

# Conditional Use Review Form INSTRUCTIONS

**\*Fill out all information Completely. Even if a question does not apply to your situation, please enter N/A.**

## **Tips for entering data into the Form:**

1. When entering phone numbers, enter the whole number without spaces or dashes. The fields automatically format the phone numbers once they are entered.
2. When entering data in a multi-line field (i.e. Legal Description), the lines will temporarily disappear until you press the TAB key to move on to the next field.

## **To fill out a form:**

1. **SELECT THE HAND TOOL** .
2. **POSITION THE POINTER INSIDE A FORM FIELD, AND CLICK. THE I-BEAM POINTER ALLOWS YOU TO TYPE TEXT. THE ARROW POINTER ALLOWS YOU TO SELECT A BUTTON, A CHECK BOX, A RADIO BUTTON, OR AN ITEM FROM A LIST.**
3. **AFTER ENTERING TEXT OR SELECTING AN ITEM, CHECK BOX, OR RADIO BUTTON, DO ONE OF THE FOLLOWING:**
  - ❖ **PRESS TAB TO ACCEPT THE FORM FIELD CHANGE AND GO TO THE NEXT FORM FIELD.**
  - ❖ **PRESS SHIFT+TAB TO ACCEPT THE FORM FIELD CHANGE AND GO TO THE PREVIOUS FORM FIELD.**
  - ❖ **PRESS ENTER (WINDOWS) OR RETURN (MAC OS) TO ACCEPT THE FORM FIELD CHANGE AND DESELECT THE CURRENT FORM FIELD.**
  - ❖ **IN A MULTILINE TEXT FORM FIELD, ENTER OR RETURN GOES TO THE NEXT LINE IN THE SAME FORM FIELD. YOU CAN USE ENTER ON THE KEYPAD TO ACCEPT A CHANGE AND DESELECT THE CURRENT FORM FIELD.**
  - ❖ **PRESS ESCAPE TO REJECT THE FORM FIELD CHANGE AND DESELECT THE CURRENT FORM FIELD.**
  - ❖ **IF YOU ARE IN FULL SCREEN MODE, PRESSING ESCAPE A SECOND TIME CAUSES YOU TO EXIT FULL SCREEN MODE.**
4. **ONCE YOU HAVE FILLED IN THE APPROPRIATE FORM FIELDS, DO THE FOLLOWING:**
  - ❖ **CHOOSE File > Export > Form Data TO SAVE THE FORM DATA IN A SEPARATE FDF FILE. THE FORM ITSELF IS NOT SAVED. TYPE A FILENAME, AND CLICK SAVE. OPENING THE FORMS DATA FORMAT (FDF) FILE IN AN ADOBE VIEWER AUTOMATICALLY OPENS THE ASSOCIATED PDF DOCUMENT CONTAINING THE FORM IF THE FILES MAINTAIN THEIR RELATIVE LOCATIONS.**

**Important:** You cannot save the data in a form using the *Save* or *Save As* commands. These commands save the form itself, but not the data entered into the form fields. To preserve data entered into form fields, you must export the data.

When you have completed entering all the necessary information, you should:

- (A) Save(Export) the document to your PC
- (B) PRINT the document
- (C) SIGN and DATE it, and
- (D) File the completed form with the Department of City Development, 807 Center Avenue, Sheboygan, WI, along with the Conditional Use Review FEE.

NOTE: It is recommended (not required) that you save this completed form to your PC. That way if there is a problem with any of the information you have submitted to City Development, you can go back and make changes without having to redo the whole document.

[Click HERE to go to Conditional Use Review document](#)