

# **VILLAGE OF SALEM LAKES**

## **Department of Planning and Development**

### **TEMPORARY USE PERMIT PROCEDURES** **BEFORE THE BOARD OF APPEALS**

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- ☐ 1. Contact the Department of Planning & Development and set an appointment. Bring the following for your pre-application meeting.
- ☐ A. A Completed Temporary Use Permit Application.
  - ☐ B. A copy of your Tax Bill or a copy of the recorded Deed of Transfer if you have owned the property for less than a month (this is to provide proof of ownership). If you are in the process of purchasing the property you need to provide a signed and accepted purchase agreement or if you are a realtor or contractor, a letter from the current owner granting you agent status to act on their behalf.
  - ☐ C. A survey or to-scale site plan of the property with the following information provided.
    - ☐ ❖ Size and location of all existing structures on the property and their distances from property lines.
    - ☐ ❖ Location and dimensions of the proposed structure(s) or where the proposed addition is to be placed on an existing structure.
    - ☐ ❖ Show what the resulting area and setbacks will be for proposed structure.
    - ☐ ❖ Location of the any well and on-site waste disposal system -- (septic systems must show both the septic tank size and dimensions of the field), if applicable.
  - ☐ D. The required filing fee (non-refundable) is required at application time payable to "Kenosha County".
- ☐ 2. Submit the above information to the Kenosha County Department of Planning and Development by the filing deadline (\_\_\_\_\_).
- ☐ 3. Upon submission you will be given a copy of the date-stamped application for your records. You will be contacted by the Village clerk regarding your scheduled appearance in front of the Village of Salem Lakes Board of Appeals.
- ☐ 4. Attend the Village Board of Appeals meeting. You must attend or the Board will not be able to act on your request. At this meeting you will be asked to brief the Board on your request.

Village Board of Appeals meeting date (tentative): \_\_\_\_\_

**VARIANCE PROCEDURES &  
PUBLIC HEARING VARIANCE STANDARDS**

- ☐ 5. If the Board of Appeals grants your temporary use permit you may obtain your zoning permit from the Kenosha County Department of Planning and Development the day after the meeting.
  
- ☐ 6. Temporary use permits are only valid for the duration proposed in the permit application or approved by the Board of Appeals. Pursuant to the Village of Salem Lakes General Zoning & Shoreland/Floodplain Zoning Ordinance, under no circumstance is a temporary use permit valid for more than one year after the date of approval by the Board. If a more restrictive timeline of operation is approved by the Board as part of the submitted application paperwork or part of the Board's conditional approval, said operational hours shall be in effect.
  
- ☐ 7. If the Board of Appeals denies your variance you have thirty (30) days to file an appeal with circuit court.

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**IMPORTANT TELEPHONE NUMBERS**

Kenosha County Center	
Department of Planning & Development	
19600 - 75 <sup>th</sup> Street, Suite 185-3	
Bristol, Wisconsin 53104	
Division of County Development (including Sanitation & Land Conservation).....	<b>857-1895</b>
Facsimile #.....	857-1920
Public Works Division of Highways .....	857-1870
Administration Building	
Division of Land Information.....	653-2622
Village of Salem Lakes .....	843-2313
Wisconsin Department of Natural Resources - Sturtevant Office .....	884-2300
Wisconsin Department of Transportation - Waukesha Office .....	548-8722

# VILLAGE OF SALEM LAKES

## Department of Planning and Development

### TEMPORARY USE APPLICATION

Owner: \_\_\_\_\_

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

\_\_\_\_\_

Phone Number(s): \_\_\_\_\_

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*To the Village of Salem Lakes Board of Appeals:*

*The Village of Salem Lakes Board of Appeals is required to hear and grant temporary uses by the language set forth in section III. S. 12.18-7-3 of the Village of Salem Lakes General Zoning and Shoreland/Floodplain Zoning Ordinance. The owner or assigned agent seeks approval of a temporary use permit.*

Parcel Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Property Address: \_\_\_\_\_ Shoreland: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_

Current Use: \_\_\_\_\_

#### REQUIRED BY ORDINANCE

Section: III. S. 12.18.7-3 -

Temporary Use being requested:

(Note: petitioner must attach a separate site plan drawing showing the layout of the intended use (stand(s), trailer(s), tent(s), container(s), signage, building(s), etc...) along with a business write-up describing dates of operation, hours of operation, parking, sanitation, employment, safety etc...)

**TEMPORARY USE APPLICATION**

The Village of Salem Lakes Board of Appeals is authorized to hear and grant applications for temporary uses, in any district provided that such uses are of a temporary nature, do not involve the erection of a substantial structure, and are compatible with the neighboring properties. The permit shall be temporary, revocable, subject to any conditions required by the Board of Appeals, and shall be issued for a period not to exceed twelve (12) months. Compliance with all other provisions of this Ordinance shall be required.

The burden will be on you as property owner to provide information upon which the board may base its decision. At the hearing, any party may appear in person or may be represented by an agent or attorney. You or your agent must convince the Board to make a ruling in your favor. The board must make its decision based only on the evidence submitted to it at the time of the hearing. The Board will not act on your request unless you or your agent is present.

(1) What would be the effect on this property, the community or neighborhood and the public interest if the temporary use was granted? How can these impacts be mitigated?

*These interests are listed as objectives in the purpose statement of an ordinance and may include: drainage, visual impact, parking and fire safety and building code requirements.*

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*The undersigned hereby attests that the above stated information is true and accurate and further gives permission to Planning & Development staff and Board of Appeals members to view the premises, in relation to the temporary use request made herein, during reasonable daylight hours.*

Owner's Signature: \_\_\_\_\_

Agent: \_\_\_\_\_ Signature: \_\_\_\_\_

Agents Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

ATTACH TO-SCALE SITE PLAN  
HERE

ATTACH BUSINESS WRITE-UP  
HERE

BE SURE TO EXPLAIN DATES AND  
HOURS OF OPERATION, PARKING,  
SANITATION, EMPLOYER SAFETY,  
ENTERTAINMENT, TEMPORARY  
STRUCTURES, TEMPORARY  
SIGNAGE, INSURANCE, ETC...