



**Conditional Use Permit  
Information & Submittal Requirements**

*(Sec. 118-882 & Sec. 118-885 of the Village of Union Grove Code of Ordinances)*

**REQUIRED MATERIALS FOR A CONDITIONAL USE PERMIT APPLICATION:**

- Names and addresses of the applicant, owner of the site, architect, professional engineer, contractor and all opposite and abutting property owners of record;
- A description of the subject site by lot, block and recorded subdivision or by metes and bounds; address of the subject site; type of structure; proposed operation or use of the structure or site; number of employees; and the zoning district within which the subject site lies;
- A plat of the survey prepared by a registered land surveyor showing all of the information required under section 118-136 for a zoning permit and, in addition, the mean and historic high water lines on or within 40 feet of the subject premises, and existing and proposed landscaping;
- Fee receipt from the zoning administrator; and,
- Additional information as may be requested by the Village.

**STANDARDS FOR REVIEW** *(Sec. 118-885):*

- A. In reviewing the proposed conditional uses, the plan commission shall be guided by the following standards and requirements:
  - i. All conditional uses must be in accordance with the purpose and intent of this chapter and shall not be hazardous, harmful, offensive, or otherwise adverse to the environmental quality, water quality, shoreland cover, or property values in the village.
  - ii. A review of the site, existing and proposed structures, architectural plans, neighboring land and water uses, parking areas, driveway locations, highway access, traffic generation and circulation, drainage, waste disposal, water supply systems, and the effect of the proposed use, structure, operation, and improvement upon flood damage protection, water quality, shoreland cover, natural beauty, and wildlife habitat.
  - iii. Conditions, such as landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, location, size and number of signs, water supply and waste disposal systems, higher performance standards, street dedication, certified survey maps, floodproofing, ground cover, diversions, silting basins, terraces, stream bank protection, planting screens, operational control, hours of operations, improved traffic circulation, deed restrictions, highway access restrictions, increased yards, or additional parking may be required by the plan commission upon its finding that these are necessary to fulfill the purpose and intent of this chapter and the State Water Resources Act of 1965 and to meet the provisions of state's floodplain, shoreland and wetland management programs.
  - iv. Compliance with all other sections of this chapter, such as lot width and area, yards, height, parking, loading, traffic, highway access and performance standards, shall be required of all conditional uses.