



# VILLAGE OF SOMERS

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## Department of Planning & Development

### VILLAGE OF SOMERS CONDITIONAL USE PERMIT PROCEDURES

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- ☐ 1. Contact the Kenosha County Department of Planning & Development and check with staff to determine if your proposed use is a permitted use, an accessory use or a conditional use. If it is a conditional use, then a conditional use permit must be applied for and received prior to occupying or using the site for that use.

- ☐ 2. Contact the Kenosha County Department of Planning & Development and schedule a pre-conference meeting, which is required for all conditional use permit requests.

Meeting Date: \_\_\_\_\_

- ☐ 3. Contact the Village of Somers to determine if your conditional use permit application requires requires concept review by the Village Plan Commission. If so, contact the Village of Somers clerk to schedule a concept meeting with the Village Plan Commission.

Meeting Date: \_\_\_\_\_

- ☐ 4. Complete and submit to the Kenosha County Department of Planning & Development the Village of Somers Conditional Use Permit Application by the filing deadline.

Filing Deadline: \_\_\_\_\_

- ☐ 5. Upon submission you will be given two copies of the date-stamped application. Submit a copy of the date-stamped application to the Village of Somers clerk for placement on the agendas of the Village of Somers Plan Commission and the Village of Somers Board. Keep the other copy for your records.

- ☐ 6. Attend the Village Plan Commission and the Village Board meetings. **NOTE:** You must attend or the Village will not be able to act on your request. At these meeting you will be asked to brief the committee on your request and ultimately agree to a list of conditions of approval relating to your proposed use.

Village Plan Commission meeting date (tentative): \_\_\_\_\_

Village Board meeting date (tentative): \_\_\_\_\_

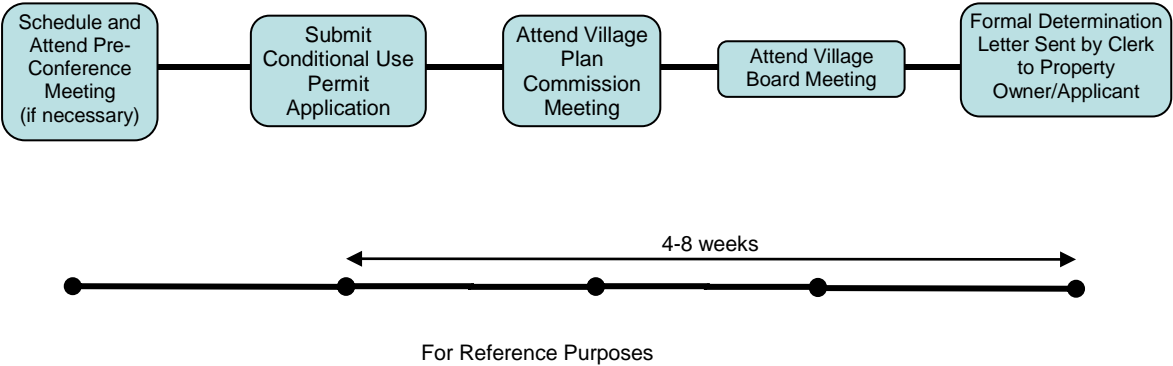
- ☐ 7. Village clerk will provide written notice of final action to property owner/applicant.

- ☐ 8. If approved, you may commence with applying for and obtaining any necessary zoning permit(s) for construction (i.e. new buildings, building additions, signage, fencing, etc...) with the Kenosha County Department of Planning and Development.

**IMPORTANT TELEPHONE NUMBERS**

Kenosha County Center	
Department of Public Works & Development Services	
19600 - 75 <sup>th</sup> Street, Suite 185-3	
Bristol, Wisconsin 53104-9772	
Division of Planning & Development (including Sanitation & Land Conservation) .....	<b>857-1895</b>
Facsimile #.....	857-1920
Public Works Division of Highways .....	857-1870
Administration Building	
Division of Land Information.....	653-2622
Village of Somers .....	859-2822
Wisconsin Department of Natural Resources - Sturtevant Office .....	884-2300
Wisconsin Department of Transportation - Waukesha Office .....	548-8722

**Conditional Use Permit Timeline**





May 2015

# VILLAGE OF SOMERS

## Department of Planning & Development

### CONDITIONAL USE PERMIT APPLICATION

**(a) Property Owner's Name:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail (optional): \_\_\_\_\_

Note: Unless the property owner's signature can be obtained in the above space, a letter of agent status signed by the legal property owner must be submitted if you are a tenant, leaseholder, or authorized agent representing the legal owner, allowing you to act on their behalf.

**(b) Agent's Name (if applicable):**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail (optional): \_\_\_\_\_

**(c) Architect's Name (if applicable):**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail (optional): \_\_\_\_\_

**(d) Engineer's Name (if applicable):**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail (optional): \_\_\_\_\_

**CONDITIONAL USE PERMIT APPLICATION**

**(e)** Tax key number(s) of subject site:

_____	_____
_____	_____
_____	_____

Address of the subject site:

\_\_\_\_\_

**(f)** Plan of Operation (or attach separate plan of operation)

Type of structure:

\_\_\_\_\_  
\_\_\_\_\_

Proposed operation or use of the structure or site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of employees (by shift): \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Any outdoor entertainment? If so, please explain: \_\_\_\_\_

Any outdoor storage? If so, please explain: \_\_\_\_\_

Zoning district of the property: \_\_\_\_\_

**(g)** Attach a plat of survey prepared by a professional land surveyor or site plan drawn to scale and approved by the Kenosha County Department of Planning & Development showing all of the information required under section 12.05-1(h)3 for a zoning permit. In addition, the plat of survey or site plan layout shall show the location, elevation and use of any abutting lands and the location and foundation elevations of structures within 50 feet of the subject site; soil mapping unit lines; ordinary high water mark, historic high water marks and floodlands on or within 50 feet of the subject premises, existing and proposed gravel, asphalt and concrete surfaces, existing and proposed signage, existing and proposed buildings, and existing and proposed landscaping.

## CONDITIONAL USE PERMIT APPLICATION

For conditional use permit applications that are made within shoreland and floodland areas, such description shall also include information that is necessary for the Village Plan Commission to determine whether the proposed development will hamper flood flows, impair floodplain storage capacity, or cause danger to human, animal or aquatic life. This additional information may include plans, certified by a registered professional engineer or professional surveyor, showing existing and proposed elevations or contours of the ground; fill or storage elevation; basement and first floor elevations of structures; size, location, and spatial arrangement of all existing and proposed structures on the site; location and elevation of streets water supply and sanitary facilities; aerial photographs, and photographs showing existing surrounding land uses and vegetation upstream and downstream; soil types and any other pertinent information required by either the Village of Somers Planning & Development office, Village Plan Commission or Village Board:

**(h)** The Kenosha County Department of Planning & Development may ask for additional information.

**(i)** The fee specified in Section 12.05-8 of this ordinance.

Request for Conditional Use Permit (payable to "Kenosha County") ..... \$1,350.00

(For other fees see the [Fee Schedule](#))

**ATTACH BUSINESS  
SUMMARY HERE**

ATTACH TO-SCALE MAP OF  
PROPERTY SHOWING SITE  
PLAN OF OPERATION HERE