

# Oconto County

## Application for Conditional Use Permit

Note: Certain uses are of such nature or their effects are so dependent upon specific circumstances as to make impractical the determination in advance of where and when and under what conditions they should be permitted. Conditional uses are land uses listed as such in each zoning district as found in the Oconto County zoning ordinance. Pursuing a conditional use permit in Oconto County and the Town of Lena requires prior review and recommendation from the **Town of Lena**. This local recommendation will be considered by the Oconto County Board of Adjustment when deciding on the application for conditional use permit. The steps to pursuing a conditional use permit are as follows:

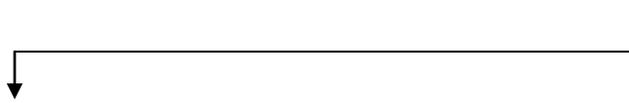
### Step 1

Consult with Oconto County Planning & Zoning staff regarding your proposal to assure compliance with the Oconto County Zoning Ordinance.



### Step 2

Contact Tony Fetterly (Plan Commission Chairperson) at 920.829.6077, 14 days prior to the meeting date and ask to be placed on the Plan Commission agenda. **(Refer to the back of this sheet for materials required by the Town)**



### Step 3

Attend the Plan Commission meeting usually held the 1<sup>st</sup> Wednesday of the month.

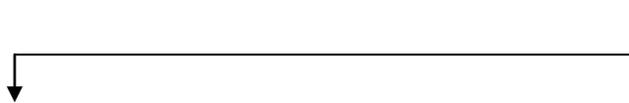
(The Town Plan Commission will make a recommendation to the Town Board regarding your Conditional Use request.)



### Step 4

Attend the Town Board Meeting held the 2<sup>nd</sup> Thursday of the month.

(The Town Board will review your conditional use request and make a recommendation. This recommendation is a required part of the Oconto County application for a conditional use permit.)



### Step 5

File completed Conditional Use Permit Application with the Oconto County Planning & Zoning office prior to the last Friday of the month. Incomplete applications will not be processed.

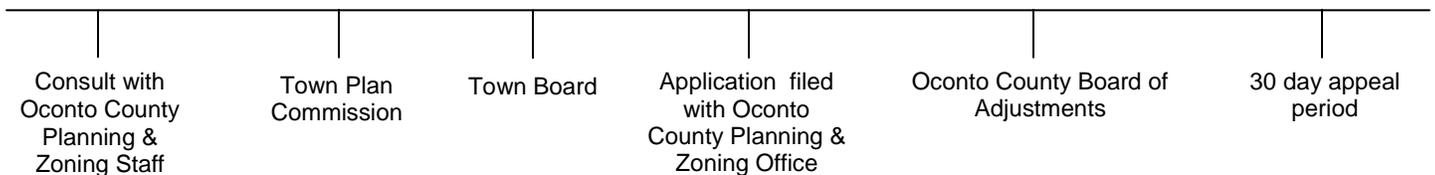
(Conditional Use hearings are usually scheduled toward the end of following month.)



### Step 6

At the next scheduled Oconto County Board of Adjustment public hearing, which you or your agent will need to attend, the Board of Adjustment will either recommend approval, approval with conditions, or disapproval of the application for conditional use. The Boards of Adjustment decision is final. Any decision of the Board is appealable for 30 days from the date shown on the decision and order signed by the Board.

*Allow at least 2 weeks for Public Notice*



**For Reference Purposes Only**

The Town of Lena requires the following in order to be placed on the Plan Commission Agenda. Please have these materials ready prior to contacting the Plan Commission Chairperson to be put on the Plan Commission Agenda (Step 2).

**Required Materials:**

- **Location Map** – (5 Copies) – This should show the property at a sufficient scale so as to show the property location in relation to the Town of Lena.
- **Zoning Map** – (5 Copies) – This map should show the zoning of the property and the adjoining parcels. This map should show the property at a sufficient scale; include aerial photography and zoning districts.
- **Business Site Plan** – (5 Copies) – When applicable a site plan should be provided of the proposed layout of the property including parking areas, lighting, loading and storage areas, etc.
- **Preliminary Certified Survey Map or Plat** – (5 Copies) – When applicable the preliminary Certified Survey Map (CSM) or Plat should be submitted.
- **Town Recommendation Form** – (5 Copies) – The applicant should submit the Oconto County Town Recommendation form with all applicant and property information completed in a legible manner.

The location and zoning maps can be obtained online at: <http://solo.co.oconto.wi.us/ocontoco/> or at either of the Planning & Zoning Office locations:

Oconto County Planning & Zoning  
301 Washington St.  
Oconto, WI 54153  
920.834.6827

Oconto County Planning & Zoning Northern Satellite Office  
17340 Hwy 32  
Townsend, WI 54175  
715.276.6640

**Note:**

The applicant and/or agent is required to attend the Lena Plan Commission meeting. Proposals where the applicant and/or agent is not in attendance may delay action by the Plan Commission until a subsequent monthly meeting.