



COUNTY OF KENOSHA

Division of Planning and Development

CONDITIONAL USE PERMIT PROCEDURES



KENOSHA COUNTY

DEPARTMENT OF PLANNING
AND DEVELOPMENT



COUNTY OF KENOSHA

Division of Planning and Development

CONDITIONAL USE PERMIT PROCEDURES

- ☐ 1. Contact the Department of Planning & Development and check with staff to determine if your proposed use is a permitted use, an accessory use or a conditional use. If it is a conditional use, then a conditional use permit must be applied for and received prior to occupying or using the site for that use. Note: If the proposed conditional use is part of a proposed land division see the Certified Survey Map Information and Procedures. If the proposed conditional use is part of a proposed rezoning petition see the Rezoning Application Form.

- ☐ 2. Contact the Department of Public Works & Development and schedule a pre-conference meeting, which is required for all conditional use permit requests.

Meeting Date: _____

- ☐ 3. Complete and submit the Kenosha County Conditional Use Permit Application by the filing deadline (see Planning, Development & Extension Education Committee Schedule handout).

- ☐ 4. Submit a copy of the date-stamped application to your local township for placement on the agenda of the Town Planning Commission and Town Board, which recommends action to the County Planning, Development & Extension Education Committee. Keep a copy for your records.

- ☐ 5. Attend the Town Planning Commission and the Town Board meetings. **NOTE:** You must attend or the Town will not be able to act on your request.

Town Planning Commission meeting date (tentative): _____

Town Board meeting date (tentative): _____

- ☐ 6. Attend the Planning, Development & Extension Education Committee public hearing. **NOTE:** You must attend or the Planning, Development & Extension Education Committee will not be able to act on your request. At this meeting you will be asked to brief the Committee on your request.

Kenosha County Planning, Development & Extension Education Committee meeting date: _____
(tentative)

- ☐ 7. If denied by the Kenosha County Planning, Development & Extension Education Committee you have thirty (30) days to file an appeal with circuit court.

- ☐ 8. If approved you may proceed with obtaining site plan approval (site plan layout, stormwater, landscaping, lighting, parking/paving etc...).

- ☐ 9. Apply for and obtain any necessary zoning permit(s) for construction (i.e. new buildings, building additions, signage, fencing, etc...) with the Kenosha County Department of Planning and Development.

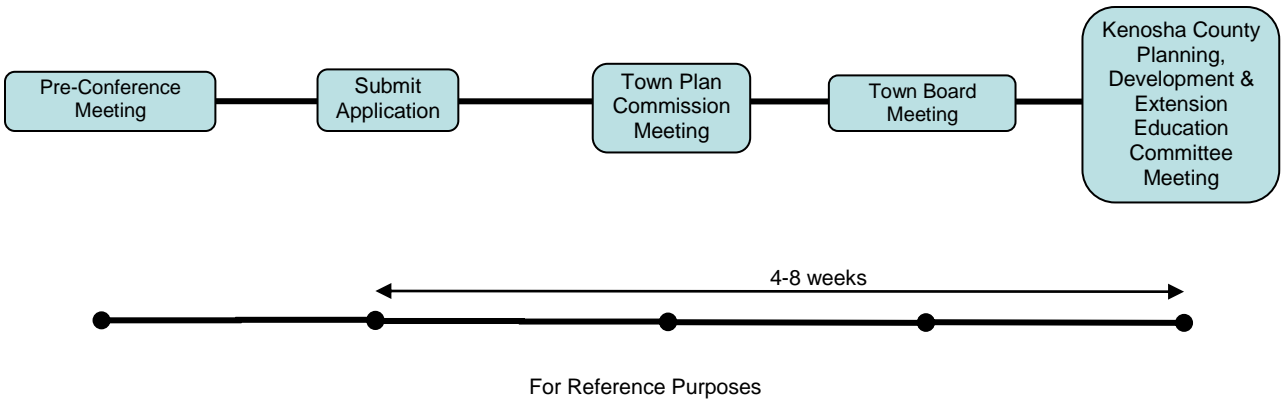
- ☐ 10. Apply for any obtain any necessary building permit(s) for construction (i.e. new buildings, building additions, signage, fencing, etc...) with you respective township.

- ☐ 11. Complete any obligations for foundation survey, waiver of liability of foundation survey, stormwater as-built requirement and/or certificate of occupancy.

