



# CONDITIONAL USE APPLICATION AND REVIEW PROCESS

City of New Richmond  
 156 East First Street ❖ New Richmond, WI 54017  
 Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

**Overview:** Applications for conditional use approval will be reviewed by the Development Review Committee (DRC) and discussed in a public hearing by the Plan Commission, which meets on the first Tuesday of each month. The Plan Commission has the authority to approve or deny the application.

**Application Deadline:** Applications must be received by the close-of-business on the **first Thursday of each month due to publication requirements**; applications received after this date cannot be heard at the Plan Commission meeting of the following month. Wisconsin State Law requires that a decision be issued for each application within 60 days of the submission of a complete application.

**Submission Requirements:** The attached application form must be completed and submitted with all requested materials. Failure to submit all application materials may delay the review process described below.

**Escrow Deposit:** Because conditional uses can involve a significant amount of research and analysis by staff and/or outside consultants, the applicant must deposit \$500 in escrow in addition to the application fee for a conditional use. Unused escrow funds will be returned to the applicant at the conclusion of the conditional use review process.

**Initial Review:** Applications will be reviewed for completeness by City staff, and a determination of completeness will be provided to the applicant either by phone call, email, or letter. We will notify you of the materials that are needed in order to complete the application; once all of the outstanding application materials are received, the 60-day action timeline will start and the formal review process will begin as described below.

**Formal Review:** Applications for conditional use approval will be discussed by the DRC. The DRC members will address points of concern based on their respective City departments and professional experience. A summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Plan Commission.

## Example

Applications are due on the first Thursday of a month.

The public hearing will be held by the Plan Commission on the first Tuesday of the following month.

## Timeline

MONTH A application

Su	M	Tu	W	Th	F	Sa

MONTH B action

Su	M	Tu	W	Th	F	Sa

**Staff Report:** City staff will prepare a report summarizing the application, reviewing it against City ordinances and policies, and provide a recommendation for the Plan Commission. A copy of this report, along with the meeting agenda, will be provided to the applicant prior to the public hearing at the Plan Commission meeting.

**Notice of Public Hearing:** Wisconsin State Law requires notice of a public hearing to be published in a specified, legal newspaper a minimum of 10 days prior to a public hearing. City Ordinance further requires that notices be mailed to property owners within 100 feet of the affected property. These notices are prepared and sent by the City Clerk.

**Plan Commission Meeting:** Applicants are encouraged to attend and participate in the public hearing in order to present the application and respond to questions from the Plan Commission and/or members of the public. The public hearing will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, videos, or other materials.

- At the Public Hearing: The Plan Commission Chairperson will call the meeting to order at the appointed time. Commissioners and representatives of the City in attendance will be introduced, and the minutes of the previous meeting will be reviewed. Items requiring public hearings are next. The Chairperson will introduce an application, and City staff will review the issues and recommendations detailed in the staff report. Commissioners may ask questions about the application to be answered by City staff and the applicant. Members of the public will then be invited to ask questions about the application and to make comments about the proposal. Once the public comment period has concluded, the Chairperson will close the public hearing, and the Commissioners will discuss the application and make a decision.
- Plan Commission Action: The Plan Commission has the authority to approve or deny an application, no further action is needed.

**Validation and Expiration:** A conditional use approval must be used within 1 year of the date of the approval. A conditional use approval will automatically expire if the approval is not used or if the applicant ceases operation for a continuous period of 1 year or longer.

**Please keep this sheet for your reference after you have submitted the attached application.**



# CONDITIONAL USE APPLICATION

**City of New Richmond**  
156 East First Street ❖ New Richmond, WI 54017  
Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

CITY ORDINANCE SECTION 121-32  
[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

**APPLICATION FEE: \$250      ESCROW \$500**

*Application fee should be made payable to City of New Richmond upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.*

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Please complete the application by typing or printing in ink. Use additional paper if necessary.

**1. Property Owner Information:**

Company name: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**2. Applicant Information: (if different from above)**

Company name: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**3. Address(es) of Property Involved: (if different from above)**

\_\_\_\_\_

**4. Zoning Designation:** \_\_\_\_\_

**5. Comprehensive Plan Designation:** \_\_\_\_\_

**6. Statement of Intent:** Briefly describe what will be done on or with the property requiring the conditional use approval.

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

**7. Additional Required Information:**

- a. Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- b. Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City’s review of an application (e.g. traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.
- c. Proposed Plans:** In addition to a scaled site plan, the following documentation may be requested: a landscape plan, grading and drainage plan, photometric plan, traffic study, and exterior building elevation drawings showing building materials may also be required if deemed necessary by City Staff. Plans for residential applications may be on 8½"x 11" or 11"x 17" paper; full size plans and digital copies must be submitted for commercial applications.
- d. Written Narrative:** The written narrative should thoroughly address the following general items in addition to any specific requirements pertaining to the proposed use, which Section 121-259 (Conditional Uses) of the City Code directs the City Council to evaluate during consideration of conditional use applications:
  - 1) The proposed use is not in conflict with the Comprehensive Plan;
  - 2) The proposed use is not in conflict with any Regulating Maps or other adopted plans;
  - 3) The proposed use is not in conflict with any City Ordinance requirements;
  - 4) The proposed use will not create an excessive burden on parks, streets and other public facilities; and
  - 5) The proposed use will not be injurious to the surrounding neighborhood, will not negatively impact traffic or property values, and will not otherwise harm the public health, safety, and general welfare.

**8. Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

*Property Owner:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Applicant:* \_\_\_\_\_

*Date:* \_\_\_\_\_

**Fee Paid: \$250      Date:** \_\_\_\_\_ **Receipt #** \_\_\_\_\_

**Escrow Paid: \$500      Date:** \_\_\_\_\_ **Receipt #** \_\_\_\_\_

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