



"In the Spirit of Town Government"

TOWN OF BUCHANAN
N178 COUNTY RD N, APPLETON, WI 54915
Phone: (920) 734-8599 Fax: (920) 734-9733

APPLICATION FOR: SPECIAL EXCEPTION

Application Date: _____

A special exception is a use or structure that may not be appropriate generally or without restriction throughout a zoning district but which, if controlled as to number, area, location or relation to neighborhood, would promote the public health, safety, welfare, comfort, convenience or the general welfare.

A public hearing shall be scheduled by the Town Administrator and/or Clerk with the Town Plan Commission within 45 days of filing. A Class 2 Public Notice shall be completed by the Town and notice shall be provided to the applicable County Supervisor. As of October 10, 2011, all notices for public hearing shall be provided to adjacent property owners per the request of the Town Plan Commission. In addition, other parties of interest as determined by the Plan Commission may be notified.

Applicant

Name: _____

Mailing Address: _____

City/State/Zip: _____

E-Mail Address: _____

Owner

Name: _____

Mailing Address: _____

City/State/Zip: _____

Engineer/Surveyor (if applicable)

Name: _____

Mailing Address: _____

City/State/Zip: _____

Legal Description of Property: _____

(Parcel No. or platted Subdivision Name with Lot No.)

Current Zoning District: _____

Current Use of Property: _____

Proposed Use of Property: _____

This request is for a Special Exception under the terms of Section § _____ of the Town of Buchanan Zoning Code.

Submittal Requirements:

- A site plan, drawn to scale, showing the area involved, its location, dimensions and the location of any structures on the property and the location, if appropriate, of any structures within 300 feet of the property in question. Site plan shall only be included if required by the Town Zoning Code.
- A special exception shall meet the following conditions. Provide a statement describing how conditions will be met.
 - The establishment, maintenance or operation of the proposed special exception is not detrimental or injurious to the use and enjoyment of existing uses on adjacent properties or properties in the vicinity.
 - The establishment, maintenance or operation of the proposed special exception use or structure, alone or in combination with other existing special exception uses and structures in the vicinity will not cause traffic hazards.
 - Adequate provision is made for surface water drainage; ingress and egress to the property; and off-street parking.
 - Adequate public facilities and services are available for the proposed special exception use or structure.
 - Application meets all special requirements as detailed within the zoning ordinance for the specific special exception if any apply.
- Non-refundable fee paid per Buchanan Fees & Licenses Schedule.
- Completed application form.
- Total of eight (8) copies of application and attachments.

This is to certify that the information on this form, along with the submittal requirements, are COMPLETE, TRUE, and CORRECT and the under signed is authorized to make this application. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.

Signature of Applicant _____ Date _____

Signature of Owner _____ Date _____

OFFICE USE ONLY File No.: _____ PH Notice Distributed: _____
Date Filed: _____ PH & PC Meeting Date: _____
Fee Paid: _____ Town Board Meeting: _____