

**TOWN OF MARSHFIELD  
SPECIAL USE PERMIT APPLICATION**

Name of Applicant \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Applicant's Phone No \_\_\_\_\_

Applicant's E- Mail \_\_\_\_\_

Owner of Property \_\_\_\_\_

Owner's Phone No \_\_\_\_\_

Architect/Engineer/Contactor's Name \_\_\_\_\_

Architect/Engineer/Contactor's Phone No \_\_\_\_\_

Architect/Engineer/Contactor's E-Mail \_\_\_\_\_

Tax Parcel No. \_\_\_\_\_ Fire No. \_\_\_\_\_

Legal description of property (on tax statement) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Lot area & dimensions \_\_\_\_\_

Existing Zoning District \_\_\_\_\_

Existing Land Use & Improvements \_\_\_\_\_

Nature and disposition of any prior petition for appeal, variance or special use

\_\_\_\_\_  
\_\_\_\_\_

Description of all nonconforming structures & uses on this property \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Special Use Requested (Ordinance section number & specific use)

\_\_\_\_\_

**Type of Activity Proposed:** Provide a short but detailed written statement of intent describing the proposed special use along with an operational plan that explains how the special use will be operated. Attach additional pages, if necessary.

**Hours of Operation**

**Number of Employees**

**Anticipated Customers**

**Outside Storage**

**Outside Activities**

**Outdoor Lighting**

**Outside loudspeakers**

**Proposed signs**

**Trash removal**

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**Standards of Special Use Permit:**

Provide an explanation on how the proposed land use will meet all standards. Attach additional pages, if necessary.

**1. The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, comfort or general welfare.**

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**2. The uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by establishment, maintenance or operation of the special use.**

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**3. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

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**4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being made to accommodate the special use.**

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**5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.**

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**6. That the special use shall conform to all applicable regulations of the district in which it is located.**

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**7. That the special use is consistent with the adopted town's comprehensive plan.**

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**8. If the special use is located in a Farmland Preservation Zoning district, the special use is subject to the following additional standards.**

- **Explain how the use and its location in the Farmland Preservation Zoning District are consistent with the purposes of the district:**
  
- **Explain how the use and its location in the Farmland Preservation Zoning district are reasonable and appropriate, considering alternative locations:**
  
- **Explain how the use is reasonable designed to minimize the conversion of land from agriculture use or open space use:**

- Explain how the use does not substantially impair or limit the current or future agricultural use of surrounding parcels zoned for agricultural use:
- Explain how construction damage to land remaining in agricultural use is minimized and repaired, to extent feasible:

**Names & Addresses of All Adjoining Property Owners within 500 ft**

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**Attach a map or sketch of your site and detailed construction plans.**

**Submission of a Special Use Permit Request will need to include a development plan which will include the following information:**

- North arrows, date of preparation, and scale on 8½” x 11” size paper
- Name(s) of all adjacent or surrounding streets and right-of-way width(s)
- Recorded property lines and their dimensions
- All existing and proposed buildings and structures accessory to the principal use, including the use of each building or structure, dimensions and their locations on the parcel
- Dimensions of existing and proposed yard setbacks for buildings and structures
- Dimensions of existing and proposed parking, loading, and unloading areas, and size of existing and proposed driveways
- The location of proposed and existing signage
- The location and type of all proposed and existing exterior lighting fixtures
- The location, height and materials of all proposed and existing fences or retaining walls
- Submit preliminary architectural plans for the existing and proposed buildings that show sufficient detail to permit an understanding of the style of the development and the design of the building(s)
- Stormwater and erosion control plan
- Other additional information that may be deemed appropriate by the Zoning Administrator.

**Grant the Plan Commission, in the performance of their duties, permission to enter upon land, make examinations and surveys and place and maintain necessary monuments and marks thereon.**

**The decision of the Plan Commission is advisory only. The Town Board has the final decision.**

I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Application fee is \$300.00 plus legal fees.\*\* Make checks payable to Town of Marshfield. Submit fee and original application plus ten (10) copies to:

Town of Marshfield Clerk  
P O Box 94  
Mt. Calvary, WI 53057-0094

\*\*The Town Board, the Zoning Board of Appeals and the Plan Commission reserve the right to retain professional assistance for advice on rezonings, variances, special use permits or other permits authorized by this ordinance. In addition to the payment of the filing fees, the applicant shall reimburse the Town for its reasonable professional fees.

SUPA 022024

Office Use: Date Rec'd \_\_\_\_\_ Amt Pd \_\_\_\_\_

Accepted by: \_\_\_\_\_