

**CITY OF ELKHORN**  
DEPARTMENT OF BUILDING AND ZONING  
9 S. BROAD ST.  
P.O. BOX 920  
ELKHORN, WI 53121

PHONE: (262) 741-5124

FAX: (262) 741-5135

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**CONDITIONAL USE APPLICATION CHECKLIST**

**Applicant**

1. Fill out planning request application and plan of operations form. Twenty (20) copies 11x17, one (1) Full size folded plan, a digital copy of all submittal materials, application, cover letter or any other information must be submitted to the City Zoning Department. Plans must state name of building owner, architect and contractor or owner's agent who is responsible for plans. The cover letter must indicate the owner's or agent's name, address, phone #, fax #, and address of proposed location, summary of proposal, i.e. total acreage, density, number of units, parking stalls and employees and complete description of proposed use(s) if applicable. Note: All copies to be submitted must be collated to form twenty (20) complete sets.
2. Applications shall include the following Plan requirements:
  - All plans shall be drawn to scale and show all sides of the proposed building.
  - All plans will exhibit proposed exterior building materials and colors to be used.
  - All plans will exhibit proposed/existing off-street parking stalls and driveway/loading docks.
  - Landscaping plans shall be submitted indicating the location, type and size of material.
  - A drawing shall be furnished indicating the location of the building in relation to the lot, and also the proximity of any adjacent buildings. Any existing buildings on the proposed lot site must be shown.
  - Elevations must be shown as to the buildings' comparisons to the City datum plans. Elevations must include the lot on which the structure is to be built and the street adjacent to the lot.
  - Grading/storm water plans with storm sewer calculations indicating existing and proposed grades using USGS datum.
3. A lighting (photometric) plan may be required indicating the type of fixtures and intensity at the lot line.
4. Submit list of names and mailing addresses of all property owners within 100 feet of all lot lines of the subject site to the City Zoning Department.
5. Submit fee to the City of Elkhorn.

**City Building / Zoning Inspector**

1. Review application for accuracy and all required information.
2. Staff Review Committee will meet to review information for conformance Ordinances.
3. When application information is complete and approved by Staff Review Committee it will then be forwarded to City Clerk.

**City Clerk**

1. Conditional use notice will be published in the local news paper for a two week period with a one week waiting period for a total three weeks prior to scheduling a public hearing.
2. Public Hearing for Conditional Use will be scheduled for the next Plan Commission Meeting after notice has appeared in the newspaper for two weeks.

**Process**

1. Plan commission makes recommendation to the City Council for Conditional Use and Council renders the final decision.

Note: Plan Commission normally meets the first Thursday of each month at 7:00 PM. If a public hearing is required, it will be scheduled at the beginning of the Plan Commission meeting.