



CONDITIONAL USE APPLICATION

File #: _____

Office Use Only

Revised 1/2026

APPLICANT INFORMATION

Property Owner: _____ Contractor/Agent: _____

Mailing Address: _____ Mailing Address: _____

Daytime Phone: (____) _____ Daytime Phone: (____) _____

Cell: (____) _____ Cell: (____) _____

E-mail: _____ E-mail: _____

SITE INFORMATION

Site Address: _____

Property Location: ____ 1/4, ____ 1/4, Sec. ____, T. ____ N., R. ____ W., Town of _____

Parcel #: _____ - _____ - _____ - _____

LAND USE INFORMATION

Zoning District (Check one): ☐ AG-1 ☐ AG-2 ☐ R-1 ☐ R-2 ☐ R-3 ☐ C-1 ☐ C-2 ☐ C-3 ☐ I-1 ☐ I-2

Overlay District (Check all that apply): ☐ SHORELAND ☐ RIVERWAY ☐ FLOODPLAIN

State the nature of your request: _____

_____ Zoning Ordinance Reference: _____

I attest that the information contained in this application is true and correct to the best of my knowledge.

Property Owner/Agent Signature: _____

Date _____

OFFICE USE ONLY

Approved By: _____

Fee Received: ____/____/____ \$ _____ Receipt #: _____ Scheduled Hearing Date: ____/____/____

CONDITIONAL USE CRITERIA

Pursuant to the St. Croix County Zoning Ordinance § 15.710, please answer the following questions to justify the approval of your request (*attach additional paper if necessary*):

- 1) Describe the details of your request:
- 2) Describe how your request will maintain safe and healthful conditions:
- 3) How do you intend to prevent any impact on ground or surface waters:
- 4) How does your proposed use impact existing topographic drainage features and vegetative cover:
- 5) Are there any environmentally sensitive areas on your site and will they be impacted:
- 6) Please describe any existing or future accesses and their suitability for the proposed use:
- 7) Describe how your request is consistent with the spirit and intent of the ordinance and the proposed use's compatibility with the surrounding area:

8) Is there a need for this use in the area:

9) How do you plan to address sanitary and solid waste onsite:

GENERAL CONDITIONAL USE APPLICATION PROCEDURE

APPLICATION:

The deadline for application submittals is the **1st Monday of the month** before the regularly scheduled St. Croix County Community Development Committee meeting. The Committee meets on the 3rd Thursday of the month. The applicant shall provide one copy of the entire packet including all supporting information, maps & diagrams, and fee (*nonrefundable*) before the application can be considered complete. A site plan shall include all property boundaries, setbacks, driveways, parking areas, sanitary system, well, wetlands, floodplains, blufflines, slope preservation zones, and existing buildings.

REVIEW:

The Zoning Administrator will review the application for completeness and may require additional information. Upon receiving a complete application and supporting documents, the Zoning Administrator will:

- Schedule a public hearing with the Committee and notify the applicant by mail of the date and time.
- Notify adjoining property owners of the applicant's request.
- Publish a public hearing notice in the official County newspaper.
- Send copies of the applications to the appropriate town and reviewing agencies for comment. Applicants are encouraged to contact their town and attend their town meeting to discuss their application prior to the Committee meeting.
- Conduct a site visit to the applicant's property to gather site photos for public hearing.
- Prepare a staff report on the application.

PUBLIC HEARING:

At the public hearing, the applicant may appear in person and/or through an agent or an attorney. The applicant/agent/attorney may present testimony, evidence and arguments in support of the application.

ACTION:

Conditional Use permits are granted at the discretion of the St. Croix County Community Development Committee. Conditional Uses are subject to conditions to minimize the affect of the proposed use on the surrounding property owners, environment, and local infrastructure.

NOTE: All maps, plans, and engineering data shall be no larger than 11x17. No covers, binders, or envelopes.