IMPORTANT TELEPHONE NUMBERS

Kenosha County Center	
Department of Public Works & Development Services	
19600 - 75 th Street, Suite 185-3	
Bristol, Wisconsin 53104-9772	
Division of Planning & Development (including Sanitation & Land Conservation)	857-1895
Facsimile #.....	857-1920
Public Works Division of Highways	857-1870
Administration Building	
Division of Land Information.....	653-2622
Brighton, Town of	878-2218
Paris, Town of	859-3006
Randall, Town of.....	877-2165
Somers, Town of	859-2822
Wheatland, Town of.....	537-4340
Wisconsin Department of Natural Resources - Sturtevant Office	884-2300
Wisconsin Department of Transportation - Waukesha Office	548-8722

Conditional Use Permit Timeline





June 2017

COUNTY OF KENOSHA

Division of Planning and Development

RECEIVED

RECEIVED

MAY - 1 2020

MAY - 1 2020

CONDITIONAL USE PERMIT APPLICATION

Kenosha County

Planning and Development

Kenosha County
Deputy County Clerk

(a) Property Owner's Name:

Paul Lauren Properties LLC

Print Name: Chris Klemko

Signature: Chris Klemko

Mailing Address: 17622 Burlington Rd STE 2

City: Union Grove

State: WI

Zip: 53182

Phone Number: 262-206-5009

E-mail (optional): chrisklemko@gmail.com

Note: Unless the property owner's signature can be obtained in the above space, a letter of agent status signed by the legal property owner must be submitted if you are a tenant, leaseholder, or authorized agent representing the legal owner, allowing you to act on their behalf.

(b) Agent's Name (if applicable):

Print Name: Chris Klemko

Signature: Chris Klemko

Business Name: _____

Mailing Address: 21335-60th St

City: Bristol

State: WI

Zip: 53104

Phone Number: 262-206-5009

E-mail (optional): chrisklemko@gmail.com

(c) Architect's Name (if applicable):

Print Name: _____

Signature: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail (optional): _____

(d) Engineer's Name (if applicable):

Print Name: Greg Governatori

Signature: _____

Business Name: Kapur

Mailing Address: 1224 S Pine St.

City: Burlington

State: WI

Zip: 53105

Phone Number: 262-767-2747

E-mail (optional): ggovernatori@kapur.com

CONDITIONAL USE PERMIT APPLICATION

(e) Tax key number(s) of subject site:

_____	_____
_____	_____
_____	_____

Address of the subject site:

(f) Plan of Operation (or attach separate plan of operation)

Type of structure:

Proposed operation or use of the structure or site:

Number of employees (by shift): _____

Hours of Operation: _____

Any outdoor entertainment? If so, please explain: _____

Any outdoor storage? If so, please explain: _____

Zoning district of the property: _____

(g) Attach a plat of survey prepared by a land surveyor registered by the State of Wisconsin or site plan drawn to scale and approved by the Department of Planning & Development showing all of the information required under section 12.05-1(h)3 for a zoning permit. In addition, the plat of survey or site plan layout shall show the location, elevation and use of any abutting lands and the location and foundation elevations of structures within 50 feet of the subject site; soil mapping unit lines; ordinary high water mark, historic high water marks and floodlands on or within 50 feet of the subject premises, and existing and proposed landscaping.

CONDITIONAL USE PERMIT APPLICATION

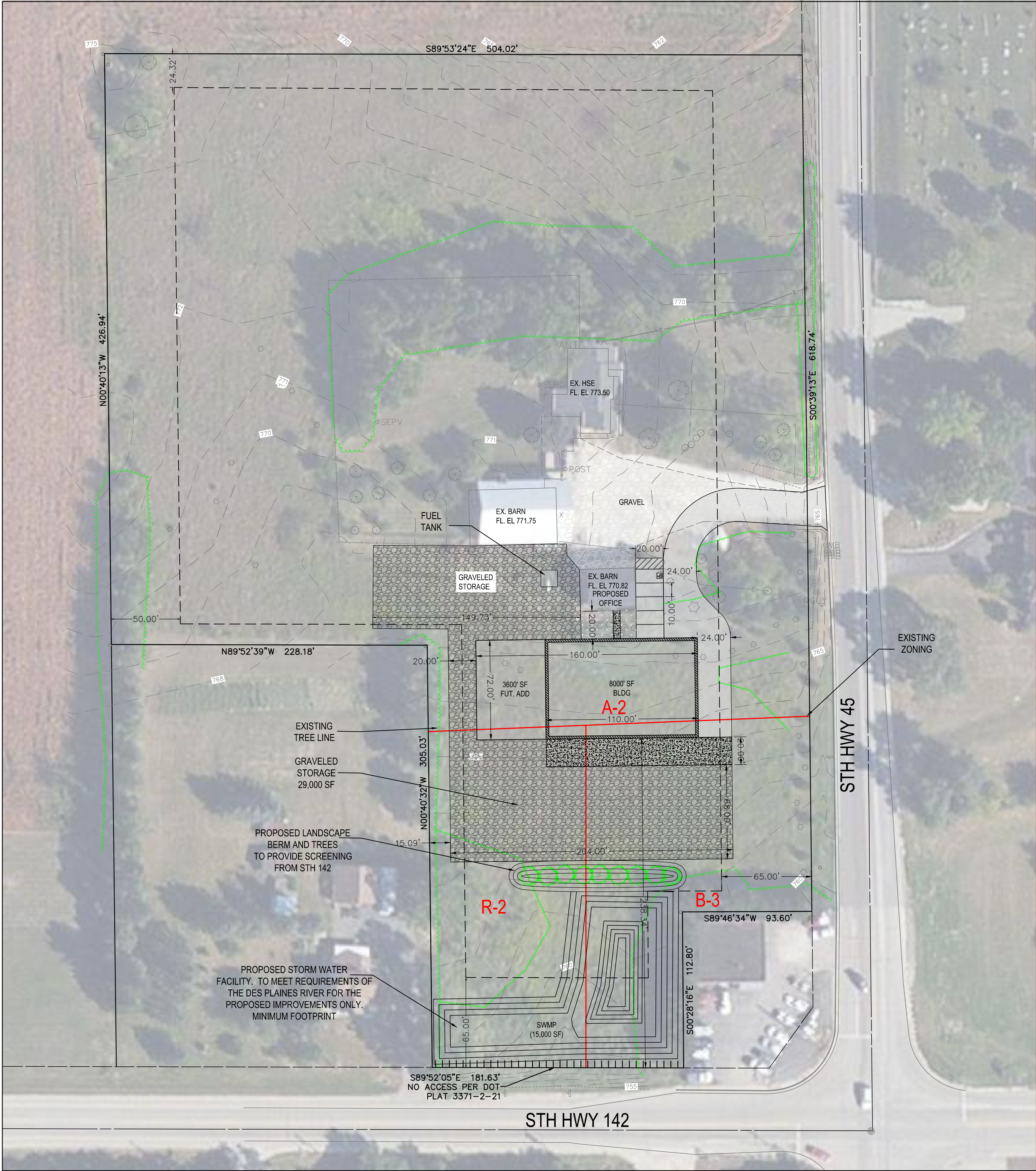
For conditional use permit applications that are made within shoreland and floodland areas, such description shall also include information that is necessary for the County Planning, Development & Extension Education Committee to determine whether the proposed development will hamper flood flows, impair floodplain storage capacity, or cause danger to human, animal or aquatic life. This additional information may include plans, certified by a registered professional engineer or land surveyor, showing existing and proposed elevations or contours of the ground; fill or storage elevation; basement and first floor elevations of structures; size, location, and spatial arrangement of all existing and proposed structures on the site; location and elevation of streets water supply and sanitary facilities; aerial photographs, and photographs showing existing surrounding land uses and vegetation upstream and downstream; soil types and any other pertinent information required by either the Planning, Development & Extension Education Committee or the Office of Planning and Zoning Administration:

(h) The Kenosha County Department of Planning & Development may ask for additional information.

(i) The fee specified in Section 12.05-8 of this ordinance.

Request for Conditional Use Permit \$780.00

(For other fees see the Fee Schedule)



SITE DATA

TAX PARCEL:	45-4-221-081-0400
ZONING:	A-2 (5.68 ACRES) B-3 (.83 ACRES) R-2 (.63 ACRES)
TOTAL SITE AREA:	287,932 SF (6.61 Acres)
REQUIRED SETBACKS: A-2	STREET 65' SIDE 25' REAR 50'
R-2 & B-3	STREET 65' SIDE 15' (B-5 25') REAR 25'
PARKING REQUIREMENTS	
CONTRACTORS YARD	5 SPACES
1 Space/ 1000SF	
1 COMPANY VEHICLE	SPACES

