

APPLICATION PROCESS
FOR
CONDITIONAL USE PERMIT
VILLAGE OF ELM GROVE

Conditional Use permits must be reviewed by the Plan Commission and approved by Village Board of Trustees after review and a public hearing published by Class II notice.

At a minimum, *complete* Conditional Use permit applications take 40 days to process due to required legal review, approval process by the Plan Commission and Village Board, and primarily the Class II publication requirement. Listed below are the submission requirements for permit review.

Conditional Use Permit Submission Checklist:

1. Application.
2. Survey of the property with required information – see application.
3. Special Waiver Form.
4. Fee of \$75.

Processing:

1. Zoning Administrator reviews the application.
2. Application and permit draft is sent to Village Attorney for review.
2. Notice of public hearing for Class II publication is submitted to the Elm Leaves for publication.
3. Applicant is placed on the Plan Commission agenda with only a complete application. Applicant should attend the Plan Commission meeting to represent their application. Plan Commission meetings are on the 1st Monday of the month at 7:30 p.m.
4. Plan Commission makes a recommendation to the Village Board.
5. Applicant is placed on the Village Board agenda for Public Hearing and action. Applicant should attend the Village Board meeting to represent their application. Village Board meetings are on the 4th Tuesday of the month at 7:30 p.m.
6. If approved, the Conditional Use permit is recorded at the Waukesha County Register of Deeds office.

Conditional Use permits are required for the following zoning districts and uses:

Rs-1, Rs-2, Rs-3, Rs-4, Rm-1 – utility substations, detached garages, home occupations, and professional home offices.

B-1 Local Business District – see §335-22 C.

B-2 Office Business District – radio and television broadcast studios, utilities, wireless communication antennas.

B-3 Mid-Rise Office and Professional District – convention centers, radio and television broadcast studios, restaurants and delicatessens, automotive parking on a short-term basis related to businesses on adjacent properties, and wireless communication antennas.

M-1 Limited Manufacturing District – see §335-25 A.

I-1 Institutional District – medical clinics, utilities, water towers and storage tanks, transmitting towers, receiving towers, relay and microwave towers with or without broadcast facilities or studios, and wireless communication antennas.

G-1 Governmental District – utilities, water towers and storage tanks, communication structures.

W-1 Wetland Overlay District – see §335-27 C.

FWO – Floodway Overlay District – see §335-28 C.

FFO – Floodplain Fringe Overlay District – see §335-29 C.