

**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 \_\_\_\_\_

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**Special Use Requested (Ordinance section number & specific use)**

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**Justification for special use requested:**

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**Design/practices proposed to achieve standards**

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**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 \$275.00.\*\* 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 2022

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

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