



VILLAGE OF HARTLAND  
PETITION FOR:



**CONDITIONAL USE**

**With Approval for Location and Plan of Operation**

*(REQUIRES 2 PLAN COMMISSION MEETINGS, A PUBLIC HEARING AT THE SECOND PLAN COMMISSION MEETING AND 1 VILLAGE BOARD MEETING)*

**FEE: \$150.00 + \$300 Professional Fee Deposit**

Date:	Fee Paid:
Date Filed:	Receipt No.

1. Name: \_\_\_\_\_

Address of Owner/Agent: \_\_\_\_\_

\_\_\_\_\_

Phone Number of Owner/Agent: \_\_\_\_\_

FAX No. \_\_\_\_\_ E-mail \_\_\_\_\_

2. Give complete legal description of property to be considered. (Attach a separate sheet with description and label sheet "Exhibit A").

\_\_\_\_\_

3. State present use of property and intended use. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

over 

**NOTE:**

- a. Upon receipt of the petition for Conditional Use, the Plan Commission shall consider the request and set a Public Hearing for the next month's meeting. The Plan Commission will make its recommendation to the Village Board for consideration. After review of recommendation by the Village Board, approval or modification to request may be made.
- b. Petition for Conditional Use and Approval of Location and Plan of Operation may be made to the Village Plan Commission by filing such petition with the Village Clerk, accompanied by an operation description and a site plan showing the property boundaries, proposed and existing structures, a sketch of the building exterior and floor plan, and indicating uses on abutting property within 25 feet. Plans for landscaping and indication of parking facilities should be attached. Be as detailed as possible in order to fully inform the Plan Commission of your exact purpose and intention.
- c. Include a Plat Map in triplicate, drawn to a scale of not less than 100 ft. to the inch, showing the land in question, its location, the length and direction of each boundary thereof, the location of existing buildings and uses of same on such lands. Also, show the proposed building and the plat plans and indicate setbacks and offsets from the lot line. Parking area should also be shown.
- d. Ask for a copy of the Village Ordinance relating to conditional uses.
- e. Include fee payable to **The Village of Hartland**

**\$150 for Conditional Use + \$300 Professional Fee Deposit**

- f. Mail or deliver request, in triplicate, to:

**Village of Hartland  
Village Clerk  
210 Cottonwood Avenue  
Hartland, WI 53029**