



VILLAGE OF PLOVER

2400 POST ROAD - PO Box 37 - PLOVER, WISCONSIN 54467
WWW.PLOVERWI.GOV

TEMPORARY USE APPLICATION: *Per 550.45(1)(d)*

Purpose and Overview: Section 55.45(1)(d) of the Village of Plover code of Ordinances gives a property owner/applicant the opportunity to apply for a permit for a Temporary Use within any zoning district. The temporary use will need to be consistent with the purpose and/or intent of the zoning district and should not conflict with adjacent uses/districts. The Plan Commission shall provide the Zoning Board of Appeals with a recommendation, the Board of Appeals then has the final review and approval authority for such applications. Given the majority of the uses applied for under this section have limited specific standards identified for each zoning district, staff, the board, and commission should make recommendations based on a variable of factors, examples may include: site location, use duration, impact on adjacent lots, type of use, etc). Additional conditions not identified with Chapter 550 may also be placed on a Temporary Use permit approval if deemed necessary.

Please complete the below application form, attach all pertinent documents and materials, and see page 2 for the specific procedures, considerations, and additional information related to the process.

PROPERTY OWNER INFORMATION:		APPLICANT/AGENT INFORMATION:	
Owners) Name: _____ _____		Applicant/Agent Name: _____ _____	
Mailing Address: _____	Phone #: _____	Mailing Address: _____	Phone #: _____
Email: _____		Email: _____	

PROPERTY AND REQUEST INFORMATION:	
Site Address: _____ Parcel Pin Number: _____ Legal Land Description: ____¼ ____¼, Section __T__N, R__E Lot/Parcel Area: _____ (Acres or Sq. ft)	CSM#: _____ Lot#: _____ <i>(If there is an associated CSM or Survey related to the request, copies shall be submitted with the Temporary Use application)</i>
Parcel Zoning District/Classification: _____	
Proposed Use (describe what is being requested): _____ _____ _____	
Justification of the request: _____ _____ _____	
Proposed Timeframe for the Temporary Use:	
Proposed to use start (Date): __/__/____ Use proposed to be completed (Date): __/__/____	
Additional Considerations related to the proposed timeline: _____	

Attach additional sheets if needed:



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PROCEDURE AND REQUIREMENTS:

Pre-Application: All applicants are encouraged to meet (in person, over the phone, via email, etc) with Village Community Development/Zoning Staff prior to the official submittal of the Temporary Use application to discuss options, alternatives, and standards. This pre-application meeting/discussion will ensure both the village and applicant understand the proposal as well as the pertinent standards and possible ramifications of the request.

Application Submittal: Once the applicant has completed page one of this application, they may submit the application form, fee(s), and any other supplemental information/materials to the Village of Plover Office at 2400 Post Road, Plover WI 54467.

Application: A request for a temporary use shall be submitted in writing to the Community Development Department, whom should promptly refer the application to the Plan Commission or their recommendation. The Plan Commission may require such other information as may be necessary to determine and provide for enforcement of Chapter 550.

Plan Commission Review: The Plan Commission shall review the site; existing and proposed structures and architectural plans; parking areas and driveway locations; highway access and traffic generation and circulation; drainage and sewerage systems; operation; conditions which shall affect the maintenance of safe and healthful conditions; prevention and control of water pollution, including sedimentation; the location of the site with respect to floodplains; and the compatibility of the proposed use with use of adjacent land.

Recommendation of Plan Commission: The Plan Commission shall report its recommendation to the Zoning Board of Appeals after the hearing. Its recommendation shall be in writing signed by the majority and shall include an accurate description of the proposed temporary use as well as any and all conditions made applicable thereto.

Approval or Denial by Zoning Board of Appeals: The Zoning Board of Appeals shall review the recommendation of the Plan Commission and shall grant or deny the permit. If approved the permit shall be temporary, revocable, subject to any conditions required by the Board of Zoning Appeals, and shall be issued for a period not to exceed 12 months. Compliance with all other provisions of chapter 550 shall be required.

FEES PER CHAPTER A600:

Temporary Use Application Fee= **\$75**

Applicants Signature: _____

Date Submitted: __/__/____

INTERNAL (OFFICE USE ONLY):

Timeline and Important Dates:			
Date of Publishing (Public Hearing Notice)			__/__/____
Date of Request:	__/__/____		
Plan Commission Action:	__/__/____	Date of Action:	__/__/____
Zoning Board of Appeals Action:	__/__/____	Date of Action:	__/__/____