SITE LEGEND

	NEW ASPHALT DRIVE SEE DETAIL _/_----
	AREAS DISTURBED BY CONSTRUCTION TO BE RESTORED WITH MINIMUM 4" TOPSOIL SEED, FERTILIZER, AND MATTING (TYP).
	NEW GRAVELED AREA
	NEW CONCRETE WALK AND PAVEMENT

GENERAL NOTES

- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE TOWN OF PARIS LAND DEVELOPMENT STANDARDS, THE STANDARD SPECIFICATIONS FOR SEWER & WATER CONSTRUCTION IN WISCONSIN, AND THE STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION; LATEST ADDITIONS AND REVISIONS
- A SAWED JOINT IS REQUIRED WHERE NEW ASPHALTIC CONCRETE SURFACES MEET EXISTING ASPHALTIC CONCRETE SURFACES. MATCH EXISTING PAVEMENT ELEVATION AT ALL SAWCUT LOCATIONS UNLESS OTHERWISE NOTED.
- PROOF ROLL NECESSARY PRIOR TO PAVING. POOR MATERIAL SHALL BE REMOVED (COMMON EXCAVATION) AND REPLACED WITH SUITABLE MATERIAL. CONFIRM MATERIAL WITH ENGINEER. PROOF ROLL INCIDENTAL TO PAVING COSTS.
- THE UNDERGROUND AND OVERHEAD UTILITY INFORMATION AS SHOWN HEREON IS BASED, IN PART, UPON INFORMATION FURNISHED BY THE LOCAL MUNICIPALITY AND FIELD LOCATES. ITS ACCURACY AND COMPLETENESS CANNOT BE GUARANTEED NOR CERTIFIED TO. IT IS CONTRACTORS RESPONSIBILITY TO FIELD VERIFY UTILITY INFORMATION. UTILITIES AND ADDITIONAL ITEMS FOR REMOVAL TO BE DETERMINED IN FIELD AS NEEDED.
- RESTORE ALL DISTURBED AREAS PER RESTORATION NOTES FOUND IN THIS PLAN SET. USE EROSION MAT URBAN CLASS 1, TYPE B (NON-NETTED) TO COVER ALL RESTORED AREAS.
- TRAFFIC CONTROL TO BE MAINTAINED AT ALL TIMES. MAINTAIN ACCESS FOR LOCAL TRAFFIC AT ALL TIMES. TRAFFIC ON BOTH LANES OF 200TH STREET (STH 45) TO BE OPEN AT ALL TIMES. EMERGENCY ACCESS AVAILABLE AT ALL TIMES.



1224 S. Pine Street
Burlington, Wisconsin
53105

kapurinc.com

PROJECT:

CK CONTRACTORS

LOCATION:

TOWN OF PARIS

CLIENT:

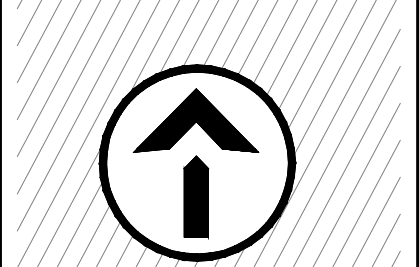
RELEASE:

EXHIBIT

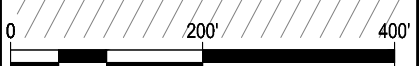
REVISIONS:

#	DATE	DESCRIPTION
#	#	#
#	#	#
#	#	#
#	#	#
#	#	#
#	#	#
#	#	#
#	#	#

NORTH ARROW:



SCALE:



IF NOT ONE INCH ADJUST SCALE
ACCORDINGLY

SEAL:

