

**Village of Balsam Lake**  
**Conditional Use Permit Application**

404 Main Street PO Box 506 Balsam Lake WI 54810  
715-485-3424 Fax 715-485-9339  
Email [vobl@lakeland.ws](mailto:vobl@lakeland.ws)

Conditional Use Permit Application # \_\_\_\_\_

**Chapter 300 Zoning Article III. Special Development Standards 300-24 Conditional uses and structures**

- A. General Standards. No conditional use permit (CUP) will be granted unless the Planning Commission/Village Board finds that
  - 1. The conditional use in no way endangers or is detrimental to the public health, safety, morals, comfort or general welfare of the community
  - 2. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity nor substantially diminish and impair property values within the neighborhood.
  - 3. The conditional use will not impede the normal and orderly development of the surrounding property for uses permitted in the district.
  - 4. Adequate measures have been or will be taken to provide access to and from the site that minimizes traffic congestion in the public streets.
  - 5. The conditional use, in all other respects, conforms to the applicable regulations of the district in which it is located.
- B. Conditions. The Planning Commission/Village Board may find that conditions relating to any of the following must be met in order for the conditional use to meet the intent and spirit of this chapter. Landscaping, Architectural design, Type of construction, construction commencement and completion dates, Sureties, Lighting, Fencing, Planting screens, Operational control, Hours of operation, Improved traffic circulation, Deed restrictions, Highway access restrictions and Increased yards or parking requirements. Home Occupations see page three of application.
- C. Requirements:
  - 1. Two copies of the completed application and the site/preliminary plan.
  - 2. Conditional Use Permit Fee \$200.00.
  - 3. A public hearing will be held by the Planning Commission.
  - 4. Notice of the time, place, and purpose shall be published as a Class 1 notice.
  - 5. The Village Clerk-Treasurer will notify the owners of land within 100 feet of the public hearing.
  - 6. Within 30 days of the public hearing, the Planning Commission will approve or disapprove of the application and will submit its recommendation to the Village Board for consideration. Within 60 days of the public hearing, the Village Board will act upon the application.

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I certify that all data on my application forms; plans and specifications are true and correct to the best of my knowledge.

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

Owners Name: \_\_\_\_\_ Mailing Address \_\_\_\_\_

Residential Address: \_\_\_\_\_ Preferred Phone # \_\_\_\_\_

Email Address: \_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Specify reason you are seeking a conditional use:

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**Site Plan**

**Front of Property**

**Rear of Property**

## **Home Occupations**

### Zoning 300-28 Standards for Other Specific Uses

C. Home Occupations. "Home Occupation" is defined as any commercial activity conducted on or from a residential lot where such activity is clearly incidental and secondary to the use of the residential lot for dwelling purposes and the activity does not change the character of the residential use. Home occupations are permitted conditional uses in accordance with the following standards.

1. No merchandise, produce or other materials or equipment shall be displayed for advertising purposes.
2. No pedestrian or vehicular customer or delivery traffic shall be generated by the home occupation that exceeds normal levels or disrupts traffic patterns in the vicinity of the dwelling, as determined by the Planning Commission and Village Board.
3. The use of electrical or mechanical equipment that would create visible or audible interference in radio or television receivers is prohibited.
4. No mechanical equipment may be used which creates a disturbance such as noise, dust, or odor.
5. A home occupation shall be conducted only by members of the household occupying the dwelling, with no more than one nonresident employee.
6. Home occupations shall not occupy space required for other purposes (off-street parking, interior setbacks, etc.)
7. For each dwelling unit, there shall be no more than one commercial vehicle parked on the property or the public right-of-way related to the home occupation. A vehicle with external lettering or other script pertaining to the home occupation is considered to be a commercial vehicle. Such lettering shall not divulge the dwelling's location.
8. The existence of a home occupation shall not be evident beyond the boundaries of the property on which it is conducted. There shall be no internal or external alterations to the dwelling which are not customarily found in such structures.
9. Home occupations involving the on-site use or storage of highly toxic materials are not permitted.

**For Office Use Only**

Names and addresses of all abutting and opposite property owners within 100 feet:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Address: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Address: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Address: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Address: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Address: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Address: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Application Received: \_\_\_\_\_

Date of Planning Commission Meeting: \_\_\_\_\_

Conditional Use Permit Fee Received: \_\_\_\_\_

Members who will be absent from meeting:

\_\_\_\_\_

Planning Commission Decision:      Approved    or    Denied

Village Board Decision:              Approved    or    Denied