Application for:
CONDITIONAL USE PERMIT
(As per Municipal Code § 255-76, 255-85, 255-88 and 255-89)

CITY OF
HUDSON

505 Third Street • Hudson, WI 54016 • (715)386-4776   www.hudsonwi.gov

Date
Applicant Name
Mailing Address

Phone	Email

Property/Building Owner
Project Name
Project Location
(number)   *(street)*   *(other information)*
Project Location Details *(if applicable)*

*A neighborhood meeting is required to be hosted *prior* to conditional use permit application submittal. Please see the neighborhood meeting information sheet for details.

The following are to be included with the application:

- Development plans of the proposed use.
- Project details as required by Municipal Code §255-76(C)
- Application fee (nonrefundable) payable to the 'City of Hudson'.
    - **$500.00** for new permit applications
    - **$100.00** for follow up reviews (1-year, 3-year, etc.)
- Written summary of neighborhood meeting including date, time, location, attendees, and questions/concerns that were brought up and response provided by applicant.

Number of plan copies to be submitted:

- (1) 11" x 17" hard copy
- Electronic submittal

_____
Applicant Signature

Application #	Receipt #	Date

Purpose

Prior to application submittal for review by staff, the Common Council requires the applicant to hold a Development Informational Meeting per City of Hudson Municipal Code §255-86.1. The purpose of this meeting is to provide information about the application and for area residents to ask questions about the project and the development process before the application is discussed by city advisory commissions and the Common Council.

What applications require neighborhood meetings?

- o Zoning Map Amendments
- o Future Land Use Map Amendments
- o Conditional Use Permits (CUP)
- o Development Plans in or expanding the Downtown Overlay District

Please note that multiple applications reviewed concurrently by the Council require a single Development Informational Meeting.

Meeting Details

The meetings shall be organized and led by the applicant. A representative from the city may attend to observe and gather information but will not organize or control the meeting.

☐ Scheduling the Meeting

- o The meeting shall be held no more than thirty (30) days prior to the submission of the development application.
- o The applicant shall notify the Community Development Department of the <u>time and location</u> of the meeting at least five (5) business days prior to the deadline for mailing notices. Other information you may want to incorporate in the meeting invite includes:
  - ▪ Name of applicant, contact person, address and phone number.
  - ▪ Proposed development or project name.
  - ▪ Property location map and/or proposed development plan.
- o Meetings shall not be scheduled to conflict with regularly scheduled Plan Commission or Common Council meetings or on federal holidays, including a public election day.

☐ Notices

- o City staff will send notices/invitations at least ten (10) calendar days prior to the meeting. Notices will be sent to those mailing addresses within 300 feet of the subject property, obtained from St. Croix County.
- o The notice will also be provided to the Council Member representative for the aldermanic district in which the project is located.
- o The applicant shall be responsible for all mailing of notice costs at the fee of $1.00 per mailing address.

☐ Meeting Procedures

- o Provide a sign-in sheet for attendees to record their name, address, and contact information.
- o At the start of the meeting, please read the following statement:

> **"Welcome to the *(insert project name)* neighborhood meeting. The intent of this meeting is for us to present our proposed project to the adjacent property owners, to answer your questions if possible, and to take in any comments you may have. Please feel free to ask any question or provide any comments on our proposal. These questions and comments will be noted and used as we prepare our application to the City. While we may not be able to answer all your questions or address all of your concerns, we will be able to show the Planning Commission and City Council that we heard your input and considered it before submitting our application."**

- o Record meeting notes including time and location of the meeting, the number of attendees, and the topics discussed. <u>The meeting summary should also include questions/concerns that were brought up by those who attended, and response provided by host.</u>

Development Application Checklist

Following the meeting, please submit a complete application to the Community Development Department including the following:

- o Application with filing fee
- o Development plans
- o Any other project details required by City Code
- o Written summary of the meeting
- o Meeting sign-in sheet

Staff will discuss preliminary timelines and meeting dates following a complete application being received by the City.