all in

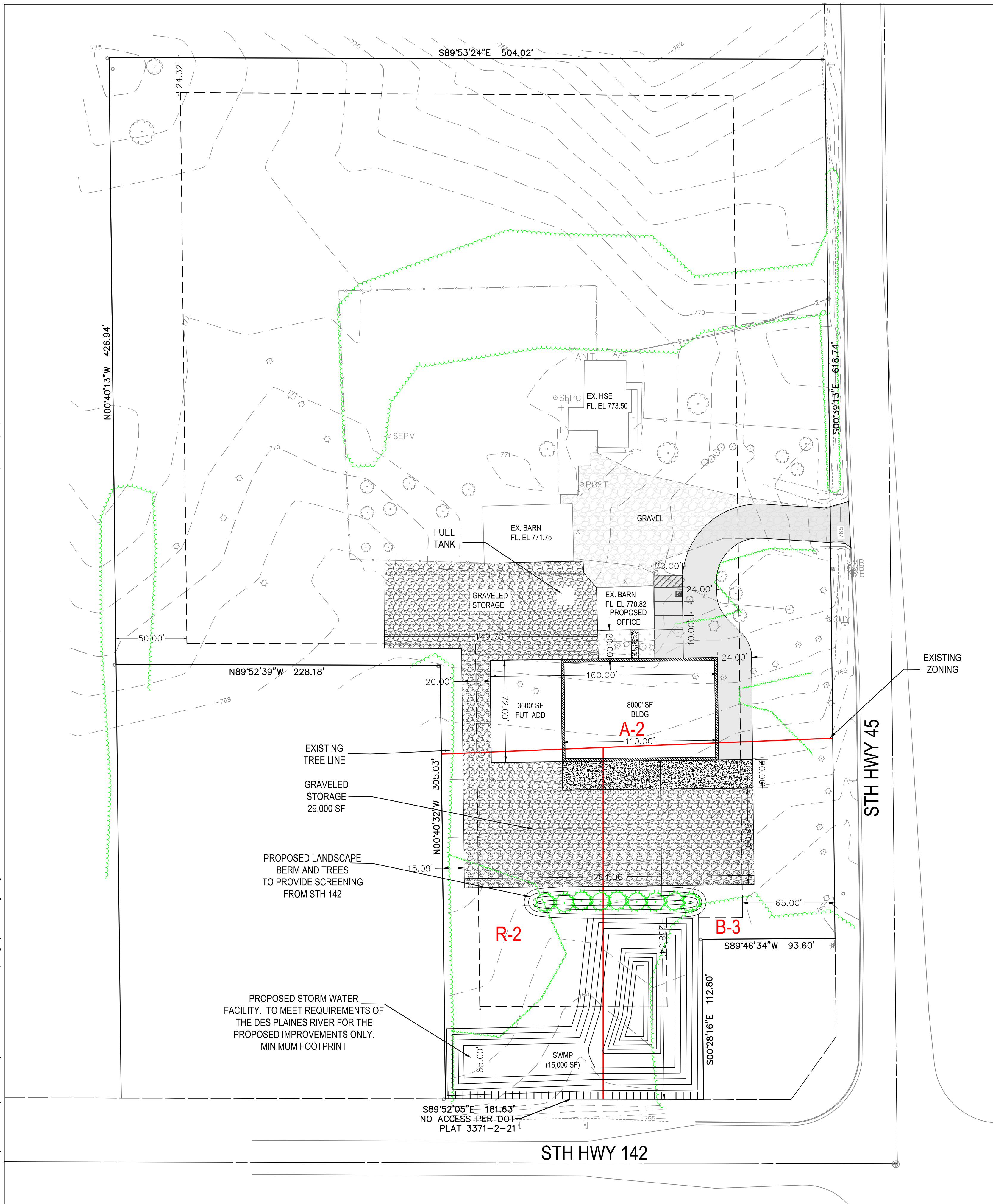
SHEET:

SITE PLAN


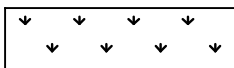
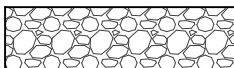

PROJECT MANAGER:	GLG
PROJECT NUMBER:	200263
DATE:	4/13/2020

SHEET NUMBER:

C-1



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	<p>NEW ASPHALT DRIVE SEE DETAIL ___/___</p>
	<p>AREAS DISTURBED BY CONSTRUCTION TO BE RESTORED WITH MINIMUM 4" TOPSOIL SEED, FERTILIZER, AND MATTING (TYP).</p>
	<p>NEW GRAVELED AREA</p>
	<p>NEW CONCRETE WALK AND PAVEMENT</p>

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CK CONTRACTORS

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TOWN OF PARIS

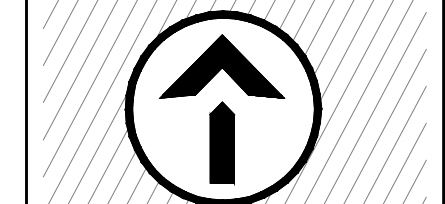
CLIENT:

RELEASE:

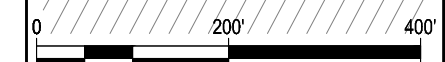
EXHIBIT

[illegible]

NORTH ARROW:



SCALE: _____



IF NOT ONE INCH ADJUST SCALE
ACCORDINGLY

SEAL:

all in

SHEET:

SITE PLAN

PROJECT MANAGER:	GLG
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