

City of Portage  
115 W Pleasant Street  
Portage, WI 53901  
(608)742-2176 Phone  
(608)742-8623 Fax

Fee: \$200.00  
Plus \$30.00  
Date:  
Receipt #  
Revised: 7/22/20  
Receiving Code: 1518  
Permit #

## APPLICATION FOR LAND USE

Applicant Name: \_\_\_\_\_ Owner Name: \_\_\_\_\_  
Applicant Address: \_\_\_\_\_ Owner Address: \_\_\_\_\_  
Applicant City/State/Zip: \_\_\_\_\_ Owner City/State/Zip: \_\_\_\_\_  
Applicant Phone #: \_\_\_\_\_ Owner Phone #: \_\_\_\_\_  
Applicant Email: \_\_\_\_\_ Owner Email: \_\_\_\_\_  
Owner Relationship to Applicant: \_\_\_\_\_  
Signature of Applicant: \_\_\_\_\_ Owner Signature: \_\_\_\_\_

**Application Type:** (complete detailed section below and on reverse side)

**Conditional Use Permit** (+\$30 recording fee made out to Columbia County - Receiving Code:2404)

**Temporary Use Permit**

**Zoning Amendment**

**Zoning Variance (+30.00 recording fee)**

**FOR 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.

**For Office Use Only:** Public Hearing Notice to all within 300 feet. Mailing Date: \_\_\_\_\_

Publish Public Hearing Notice twice; one week apart, at least ten days prior to public hearing - Record at county.

**FOR VARIANCE:** (Reviewed by Board of Zoning Appeals)

Site Plan Attached  Statement of Justification Attached

**For Office Use Only:** Public Hearing Notice to all within 100 feet. Publish Public Hearing Notice 10 days before Board of Zoning Appeals Meeting.

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**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? \_\_\_\_\_

**For Office Use Only:** No Public Hearing Required - If over 6 months, record at county.

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**ZONING 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? \_\_\_\_\_

**For Office Use Only:** Public Hearing Notice to all within 300 feet. Mailing Date: \_\_\_\_\_

Publish Public Hearing Notice twice; one week apart, at least ten days prior to public hearing.

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**FOR OFFICE USE ONLY:**

PARCEL #: \_\_\_\_\_ AMOUNT PAID: \_\_\_\_\_ DATE REC'D: \_\_\_\_\_

ZONING: \_\_\_\_\_

REVIEW REQUIRED BY:      PLAN COMMISSION              BOARD OF ZONING APPEALS

   COMMON COUNCIL              ZONING ADMINISTRATOR

STATEMENT OF JUSTIFICATION:              YES              NO

PRECONFERENCE MEETING: \_\_\_\_\_

PUBLIC HEARINGS: \_\_\_\_\_

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