

# *Village of Stratford*

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## **PROCEDURE FOR CONDITIONAL USE PERMIT**

(Reference Ordinance 590-42 through 590-54)

1. A written application must be submitted. Forms are available in the Village Clerk's office. A non-refundable charge of \$150 must be submitted with the application. This fee pays part of the costs of publications and meeting expenses.
2. The Plan Commission schedules meetings as necessary to respond to zoning applications. The Commission will review the request, taking action within thirty (30) days. If proper information is presented by the applicant, the Plan Commission is often able to make a decision and recommendation to the Village Board at this initial meeting. A date is set for a Public Hearing in front of the Village Board. (The applicant or a representative must attend this Plan Commission meeting.)
3. There will be a notice for a hearing published in the Village's official newspaper for two consecutive weeks. The last publication is to be at least one week before the hearing. In addition, notice must be sent at least ten (10) days prior to the date of the hearing to the applicant, Zoning Administrator, members of the Village Board and Plan Commission, and the owners of record as listed in the office of the Village Assessor who are owners of property in whole or in part situated within one hundred (100) feet of the boundaries of the properties affected.
4. A Public Hearing is held (usually on the same night as the Village Board Meeting on the second Tuesday of each month at approximately 7:15 p.m.). The applicant or a representative must attend.
5. The Village Board may take action on the proposed Conditional Use as recommended by the Plan Commission.

**Village of Stratford**  
**APPLICATION FOR CONDITIONAL USE PERMIT**

*Reference Ordinance 590-42 through 590-54*

*NOTE: Applicant or a representative must be present at the Plan Commission meeting and the Village Board Public Hearing for action to be taken.*

Name of person requesting Conditional Use: \_\_\_\_\_

Name of business (if applicable): \_\_\_\_\_

Requestor's Address: \_\_\_\_\_

Daytime Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Owner(s) of property (if different from above): \_\_\_\_\_

Address and description of property: \_\_\_\_\_

Zoning classification: \_\_\_\_\_ -- \_\_\_\_\_

Reason for Conditional Use: \_\_\_\_\_

**Attachments:**     Sketch of property with dimensions, streets, etc.         \$150.00 fee

*The Plan Commission meets on the Wednesday following the 2nd Tuesday at 6:00 p.m. only when there is an application received a week prior to the meeting to allow for preparation of the agenda and notification of commissioners. (Meeting date and time may vary based on Plan Commission member's availability.)*

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**Office Use Only:**

Legal description of property: \_\_\_\_\_

Tax key number: 57 . \_\_\_\_\_

Dates of Publication: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ and \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Application and \$150.00 received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ by \_\_\_\_\_