

# CITY OF PORT WASHINGTON

## SUBMITTAL REQUIREMENTS FOR CONDITIONAL USE GRANT APPLICATIONS

All applications **MUST** contain the following information in the format described. Applications will **NOT** be accepted if any of these items are missing or incomplete.

- Completed application form and required fee;
- Signature on the application;
- A letter of intent detailing what is being requested. The following information may be included:
  - ✓ Existing use;
  - ✓ Proposed use;
  - ✓ Hours of operation;
  - ✓ Proposed number of dwelling units, employees, and/or daily customers;
  - ✓ Project water usage and sanitary sewer loading;
  - ✓ Proposed traffic generation;
  - ✓ Exterior building alterations and fencing materials;
  - ✓ Duration of request (permanent or temporary); and
  - ✓ Description of how the proposed use will not effect surrounding properties and will benefit the City of Port Washington.

**Include as much information as possible to provide adequate understanding of the proposed use to the Plan Commission and the Common Council in their deliberations.**

- A complete legal description of the property;
- A Plat of Survey;
- List of owners and their respective addresses within 200 feet of proposed use;
- **Twenty (20) copies** (maximum 11" x 17" format) for the Design Review Board of the basic site plan of the property drawn to scale to include:
  - ✓ Existing building(s);
  - ✓ Existing and/or proposed parking;
  - ✓ Existing and/or proposed lighting;
  - ✓ Existing landscaped areas;
  - ✓ Any proposed signage; and
  - ✓ Any other reasonable or pertinent information that the Department of Planning and Development determines to be necessary to review the application.
- Following a favorable recommendation of the Design Review Board, **twenty (20) copies** of the same for the Plan Commission.