



## **APPLICATION: SPECIAL EXCEPTION PERMIT FORM**

This application is required if you are seeking a special exception to allow for a certain use or structure within a zoning district. Permitted special exceptions differ between zoning districts. Information on zoning districts can be found in [Section 17 of the Municipal Code](#). Information on special exceptions can be found in [Section 17.47 of the Municipal Code](#).

### **Petitioner Information:**

Name:

Mailing Address:

Phone Number:

Email:

### **Property Owner Information (If Not Petitioner):**

Name:

Mailing Address:

Phone Number:

Email:

**Property Information:**

Site Address/Location:

Lot Dimensions and Area:

Current Zoning:

Current Uses:

Proposed Uses:

**Please State Reason(s) for Special Exception Request:**

What procedures will be used to prevent any ill effects to neighboring properties such as (but not limited to) parking, noise, or additional traffic:

Please list the operating hours of the business:

**Additional Requirements:** Additional information may also be requested as may be appropriate per the proposal being made.

**Special Exception Permit Fee Schedule:** \$100.00

**Please Note:** The City of Kaukauna will **never** request payment for an application in the form of a wire transfer. All payments are to be made by check to the City of Kaukauna (address below) and are due when the application is submitted, prior to review.

**Application Timeline:** Special exception permits often require action by multiple governmental bodies. Between multiple meetings and statutory requirements for public hearings and noticing of meetings, sometimes reviews and authorizations can take more than 30 days. Please let staff know of your request as early as possible if you have a specific deadline that you need Plan Commission authorization by.

**Signature of Petitioner:**

**Signature of Owner (If Not Petitioner):**

**Date Submitted to the City of Kaukauna:**

Please submit by email to [planning@kaukauna.gov](mailto:planning@kaukauna.gov) or by mail to:  
City of Kaukauna  
Attn: Planning and Community Development Department  
144 W Second Street  
Kaukauna, WI 54130

**FOR DEPARTMENT USE ONLY:**

Date Application Received:

Payment Received:

Payment Receipt #:

Special Exception Reviewed:

1<sup>st</sup> Notice Sent:

2<sup>nd</sup> Notice Sent:

Plan Commission Approval:

Common Council Approval:

Signature of Planning & Community Dev. Staff:

