Plan Commission.
6. If the conditional use permit is granted, the applicant will receive a written permit within 10 days following the approval.

For further information, contact:

Ryan Petrie, Associate Planner
City of Eau Claire
203 S. Farwell Street
Eau Claire, WI 54702-5148
715-839-4914
Ryan.Petrie@eauclairewi.gov

APPLICANT: Please note the following:

- A. No application for a conditional use shall be granted by the Plan Commission unless such commission shall find all of the following conditions are present:
1. That the establishment, maintenance, or operation of the conditional use will not be materially detrimental to or endanger the public health, safety, morals, or general welfare;
 2. That the uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance, or operation of the conditional use;
 3. That the establishment of the conditional use will not significantly impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;
 4. That adequate utilities, access roads, off-street parking, drainage and other necessary site improvements have been or are being provided;
 5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion and hazard in the public streets;
 6. That the conditional use shall conform to all applicable regulations of the district in which it is located;
 7. That the proposed use is in conformance with the purpose of the zoning district in which it is located and complies with the provision and policies of the Comprehensive Plan; and
 8. That the specific provisions applicable to the conditional use listed in Section 18.35.050 of the Zoning Code are or will be satisfied.
- B. Prior to the granting of any conditional use, the Plan Commission may stipulate such conditions and restrictions upon the establishment, location, construction, maintenance, and operation of the conditional use as deemed necessary to protect the public health, safety, and general welfare of the community, and to secure compliance with the standards and requirements specified in Subsection 1 through 8 above. In all cases in which conditional uses are granted, the Plan Commission shall require such evidence and guarantees as it may deem necessary as proof that the conditions stipulated in connection therewith are being and will be complied with.