



City of Portage Land Use Application

115 W. Pleasant St.
Portage, WI 53901
608-742-2176

- All Land Use Applications should be filed at City Hall, 115 W. Pleasant St.
- The following information is required for all applications to be reviewed.
- This form may also be completed online at: www.portagewi.gov
revised 4/12/2021

SUBJECT ADDRESS: _____

Applicant Information:

Name: _____ Address: _____

Email Address: _____ Phone Number: _____

Applicant Signature: _____ Date: _____

Property Owner Information:

Owner Name: _____ Owner Address: _____

Email Address: _____ Phone Number: _____

Owner Relationship to Applicant: _____

Owner Signature: _____ Date: _____

APPLICATION TYPE: (complete detailed section below and on reverse side)

Certified Survey Map – CSM (\$100 payable to City of Portage & \$30 payable to Columbia County for recording fee)
(Complete Section A)

Conditional Use Permit (\$200 payable to City of Portage & \$30 payable to Columbia County for recording fee)
(Complete Section B)

Site Plan Review (\$100 payable to City of Portage)
(Complete Section C)

Temporary Use Permit (\$200 payable to City of Portage)
(Complete Section D)

Zoning Map Amendment (\$200 payable to City of Portage)
(Complete Section E)

Zoning Ordinance Amendment (\$200 payable to City of Portage)
(Complete Section F)

Zoning Variance (\$200 payable to City of Portage & \$30 payable to Columbia County for recording fee)
(Complete Section G)

Section A - Certified Survey Map (CSM): (Reviewed by Plan Commission) ___ Site Plan Attached

Current use of property and type of business (if applicable): _____

Proposed use of property and type of business (if applicable): _____

Section B - A CONDITIONAL USE PERMIT: (Reviewed by Plan Commission) ___ Site Plan Attached

Current use of property and type of business (if applicable): _____

Proposed use of property and type of business (if applicable): _____

Proposed Hours of Operation: _____ # of Employees: _____

Daily # Customers/Visitors: _____ Weekly Truck Traffic: _____ Outside Storage? _____

Outside Machinery/Mechanicals? _____ Exceeds 40,000 sq. ft.? ____ If yes, constitutes a large group development. See ordinance 90-64.

Proposed use of property and type of business (if applicable): _____

Section C - Site Plan Review

Current use of property and type of business (if applicable): _____

Proposed use of property and type of business (if applicable): _____

Proposed Hours of Operation: _____ # of Employees: _____

Daily # Customers/Visitors: _____ Weekly Truck Traffic: _____ Outside Storage? _____

Outside Machinery/Mechanicals? _____ Exceeds 40,000 sq. ft.? ____ If yes, constitutes a large group development. See ordinance 90-64.

Section D - TEMPORARY USE PERMIT: (Reviewed by Zoning Administrator) ___ Site Plan Attached

Current use of property and type of business (if applicable): _____

Proposed use of property and type of business (if applicable): _____

Proposed Hours of Operation: _____ # of Employees: _____

Daily # Customers/Visitors: _____ Weekly Truck Traffic: _____ Outside Storage? _____

Section E - ZONING MAP AMENDMENT: (Reviewed by Plan Commission & Common Council)

___ Site Plan Attached ___ Statement of Justification Attached

Proposed Use of Property: _____ Proposed Zoning: _____

Proposed Hours of Operation: _____ # of Employees: _____

Property contains wetland and/or floodplain? _____ If yes, explain: _____

Overlay District? _____ If zoning is changed, do you need a Conditional Use Permit for the proposed use? _____

Section E - ZONING MAP AMENDMENT: (Reviewed by Plan Commission & Common Council)

Site Plan Attached Statement of Justification Attached

Proposed Use of Property: _____ Proposed Zoning: _____

Proposed Hours of Operation: _____ # of Employees: _____

Property contains wetland and/or floodplain? If yes, explain: _____

Overlay District? If zoning is changed, do you need a Conditional Use Permit for the proposed use?

Section F - ZONING ORDINANCE AMENDMENT: (Reviewed by Plan Commission & Common Council)

Site Plan Attached Statement of Justification Attached

Proposed Use of Property: _____ Proposed Zoning: _____

Proposed Hours of Operation: _____ # of Employees: _____

Property contains wetland and/or floodplain? If yes, explain: _____

Overlay District? If zoning is changed, do you need a Conditional Use Permit for the proposed use?

Section G - ZONING VARIANCE: (Reviewed by Board of Zoning Appeals)

Site Plan Attached Statement of Justification Attached

FOR OFFICE USE ONLY:

- A) CSM:..... 1508 - \$100 = \$100 **PLUS CHECK FOR COUNTY**
- B) CUP:..... 1551 - \$200 = \$200 **PLUS CHECK FOR COUNTY**
- C) Site Plan:..... 1551 - \$100 = \$100
- D) Temp Use:..... 1551 - \$200 = \$200
- E) Zoning Map Amend..... 1551 - \$200 = \$200
- F) Zoning Ordinance Amend.. 1551 - \$200 = \$200
- G) Zoning Variance..... 1551 - \$200 = \$200 **PLUS CHECK FOR COUNTY**

******IF WE DO NOT RECEIVE A CHECK FOR COUNTY SEPARATE APPLICATION WILL NOT BE PROCESSED UNTIL PAYMENTS ARE SEPARATED *****.**

Receipt #: _____

Parcel #: _____

Amount Paid:_____

Zoning: _____