

Conditional Use Permit Approval Process-City of Baraboo

Step 1
Pre-application
Conference

- Attend City staff Development Review meeting to review project concepts, the approval process and code

Step 2
Submit
Application

- Prepare and submit application to City For Plan Commission Review. Pay \$250 fee

Step 3
Prepare for
Public
Hearing

- Conditional Use Permits require a public hearing. This will require the petitioner to notify the City and submit an application at least 3 weeks prior to the Plan Commission meeting.
- Applicant is required to prepare mailing list for public hearing notices.

Step 4
Attend Plan
Commission

- Plan Commission meets every 3rd Tuesday each month at 7:00 PM. Plans are required to be submitted 1 week prior to the meeting. The City Engineer will prepare a staff report for the Commission on each project.

Step 5
Action

- Plan Commission: Amend, Approve or Reject the CUP

Step 6
Issuing a
Permit

- If plans are approved then a Building Permit can be issued