City of Fort Atkinson
101 N. Main Street
Fort Atkinson, WI 53538

City of Fort Atkinson Procedural Checklist for Temporary Use Permits Requirements per Section 15.10.40

This form is designed to be used by the Applicant as a guide to submitting a complete application for a temporary use and by the City to process the application.

Name, company, and client (if applicable): _____

_____

_____

Phone number: _____ Email: _____

Property address of proposed temporary use: _____

_____

Brief description of proposed temporary use: _____

_____

I Application Packet Requirements

The Applicant shall submit an electronic copy or paper copies, as may be required by the City, of the application.

All temporary uses require a temporary use permit. In order to address unforeseen circumstances, the Zoning Administrator may require an applicant to submit materials including, but not limited to:

- ❑ A map of the subject property to scale depicting:
  - ❑ All lands for which the temporary use is proposed and all other lands within 100 feet of the boundaries of the subject property.
  - ❑ Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
  - ❑ All lot dimensions of the subject property.
  - ❑ A graphic scale and a north arrow.
- ❑ A written description of the proposed temporary use describing the type of activities, buildings, and structures proposed for the subject property and their general locations.
- ❑ A site plan of the subject property. Said site plan shall conform to any and all the requirements of Section 15.10.42.
- ❑ Additional information as may be required by the Zoning Administrator.

II Process Checklist

- ❑ Staff-Applicant meeting (if applicable) Date: _____
- ❑ Receipt of complete application by Zoning Administrator (if applicable) with application fee of $50 Date: _____
- ❑ Review and action by Zoning Administrator Date: _____