# APPLICATION FOR SPECIAL USE PERMIT AMENDMENT
FOR TAVERNS AND RESTAURANTS WITH ALCOHOL

Community and Economic Development Department
100 N. Appleton St.  PH: 920-832-6468
Appleton, WI 54911  FAX: 920-832-5994

## PROPERTY OWNER
<table>
<thead>
<tr>
<th>Name</th>
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## APPLICANT (owner’s agent)
<table>
<thead>
<tr>
<th>Name</th>
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## Mailing Address
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## Phone
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## E-mail
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## PROPERTY INFORMATION

### Property Tax # (31-0-0000-00)
<table>
<thead>
<tr>
<th>Special Use Permit #</th>
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### Site Address/Location

### Legal Description of Land (may be attached as separate sheet)

### Current Zoning:
<table>
<thead>
<tr>
<th>Proposed Zoning:</th>
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### Current Uses:
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<thead>
<tr>
<th>Proposed Uses:</th>
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### Lot Dimensions and Area:

## DESCRIPTION OF THE PROPOSED AMENDMENT TO THE SPECIAL USE PERMIT FOR THIS PROPERTY

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

## Date
<table>
<thead>
<tr>
<th>Owner/Agent Signature (Agents must provide written proof of authorization)</th>
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## OFFICE USE ONLY

Application Complete _________________ ___/___/___  Date Filed ___/___/___

Fee $0

Reasonable accommodations for persons with disabilities will be made upon request and if feasible. 1/20
PLAN OF OPERATION AND LOCATIONAL INFORMATION

Business Information:

Name of business: __________________________________________________________

(Check applicable proposed business activity(s) proposed for the building or tenant space)

☐ Restaurant
☐ Bar/Night Club
☐ Wine Bar
☐ Microbrewery
☐ Other________________________________________.

Years in operation: __________

Percentage of business derived from food service: ______% 

Type of proposed establishment (detailed explanation of business operations):

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Proposed Hours of Operation for Indoor Uses:

<table>
<thead>
<tr>
<th>Day</th>
<th>From</th>
<th>To</th>
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<tbody>
<tr>
<td>Week Days Monday thru Thursday</td>
<td></td>
<td></td>
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<tr>
<td>Friday</td>
<td></td>
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<tr>
<td>Saturday</td>
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<tr>
<td>Sunday</td>
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Building Capacity and Area:

Maximum number of persons permitted to occupy the building or tenant space as determined by the International Building Code (IBC) or the International Fire Code (IFC), whichever is more restrictive: _______ persons

Gross floor area of the existing building(s): ________________________________

Gross floor area of the proposed building(s): ________________________________
Describe Any Potential Noise Emanating From the Proposed Use:

Describe the noise levels anticipated from all equipment or other mechanical sources:

________________________________________________________________________________________

________________________________________________________________________________________

Describe how the crowd noise will be controlled inside and outside the building:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

If off-street parking is available for the business, describe how noise from the parking lot will be controlled:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Outdoor Space Uses:

(Check applicable proposed area)

☐ Patio
☐ Deck
☐ Sidewalk Café
☐ Other ____________________________.
☐ None

Size: _______________________ square feet.

Type of materials used and height of material to enclose the perimeter of the outdoor space:

☐ Fencing  ☐ Landscaping  ☐ Other___________________.  Height__________ feet.

Is there any alcohol service incorporated within the outdoor facility?  Yes ___  No ___

Are there plans for outdoor music/entertainment?  Yes ___  No ___

If yes, describe how the noise will be controlled:

________________________________________________________________________________________

Is there any food service incorporated in this outdoor facility proposal?  Yes ___  No ___
Proposed Hours of Operation for Outdoor Space:

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NOTE: Hours of Operation for Outdoor Uses (Sidewalk Café with Alcohol):

*****Municipal Code Section 9-262(b)(4): The permit holder can begin serving alcoholic beverages in the sidewalk café at 4:00 p.m. Monday through Friday and 11:00 a.m. on Saturday and Sunday. All alcoholic beverages must be removed from the sidewalk café by 9:30 p.m.

Off-Street Parking:

Number of spaces existing: _____________

Number of spaces proposed: _____________

Other Licensed Premises:

The number of licensed premises within the immediate geographic area of the proposed location will be considered in order to avoid an undue concentration that may have the potential of creating public safety problems or deterring neighborhood development.

List nearby licensed premises:

___________________________________________________________

___________________________________________________________

___________________________________________________________

Number of Employees:

Number of existing employees: _____________

Number of proposed employees: _____________

Number of employees scheduled to work on the largest shift: _____________
DEVELOPMENT PLAN CHECKLIST FOR SPECIAL USE PERMITS

Development plan of property being proposed for a special use permit, which shall supply the information as identified below:

a. North arrows, date of preparation and scale on 8½” x 11” paper.

b. Name(s) of all adjacent or surrounding streets and right-of-way width(s).

c. Recorded property lines and their dimensions.

d. All existing and proposed buildings and structures accessory to the principal use, including the use of each building or structure, dimensions and their locations on the parcel.

e. Dimensions of existing and proposed yard setbacks for buildings and structures.

f. Dimensions of existing and proposed parking, loading and unloading areas, sidewalks and interior and perimeter landscaping areas. Identify proposed and existing surface material(s).

g. The location of existing and proposed trees, shrubs and grass.

h. The location and details of proposed and existing refuse containers and their enclosures.

i. The location of proposed and existing signage.

j. The location and type of all proposed and existing exterior lighting fixtures.

k. The location, height and materials of all proposed and existing fences or retaining walls.

l. The location and size of existing and proposed driveways.

m. The location of snow storage areas.

n. The location and use of buildings and structures on adjoining land.

o. Show the general landscaping concept for the site.

p. Indicate proposed hours of operation and number of employees.

q. Submit preliminary architectural plans for the existing and proposed buildings that show sufficient detail to permit an understanding of the style of the development and the design of the building(s).

r. Submit floor plan of the building(s), including room dimensions.

s. Other additional information that may be deemed appropriate by the Community and Economic Development Director.
FINDINGS OF FACT

To be reviewed by Community and Economic Development Department Staff

Section 23-66 (e) Standards for granting special use permits. No special use permit shall be recommended by the Plan Commission, or approved by the Common Council, unless it shall find that:

1. **Zoning.** The proposed use conforms to the underlying zone district purpose and development standards and is in harmony with the general purposes and intent of the Appleton Zoning Ordinance. When there is an existing nonconforming structure, the development standards may be waived by the Common Council.

2. **Plans.** The proposed use conforms to the 2010-2030 Comprehensive Plan, any applicable urban design or other plan officially adopted by Common Council.

3. **Traffic.** Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

4. **Landscaping and Screening.** Appropriate landscaping and screening has been or will be provided to protect adjacent uses or properties from light, noise and other visual impacts that are associated with the proposed use as established in §23-172(g), Perimeter parking lot and loading space landscaping and §23-601, Landscaping and screening standards.

5. **Neighborhood Compatibility.** The proposed use is compatible with the predominant or prevailing land use of the neighborhood surrounding the proposed development.

6. **Services.** Adequate facilities, access roads, drainage and/or necessary services have been or will be provided.