

VILLAGE OF YORKVILLE
Conditional Use Public Hearing
Shoreland Conditional Use Public Hearing
Application Requirements

Racine County Development Services, 14200 Washington Avenue, Sturtevant, WI 53177

PHONE: 262-886-8440, FAX: 262-886-8480

HOURS: 8:00 a.m. to 12:00 p.m. & 12:30 p.m. to 4:30 p.m., Monday through Friday

- All parcels with private sewage systems and non-plumbing sanitation systems (unsewered areas) must contact Racine County Development Services (262-886-8440) for sanitation review and approval as zoning permits will not be issued before sites comply with local, county, and state sanitation regulations. *This process can be lengthy, so we recommend that you immediately contact Development Services.*
- Remember to contact the Village of Yorkville.
- Public hearings are generally held the 2nd Monday of each month. They begin at 6:00 p.m. and are held in the Union Grove Municipal Center, Town Board Room 925 15th Street, Union Grove, WI 53182.
- **The owner, agent, or attorney must be present** at the public hearing to provide information on the petition.
- Site plans must be based on a survey, and they must be neatly drawn to scale using a professionally recognized method of drafting. Please include the date of the plan and any subsequent revision dates. Hand-drawn sketches or plot plans **WILL NOT** be accepted for public hearing applications.
- Village of Yorkville reserve the right to determine if the proposed project will be handled by public hearing or site plan review. Village of Yorkville also reserve the right to reject petitions that are incomplete or inadequate or are inconsistent with or village ordinances.
- The completed petition and applications, accompanied by the required fees and information, must be submitted to Racine County by the filing deadline to petition the Village of Yorkville for their review and action. The following list identifies the minimal required information that must be submitted to have an application processed. Additional documents might be required if the County or the Village feel that further information is necessary to adequately evaluate the proposed use.

REQUIRED INFORMATION (Please note that incomplete applications may be rejected.)

1. **Racine County Zoning Permit & Conditional Use Applications (one set of originals & 12 sets of copies)** These applications must be fully completed & signed by the applicant or the applicant's agent. Racine County will provide the originals or the forms may be obtained at <http://www.racinecounty.com>.
2. **Abutting property owners' names & addresses (one set)** be sure to incorporate those across the street, highway, and/or Interstate and include mailing address, city, state, & zip code information. NOTE: The most current information can be received from the town assessor's office.
3. **Report or cover letter (12 sets)** outlining the following information:
 - A. existing & proposed land use
 - B. existing & proposed structure(s) type & color
 - C. number of employees (part-time & full-time)
 - D. hours/days of operation
 - E. construction start & completion time schedule
 - F. sewer or unsewered development
4. **Plat of survey or site plan (two full-size sets & 12 reduced/no larger than 11" x 17")** prepared by a Wisconsin registered land surveyor illustrating the following information
 - A. identify parcel lines with dimensions
 - B. locate all existing and proposed buildings/additions within subject property with setbacks from the property lines
 - C. parking plan, including surface treatments; locate driveway and parking stall areas, including dimensions; denote surface treatments
 - D. exterior lighting plan, including lighting types and locations and pole heights, as well as bases and types
 - E. locate and size existing and proposed sign(s)
 - F. identify existing and proposed elevations (tied into mean sea level datum)
5. **Landscaping plan, where applicable (three sets)** prepared by a certified landscape architect or professional horticulturist illustrating the following details:
 - A. location and spacing of existing & proposed plant materials
 - B. material types identified by botanical and common names
 - C. material sizes, in diameter and height, at installation and at maturity
 - D. specific berm information (location, height, & footprint)
 - E. proposed ground surface treatments (paving, turf, gravel, & grading)
 - F. quantity of each planting and artificial materials to be used
 - G. methods of protecting landscaped areas
 - H. irrigation plan, if appropriate, or water outlets
6. **Letter of agent status (one set)** If the applicant does not own the property at the time of filing and/or public hearing, a written, signed, and dated letter from the property owner acknowledging said petition and authorizing a specified agent to speak on the owner's behalf must be submitted. Include both the property owner's and the agent's complete mailing address.
7. **Hearing, meeting, &/or review fees** as established by the adopted fee schedule, payable to Racine County Development Services, are due at the time of filing. Fees are non-refundable.