



City of Oshkosh Application  
 **Planned Development Review**  
 **Conditional Use Permit Review**

SUBMIT TO:  
 Dept. of Community Development  
 215 Church Ave., P.O. Box 1130  
 Oshkosh, Wisconsin 54903-1130  
 PHONE: (920) 236-5059

**\*\*PLEASE TYPE OR PRINT USING BLACK INK\*\***

**APPLICANT INFORMATION**

Petitioner: \_\_\_\_\_ Date: \_\_\_\_\_

Petitioner's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Other Contact # or Email: \_\_\_\_\_

Status of Petitioner (Please Check):  Owner  Representative  Tenant  Prospective Buyer

Petitioner's Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

**OWNER INFORMATION**

Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Other Contact # or Email: \_\_\_\_\_

Ownership Status (Please Check):  Individual  Trust  Partnership  Corporation

**Property Owner Consent: (required)**

By signature hereon, I/We acknowledge that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Planning Services Division for incomplete submissions or other administrative reasons.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SITE INFORMATION**

Address/Location of Proposed Project: \_\_\_\_\_ Parcel No. \_\_\_\_\_

Proposed Project Type: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_ Zoning: \_\_\_\_\_

Land Uses Surrounding Site: North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

\*\*Please note that a meeting notice will be mailed to all abutting property owners regarding your request.

- **Application fees are due at time of submittal. Make check payable to City of Oshkosh.**
- **Please refer to the fee schedule for appropriate fee. FEE IS NON-REFUNDABLE**

For more information please the City's website at [www.ci.oshkosh.wi.us/Community\\_Development/Planning.htm](http://www.ci.oshkosh.wi.us/Community_Development/Planning.htm)

Staff \_\_\_\_\_ Date Rec'd \_\_\_\_\_

**Briefly explain how the proposed conditional use/development plan will not have a negative effect on the issues below.**

1. Health, safety, and general welfare of occupants of surrounding lands.
2. Pedestrian and vehicular circulation and safety.
3. Noise, air, water, or other forms of environmental pollution.
4. The demand for and availability of public services and facilities.
5. Character and future development of the area.

**SUBMITTAL REQUIREMENTS – Must accompany the application to be complete.**

- A **NARRATIVE** of the proposed conditional use/Development Plan including:
  - ❑ Existing and proposed use of the property
  - ❑ Identification of all structures (including paving, signage, etc.) on the property and discussion of their relation to the project
  - ❑ Projected number of residents, employees, and/or daily customers
  - ❑ Proposed amount of dwelling units, floor area, landscape area, and parking area expressed in square feet and acreage to the nearest one-hundredth of an acre
  - ❑ Effects on adjoining properties to include: noise, hours of operation, glare, odor, fumes, vibration, etc.
  - ❑ Compatibility of the proposed use with adjacent and other properties in the area.
  - ❑ Traffic generation (anticipated number of customers, deliveries, employee shift changes, etc.)
  - ❑ Any other pertinent information to properly understand the intended use/plan and its relation to nearby properties and the community as a whole
  
- A complete **SITE PLAN** and **BUILDING ELEVATIONS** must include:
  - ❑ Two (2) full size (minimum 24" x 36") scaled and dimensioned prints of site plan and building elevations
  - ❑ Two (2) 8 ½" x 11 (minimum) to 11" x 17" (maximum) reduction of the site plan and building elevations
  - ❑ One compact disc or diskette with digital plans and drawings of the project in AutoCAD 2000 format with fonts and plot style table file (if plans have been prepared digitally)
  - ❑ Title block that provides all contact information for the petitioner and/or owner and contact information of petitioner's engineers/surveyors/architects, or other design professionals used in the preparation of the plans
  - ❑ The date of the original plan and revision dates, if applicable
  - ❑ A north arrow and graphic scale.
  - ❑ All property lines and existing and proposed right-of-way lines with dimensions clearly labeled
  - ❑ All required setback and offset lines
  - ❑ All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, signs, decks, patios, fences, walls, etc.
  - ❑ Location of all outdoor storage and refuse disposal areas and the design and materials used for screening
  - ❑ Location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided per the requirements of Section 30-36 City of Oshkosh Zoning Ordinance
  - ❑ Location and dimension of all loading and service areas
  - ❑ Location, height, design, illumination power and orientation of all exterior lighting on the property including a photometrics plan
  - ❑ Location of all exterior mechanical equipment and utilities and elevations of proposed screening devices where applicable (i.e. visible from a public street or residential use or district). Mechanical equipment includes, but is not limited to; HVAC equipment, electrical transformers and boxes, exhaust flues, plumbing vents, gas regulators, generators, etc.