



"In the Spirit of Town Government"

TOWN OF BUCHANAN
N178 COUNTY RD N, APPLETON, WI 54915
Phone: (920) 734-8599 Fax: (920) 734-9733

APPLICATION FOR: SPECIAL EXCEPTION – ACCESSORY STRUCTURE/USE

Application Date: _____

A special exception is a use or structure that may not be appropriate generally or without restriction throughout a zoning district but which, if controlled as to number, area, location or relation to neighborhood, would promote the public health, safety, welfare, comfort, convenience or the general welfare.

A public hearing shall be scheduled by the Town Administrator and/or Clerk with the Town Plan Commission within 45 days of filing. A Class 2 Public Notice (3-week lead time needed) shall be completed by the Town and notice shall be provided to the applicable County Supervisor. As of October 10, 2011, all notices for public hearing shall be provided to adjacent property owners per the request of the Town Plan Commission. In addition, other parties of interest as determined by the Plan Commission may be notified.

Applicant

Name: _____

Mailing Address: _____

City/State/Zip: _____

E-Mail Address: _____ Phone Number _____

Owner

Name: _____

Mailing Address: _____

City/State/Zip: _____

Engineer/Surveyor (if applicable)

Name: _____

Mailing Address: _____

City/State/Zip: _____

Legal Description of Property: _____

(Parcel No. or platted Subdivision Name with Lot No.)

Current Zoning District: _____

Current Use of Property: _____

Proposed Use of Property: _____

This request is for a Special Exception under the terms of Section § _____ of the Town of Buchanan Zoning Code.

Submittal Requirements:

- A drainage/site plan, drawn to scale, name, address, and designer, showing the property boundary lines to include dimensions, its location, dimensions and square footage of any and all structures on the property (existing and proposed), along with location and dimensions of any public right of ways, easements, natural features, etc. Drainage/site plan is required by § 525-34 of the Town Zoning Code.

- Provide plans for accessory structure showing it will be in basic harmony with the principal building.
 - Materials. Sides and end claddings may be one or a combination of the following:
 - Hard -burned clay brick, natural or cultured stone, with color and texture compatible with the principal building.
 - Horizontal or vertical wood, vinyl, composite, or architectural steel siding with color and texture compatible with the principal building.
 - Roofs. The intent is to promote reasonable compatibility with the principal building.
 - No roof pitch (slope) shall be less than three inches of rise in twelve inches of run.
 - Roof formations pitching from one side or end to the other are prohibited.
 - Roofs shall be clad with shingles or non -reflective material compatible with the principal building.
 - Wooden shake or similar wooden roof claddings are prohibited.
 - Outdoor lighting.
 - Wall or soffit lighting shall be direct cut-off by design and shall not allow trespass onto adjacent properties.

- A special exception shall meet the following conditions. Provide a statement describing how they will be met.
 - The establishment, maintenance or operation of the proposed special exception is not detrimental or injurious to the use and enjoyment of existing uses on adjacent properties or properties in the vicinity.
 - The establishment, maintenance or operation of the proposed special exception use or structure, alone or in combination with other existing special exception uses and structures in the vicinity will not cause traffic hazards.
 - Adequate provision is made for surface water drainage; ingress and egress to the property; and off-street parking.
 - Adequate public facilities and services are available for the proposed special exception use or structure.
 - Application meets all special requirements as detailed within the zoning ordinance for the specific special exception if any apply.

- Non-refundable fee paid, per Buchanan Fees & Licenses Schedule.

- Completed application form.

- Total of eight (8) copies of application and attachments.

*****PLEASE READ AND REVIEW § 525-34 OF THE TOWN OF BUCHANAN ZONING CODE PRIOR TO SUBMITTAL OF APPLICATION PACKET.*****

This is to certify that the information on this form, along with the submittal requirements, are COMPLETE, TRUE, and CORRECT and the under signed is authorized to make this application. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.

Signature of Applicant _____ Date _____

Signature of Owner _____ Date _____

OFFICE USE ONLY File No.: _____ PH Notice Distributed: _____
Date Filed: _____ PH & PC Meeting Date: _____
Fee Paid: _____ Town Board Meeting: _____