

CONDITIONAL USE PERMITS

Contact Planner Mark Lyons for conditional use questions and information needed.

Planner – Mark Lyons

Office hours – Mondays 9am to 3pm

Contact information – 262-968-3656

- Chargeback reimbursement form ([click here for application](#))
- Complete Conditional Use Application ([click here for application](#))
- Application information includes -
 - Complete information of Responsible Party
 - Complete information of property owner
 - Tax Key number
 - Legal description
 - Zoning designation
 - Town Lane Use Plan designation
 - Request for
 - Section of the ordinance sited
 - Description of proposed use
- Applicable fees per schedule ([click here for schedule](#))

Applications must be received by the first Monday of the month of the Plan Commission Meeting

TOWN OF GENESEE
S43 W31391 Highway 83
P.O. Box 242
Genesee Depot, WI 53127
Tel: (262) 968-3656 Fax: (262) 968-3809

TOWN OF GENESEE PROFESSIONAL SERVICES REIMBURSEMENT NOTICE

PLEASE READ AND SIGN THE FOLLOWING NOTICE:

Pursuant to the Town of Genesee Ordinance, the Town of Genesee Town Board has made a determination that whenever the services of the Town Planner, Town Engineer, Town Attorney, Town Building Inspector or any other of the Town's professional staff results in a charge to the Town for that professional's time and services, and such service is not a service supplied to the Town as a whole, the Town Clerk shall charge that service for the fees incurred by the Town to the property owner incurring those fees even if the request is not approved. Also, pursuant to the Town of Genesee Ordinance, certain other fees, costs, and charges are the responsibility of the property owner even if the request is not approved.

I/we, the undersigned, have been advised that, pursuant to the Town of Genesee, if the Town Planner, Town Engineer, Town Attorney, Town Building Inspector or any other Town professional provides services to the Town because of my/our activities, whether at my/our request or at the request of the Town, I/we shall be responsible for the fees incurred by the Town even if my/our request is not approved. In addition, I/we have been advised that pursuant to the Town of Genesee, certain other fees, costs, and charges are my/our responsibility even if my/our request is not approved.

You will receive your first bill once charges are incurred or your issue is closed. Bills will be sent monthly thereafter so you are kept up to date regarding your current charges.

PLEASE PRINT LEGIBLY

PROJECT NAME: _____

PROJECT ADDRESS: _____

TAX KEY NO: _____

REQUEST FOR: _____

RESPONSIBLE PARTY (PETITIONER) NAME, MAILING ADDRESS, SIGNATURE & DATE

Printed Name _____ Signature _____ Date _____

Mailing Address _____ City _____ State _____ Zip _____

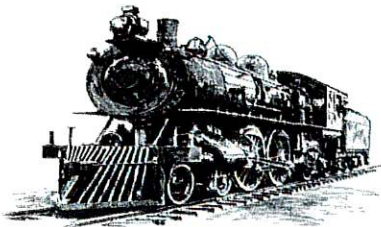
Phone _____ Fax _____ Email _____

PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:

Printed Name _____ Signature _____ Date _____

Mailing Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____



Town of Genesee est. 1843
S43 W31391 Highway 83
P.O. Box 242
Genesee Depot, WI 53127
Tel: (262) 968-3656 Fax: (262) 968-3809

CONDITIONAL USE APPLICATION

RESPONSIBLE PARTY NAME, MAILING ADDRESS & DATE:

Printed Name *Date*

Mailing Address *City* *State* *Zip*

Phone *Fax* *Email*

PROPERTY OWNER NAME, MAILING ADDRESS & DATE:

Printed Name *Date*

Mailing Address *City* *State* *Zip*

Phone *Fax* *Email*

C/U FILE NO.: _____ **TAX KEY NO.:** _____

LEGAL DESCRIPTION: _____

ZONING DESIGNATION: _____

TOWN LAND USE PLAN DESIGNATION: _____

REQUEST FOR: _____

SECTION OF ORDINANCE: _____

***ON A SEPARATE PAPER PLEASE INCLUDE A WRITTEN SUMMARY OF THE
PROPOSED USE/USES**

***ALONG WITH A BRIEF BUSINESS PLAN (IF APPLICABLE)**

PLEASE SUBMIT THE FOLLOWING ADDITIONAL INFORMATION WITH THIS APPLICATION AS REQUIRED PER SECTION 40 (A) (1) OF THE TOWN OF GENESEE ZONING CODE:

1. Two (2) paper copies and one (1) electronic copy (thumb drive) of a map, preferably a topographic map, drawn to a scale of not less than two hundred (200) feet to one (1) inch, showing: the land in question; its legal description and location; location and use of all existing buildings, sanitary systems and private water supplies on such land; the high water elevation of any navigable waters within one hundred (100) feet of the boundaries of the land in question; the 100-year floodplain, and any wetlands or environmental corridors on the property or land in question.
2. Names and complete mailing addresses, including zip codes, or the owners of all properties within three hundred (300) feet of any part of the land included in the proposed application unless waived in writing by the Town Plan Commission **(to be provided by the Town of Genesee)**.
3. Additional information as may be required by the Town Planner, Town Engineer, Town Building Inspector or the Town Plan Commission.
4. Where necessary, to comply with certain regulations established by applicable laws, applications shall be required to be submitted to the other governmental bodies having jurisdiction which may include the State Department of Natural Resources, the U.S. Army Corps of Engineers and/or Waukesha County.

Name of Responsible Party: _____

Signature: _____

Date: _____

Name of Property Owner or Authorized Agent: _____

Signature: _____

Date: _____

Title or authority, if not the property owner: _____

Date: _____

BOTH THE OWNER/AUTHORIZED AGENT AND OPERATOR MUST SIGN THIS APPLICATION.

PLANNING AND ZONING PERMIT FEES (Amended 06/09/2025)

Permit Types	2025 Fees	
Accessory Buildings	\$ 100.00	
Accessory Structures, Decks, Patios, Pools	\$ 75.00	
Board of Appeals	\$ 125.00	*Plus Professional Fees
Conditional Uses with Plan of Operation	\$ 125.00	*Plus Professional Fees
Conditional Uses without Plan of Operation	\$ 125.00	*Plus Professional Fees
Multi-Family Zoning Permit	\$ 100.00	*Plus Professional Fees
Multi-Family/Condo's Conditional Use	\$ 125.00	*Plus Professional Fees
Multi-Family/Condo's - \$25.00 per unit fee	\$ 25.00	
New Single-Family Residences	\$ 300.00	
New Industrial & Commercial Buildings/Cell Towers	\$ 450.00	*Plus Professional Fees
Town Plan Commission Authorization or Approval	\$ 150.00	
Planned Unit Development Conditional Use	\$ 125.00	*Plus Professional Fees
Planned Unit Development - \$25.00 per unit feet	\$ 25.00	
Quarry, Clean Fill Sites	\$ 125.00	*Plus Professional Fees
Remodeling and/or Addition	\$ 250.00	
Site Plan/Plan of Operation	\$ 50.00	*Plus Professional Fees
Site Plan/Plan of Operation – New Operator or Owner	\$ 75.00	
Site Plan/Plan of Operation – New Sign	\$ 75.00	
Site Plan/Plan of Operation Amend (existing business)	\$ 150.00	
Comprehensive Land Use Plan Amendment	\$ 200.00	*Plus Professional Fees
Zoning Code Amendment	\$ 150.00	*Plus Professional Fees
Application Fees for "After the Fact" permits	Triple Fee	
Public Hearing – Solar	\$ 125.00	*Plus Professional Fees
Special Meeting Fees	\$ 600.00	*Plus Professional Fees

*Plus Professional Fees – This fee includes any hours of work performed by the Town Planner, Town Engineer, Town Attorney, Etc. All professional fees (Planner, Attorney, Engineer, Etc.) will be billed at their hourly rate.

*If you need to go to Plan Commission, more than two accessory buildings, over 1600 sq. ft., there is an additional \$75.00 Special Exceptions fee.