

CONDITIONAL USE PERMIT APPLICATION CHECKLIST

1) **Conditional Use Permit petition application made to Dane County.** (*Applicant must have a County petition # before the Town can accept an application.*)

2) **Application made to Town of Dunn and fee paid.**

Conditional Use Permit (CUP) application \$350

Combined Re-zone and CUP application \$500

Combination of Re-zone, CUP, CSM applications \$500

3) **Application considered at Plan Commission meeting.**
(*Applicant or designated representative should attend meeting.*)

Note: Plan Commission makes a recommendation for action which is forwarded to the Clerk for placement on the Town Board Agenda

4) **Application considered at Town Board meeting.**

5) **Applicant receives copy of Town Board Action Report if requested.**

6) County Zoning and Land Regulation Committee Public Hearing (*applicant must attend*).

If amended at county hearing the amended petition comes back to the town board for final approval. Action must occur within 40 days of Co. Exec.

7) County Board vote.

8) County Executive signs.

9) 90 days to record CSM if the CUP is related to a land division.