TOWN OF UTICA
SPECIAL USE PERMIT APPLICATION

Please print or type your responses to the questions on this application.
A non-refundable application fee of $400.00 is required for each permit application.
*The fee is payable to the **Town of Utica** and is due at the time the application is submitted.*

Filing Fee: $400.00 Date Received: _____
Office Use

Property Address: _____

Name of Owner(s): _____

Address, if different than above: _____

Home Phone: _____ Daytime Phone, if different: _____

Name of Applicant(s): _____

Address, if different than above: _____

Home Phone: _____ Daytime Phone, if different: _____

Name & Address of professional in charge of proposed development (architect, builder, contractor, engineer, etc): _____

_____

_____

Legal Description of Property: _____

_____

_____

Tax Parcel Number(s) (REQUIRED): _____

1. What is the intended use of the property? _____

   _____

   _____

   _____

2. What is the gross area of land involved in this project and what percentages of that and are devoted to permitted uses? _____

   _____

   _____

   _____

3. The following must be attached to this application at the time it is submitted:

   SITE PLAN: A scaled, reproducible 8.5”x11” site plan of the property. The site plan must show all elements listed under Section Seven (7) of the Town of Utica Special Use Permit Checklist, a copy of which is attached.

   DETAILED MAP: A map detailing the square footage for each structure, current or proposed on the property, any outdoor lighting, proposed signs trash collection areas, loading areas, the location size of utility connections, and any calculated parking spaces or areas.

   DRAINAGE PLAN: A drainage plan that includes projected drainage with a list of use limitations, if any, as a result of the drainage plan. The drainage plan must also include all items specified under Section Fourteen (14) of the Town of Utica Special Use Permit Checklist, a copy of which is attached.

   OPERATIONAL PLAN: An operational plan that shows the type and scope of the business operation, the hours of operation, number of employees, existence of use of antennas or any other external equipment, and sound level, odor, dust or hazardous materials designations for proposed activities.

   SANITARY PERMIT: An approved sanitary permit obtained from Winnebago County must be attached to this application.

4. The following information may be requested by the Plan Commission. Please be prepared to provide copies of the same upon request:

   A) A title report from the title company showing any easements or encumbrances on the property, as well as who has record ownership of the property.

   B) Floor plans for all buildings and structures on the property

   C) A list of the elevations of each structure as compared to the elevation of the property

Twelve (12) copies of the application and all attachments shall be submitted to the Town Clerk, Town Zoning Administrator or other designed representative no later than twenty-one (21) days prior to the meeting.

Signature of Owner	Date
Signature of Owner	Date

TOWN OF UTICA
SPECIAL USE PERMIT APPLICATION CHECKLIST

The following items must be completed prior to the public hearing and consideration by the Town of Utica of a request for a Special Use Permit.

		COMMENTS
	1. Name & Address of applicant	
	2. Name & Address of owner of site (if different than applicant)	
	3. Name & Address of the architect, professional engineering, contractor or other person who may be in charge of the proposed development	
	4. CSM and legal description of the subject site	
	5. Actual street address of the subject site	
	6. Statement describing, in detail, the character intended use of the site	
	7. Site plan which shows the following: A) Vicinity Map B) North arrow, map scale, date C) Property boundaries existing and proposed D) Listed name of individuals owning parcels contiguous with the subject parcel within 300' E) Tax Parcel # F) Statement of present zoning and land use G) Proposed zoning and land use, if different than current use H) Setback lines for buildings and parking I) Existing and proposed easements or right-of-way use agreements J) Outline and description of all existing features including, but not limited to, structures located on the property, trees, sidewalks, septic fields, septic systems, underground storage tanks, and above ground storage tanks K) Proposed features including buildings, septic systems, driveways, parking lots, utility poles, underground utility lines, fences and any other feature that is proposed to be added to or removed from the property, with appropriate dimensions listed, if the ordinance establishes size and design restrictions L) All road right-of-ways and visual triangles	
	8. Tabulation of gross area in the project and percentages devoted to permitted uses	
	9. Specific dimensions of impervious surfaces	
	10. Established drainage plan and projected drainage with a list of use limitations, if any, as a result of draining plan	

	11. Floor plans for all buildings and structures located on the property, including the type of construction or architectural design	
	12. Elevations of all buildings and structures, with comparative elevations of the property	
	13. Square footage calculations for buildings	
	14. A drainage plan that shows the following: A) Existing contours B) Proposed contours C) Runoff computations D) Pipe sizing computations, if any piping is used E) Drainage area map showing divides, flow paths F) Proposed sediment and erosion control, both during construction and post construction, if necessary	
	15. Proposed signage	
	16. Title report declaration from title company, showing any easements or encumbrances and establishing record ownership	
	17. Outdoor lighting	
	18. Landscaping plans	
	19. Trash collection areas	
	20. Loading areas, if any	
	21. Location and size of utility connections	
	22. Tabulation of gross arears and the projects and percentages to be used for various uses	
	23. Approximate construction commencement and completion dates for the project	
	24. Parking space calculations	
	25. Type of water supply system	
	26. An operational plan that shows the following: A) Type and scope of business operation B) Hours of operation C) Number of employees D) Existence or use of antennas or any other external equipment E) Sound level designations as to proposed activities F) Odors, dust, hazardous materials that may affect the health, safety, and welfare of the community	
	27. Approved sanitary permit must be obtained from Winnebago County and be a part of the special use permit application	
	28. The application must be signed with the site plan, drainage plan, operation plan and sanitary permit application attached.	
	29. Twelve (12) copies of the application and all attachments shall be submitted to the Town Clerk, Town Zoning Administrator or other designated representative no later than twenty-one (21) days prior to the meeting	