

**PROCESS FOR FILING APPLICATIONS FOR
CONDITIONAL USE PERMITS
AFTER THE DEADLINE**

STEP 1	<p>You MUST obtain approval from Council Member or Waiver from the Mayor.</p> <ul style="list-style-type: none"> • You must contact the council member of the district in which subject premise is located. If you are unable to reach said council member, you must obtain a written waiver by the Mayor. • Personally contact those property owners required to be provided notice of the application no later than the publication date. • A notarized affidavit must be submitted regarding Step 1 with the application.
STEP 2	<p>The following steps must be followed as if filing by the deadline:</p> <ul style="list-style-type: none"> • Schedule an appointment with Planning & Development Department. • Complete the application. • Provide all required exhibits.
STEP 3	<p>Submit application to the City Clerk’s Office, along with a check made payable to the City Treasurer in the amount of \$900.00 (*regular fee is \$450.00).</p> <p>Applications must be submitted no later than 12:00 noon on the Wednesday preceding the regularly scheduled Council meeting, held the second Thursday of the month.</p>

* The fee for Conditional Use Permit applications received later than 5:00 p.m. on the Friday preceding the regularly scheduled Council Meeting and before Wednesday at noon before the regularly scheduled Council Meeting shall be twice the amount of the regular fee.

AFFIDAVIT

STATE OF WISCONSIN)
) ss.
COUNTY OF LA CROSSE)

1. That I, _____, am the applicant of the proposed conditional use permit to be located at _____.

2. That I have:

- A. contacted the affected Council Member of the District or
- B. obtained a written waiver by the Mayor because I have not been able to the Council Member.

3. That I will personally contact those property owners required to be provided notice of the application for conditional use permit no later than _____.
(insert first publication date)

*4. That I will personally contact the Council Member of the affected district prior to _____.
(insert first publication date)

(*If 2A is checked, question 4 is not applicable.)

(Signature of Applicant)

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public
La Crosse County, Wisconsin
My Commission expires:

I, Mayor of the City of La Crosse, do hereby waive the requirement that the Council Member of the District be notified by the applicant prior to filing said Application for Conditional Use Permit.

Dated: _____
Mayor

Cc: Council Member