

**Land Use Permit Application**

**HOMEOWNER INFORMATION**

E-Mail: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

➤ Would you like copies of permit: **Emailed**                      **Mailed**                      **Picked-up**

**CONTRACTOR INFORMATION**

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

➤ Would you like copies of permit: **Emailed**                      **Mailed**                      **Picked-up**

**PROPERTY INFORMATION**      Physical Address \_\_\_\_\_

**PROJECT INFORMATION: Please document any structure or business plans you have.**

**Principal Structure (1<sup>st</sup> structure or dwelling)**

L X W \_\_\_\_ X \_\_\_\_, Area \_\_\_\_ ft<sup>2</sup> Ht: \_\_\_\_ Ft

Ingress/Egress Windows or Walkout Basement

**Addition to Dwelling (including decks)**

L X W \_\_\_\_ X \_\_\_\_, Area \_\_\_\_ ft<sup>2</sup> Ht: \_\_\_\_ Ft

L X W \_\_\_\_ X \_\_\_\_, Area \_\_\_\_ ft<sup>2</sup> Ht: \_\_\_\_ Ft

\_\_\_\_% increase in living space

Increasing # of bedrooms? \_\_\_\_\_

**Accessory Structure (Including patios)**

L X W \_\_\_\_ X \_\_\_\_, Area \_\_\_\_ ft<sup>2</sup> Ht: \_\_\_\_ Ft

L X W \_\_\_\_ X \_\_\_\_, Area \_\_\_\_ ft<sup>2</sup> Ht: \_\_\_\_ Ft

**Starting a Home-based business**

Describe: \_\_\_\_\_

**Alteration/Repair**

Describe: \_\_\_\_\_

**Change of Use**

Describe: \_\_\_\_\_

**Temporary Event** \_\_\_\_\_

**Animal Husbandry (Attach Animal Density Worksheet)**

**Estimated Project Cost:** \$ \_\_\_\_\_

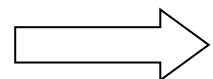
**Estimated Completion Date:** \_\_\_\_\_

**Describe Proposed Project (s):**

**Site Plan** All applications must be accompanied by a **site plan** on a separate sheet of paper\* (8 ½ " X 11" to 11" x 17").

**\*\* Site Plans must show the following\*\***

- ✓ Dimensions (including height) of dwelling & proposed project
- ✓ Wells, septic tanks and drainfields
- ✓ Setback distances to roads and property lines
- ✓ Driveway location(s), Adjacent public roads and rights of way
- ✓ Surface water, floodplain drainage ditch and wetland locations



Wetland Notice to Permit Applicants

In accordance with Wisconsin State Statutes 59.691, you are responsible for complying with State and Federal laws concerning construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Dept. of Natural Resources Wetland Identification Web Page located at <http://dnr.wi.gov/topic/wetlands/locating.html> or contact a Dept. of Natural Resources Service Center.

Projects Disturbing One or More Acres of Soil

I understand that this project is subject to NR 151 regarding additional erosion control and storm water management and will comply with those standards. For more information, visit the Dept. of Natural Resources website or contact a Dept. of Natural Resources Service Center.

**Please read and sign in the signature block below:**

I, the undersigned, hereby make application for a permit to do only the work described and for the premises and location shown herein.

I hereby certify that the information contained therein is true and accurate. I hereby certify that I am the owner of the property, or a duly authorized representative, and may sign this permit application on behalf of the owner(s) of said property. I have read and understand all of the conditions of this permit listed below and will construct the above mentioned project(s) in compliance with all such conditions. I understand that failure to comply with any or all of the provisions of the permit renders the permit null and void and may result in a fine. I, the undersigned, also agree that all work shall be done in accordance with all the requirements of the Waupaca County Zoning Ordinance, Shoreland Ordinance and all applicable laws and regulations of Waupaca County and the State of Wisconsin.

1. The permit shall lapse and become void if the exterior shell of the operations described in the permit is not completed within twenty-four (24) months of issuance of the permit.
2. A copy of the land use permit must be posted at the project site until the project is completed.
3. The signing of this application grants permission to allow free and unlimited access to the project site during normal working hours to any Planning & Zoning Office representative acting in an official capacity.
4. If necessary, Waupaca County Planning & Zoning may amend this permit by changing or adding conditions to ensure that the project is in compliance with all applicable legal requirements.
5. Proper erosion control methods must be used before, during and after construction in order to prevent erosion.
6. It is the property owners' responsibility to contact the Planning and Zoning Office, during normal working hours at least twenty-four hours in advance, to schedule inspections and setback verifications. All inspections and setback verifications shall occur during normal working hours, Monday through Friday.

OWNER OR CONTRACTOR SIGNATURE

DATE

County Use Only			Parcel Size:	Zoning District:		Density Used:
	Yes	No		Yes	No	
	( )	( )	Shoreland	( )	( )	Floodplain
	( )	( )	Mitigation Required	( )	( )	Elevation Certificate
	( )	( )	Impervious Surface	( )	( )	Sanitary
	( )	( )	Waterfront Property	( )	( )	Wetlands
	( )	( )	Farmland Preservation	( )	( )	Send to Land Conservation
Signature of Official:				Date Issued:		Denied Date:

5/2022 Remit with fee to: Waupaca County Planning & Zoning Office – 811 Harding St, Waupaca WI 54981 715-258-6255

Additional Comments: