

## **Conditional Use Procedures**

1. Complete an “Application for Conditional Use Permit”
2. Submit a conditional use permit application, other supporting documentation and nonrefundable fee of \$250.00 to Jefferson County Zoning Department, 320 S. Main St., Room 201, Jefferson, WI 53549. Your application should include:
  - a. Plot Plan
  - b. Reasons for application
  - c. Explanation of type of use proposed
  - d. Explanation of proposed operation
  - e. Structures needed (new and/or existing)
  - f. Explanation of any needed land modifications
  - g. All pages including plot plan to be no larger than 11” x 17”

Keep a copy of this information for submittal to your Town Clerk.

3. Contact Clerk of the Town in which the proposed Conditional Use is located for Planning Commission/Town Board meeting dates and times.
4. Attend Town Planning Commission meeting (if applicable).
5. Attend Town Board meeting.
6. Once the Town Board has acted on the petition, Jefferson County Zoning needs the signed yellow decision sheet which has been provided to your Town Clerk. Receipt of this information will complete your application and will allow Jefferson County Zoning to schedule your petition for the County’s public hearing. The second Friday of each month is the deadline for acceptance of a complete application for the following months’ public hearing.
7. Attend Jefferson County Planning and Zoning Committee public hearing (public hearing notice will be sent to you in the mail prior to meeting).
8. The Planning and Zoning Committee will meet on the last Monday of the month (unless affected by a holiday) to make their decision on the petition. The decision date will be announced by the Committee Chair at the beginning of the public hearing. Notice of decision will be mailed to petitioner.
9. Zoning & Planning Committee decisions may be appealed to the Jefferson County Zoning Board of Adjustment within 30 days of the date of publication in the official newspaper of Jefferson County.