

Town of Rudolph

Conditional Use Permit (CUP) Instructions

Dear Applicant,

Thank you for your interest in obtaining a Conditional Use Permit (CUP) through the Town of Rudolph, WI and want you to be aware of the following information for the process to run smoothly.

In general, Conditional Use Permits are needed when the use of the land becomes an exception to the town Ordinances. For example, starting a business, division of the existing lot, mining, keeping more than three dogs or buildings other than residences ag, adding agricultural structures and other non-conforming uses. See the Town Ordinances.

Conditional Use Permits (CUP) are submitted to the Land Use and Zoning Commission (LU &ZC) chair for initial review no later than **December 10th, April 10th and August 10th** in order to qualify for the next regularly scheduled annual meetings held the **second Wednesday of January, May and September**. (see the town Calendar on the website)

“Special CUP Meetings” may be requested by the applicant(s) through the year, however; the applicant(s) would pay a special meeting fee of \$225.00 plus a fee of \$35.00 to publish the meeting notice. Both fees are due when the CUP Application is submitted.

At the zoning hearing, the commission decides whether to recommend the Conditional Use Permit (CUP) to the Town Board, and any recommended restrictions. We strongly encourage applicants and landowners to attend their CUP meeting where your Conditional Use Permit is being presented to answer any further questions that might arise. The Town Board will then act upon the recommendation at the next monthly town board meeting traditionally held the first Tuesday of each month.

Please fill out the Conditional Use Application form completely being as specific as possible and return it to the Land Use and Zoning Commission Chairperson.

Sincerely,

Land Use and Zoning Commission