



Use By Review Requests

Use By Review applications are reviewed and granted through a Public Hearing of the Bayfield Planning Commission.

Applicant responsibilities are as follows:

- *The application must be submitted to the Town of Bayfield at least 30 days before a desired Planning Commission Meeting.*
- *The applicant must supply a development permit application, a copy of the deed to the property documenting the owners & any encumbrances owed, & a written legal description of the property.*
- *The applicant must supply a narrative documenting the need for the use by review and addressing all issues concerning the use by review request.*
- *The applicant must supply the Town with 21 copies of the proposed site plan & narrative to be sent to agencies for comment (at the time of submittal).*
- *The applicant must send a notice via certified mail to all adjacent property owners within 200 square feet of the proposed review address & provide proof of mailing and a mailing list to the Town of Bayfield before the date of the public hearing.*
- *The applicant must supply the Town with an additional 13 copies of the proposed site plan & narrative by the Thursday before the meeting. These will be given to the Planning Commission for consideration at the public hearing.*

Town of Bayfield responsibilities are as follows:

- *The Town of Bayfield shall notify the applicant that the project has been officially filed.*
- *The Town of Bayfield will advertise the proposed Use By Review request 15 days prior to the Public Hearing.*
- *The Town of Bayfield shall distribute the proposed Use By Review request to the appropriate referral agencies for comments within 5 days of receipt of the application.*
- *The Town of Bayfield shall provide a written staff report to the Planning Commission & the applicant including comments received from the referral agencies, a discussion of whether or not the proposed use is consistent with the intent and purposed of the properties land use designation, and a review of compliance with the Town development standards & comprehensive plan.*

Planning Commission responsibilities are as follows:

- *The Planning Commission will consider the application, the staff report & any materials and public testimony submitted at the public hearing.*
- *The Planning Commission will consider certain criteria set forth in the Bayfield Land Use Code to make their decision.*
- *The Planning Commission shall by motion approve, approve with conditions, continue, or deny the application for the variance.*

Once approval has been received from the Planning Commission for the variance the Town of Bayfield will send a decision letter to the applicant documenting the decision made by the Planning Commission, any conditions that must be met, and a copy of the meeting minutes.

The Use By Review process is documented in Section 3-9 of the Bayfield Land Use Code. (Pages 34 - 36)