

# LAND USE PERMIT APPLICATION

No structure shall be erected or altered without first obtaining a Land Use Permit as well as the appropriate Building Permit(s).

## To Be Completed by Zoning Department

PERMIT #:

Permit Fee: \$ \_\_\_\_\_ Fee Paid: ☐

Approved By: \_\_\_\_\_

Approval Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## SECTION 1 - APPLICANT & LOCATION

### INSTRUCTIONS:

This application must be accompanied by a Site Plan that illustrates building dimensions and setbacks measured to foundation walls, with dimensions of roof eaves and other overhangs clearly indicated. **Fence-only and Sign-only applications may contain less detail.**

Prior to plan submittal, applicant should identify lot boundaries and determine whether any public or private easements affect the property. Prior to construction, contact Digger's Hotline at (800) 242-8511. Some properties may require the approval of a Neighborhood Architectural Review Committee or Homeowner's Association that is separate from the municipal permitting process.

|  |   |
|--|---|
| ADDRESS OF PROPERTY                              | WORK CONSISTS OF  |
| OWNER  | PROJECT REPRESENTATIVE (Contractor, Coordinator, Other) |
| NAME   | CONTACT NAME  |
| BUSINESS NAME or CO-OWNER'S NAME (if applicable) | BUSINESS NAME (if applicable)                           |
| MAILING ADDRESS                                  | MAILING ADDRESS   |
| CITY, STATE, ZIP                                 | CITY, STATE, ZIP  |
| DAYTIME PHONE #                                  | DAYTIME PHONE #   |
| EMAIL  | EMAIL   |

### PROPERTY/LOCATION INFORMATION

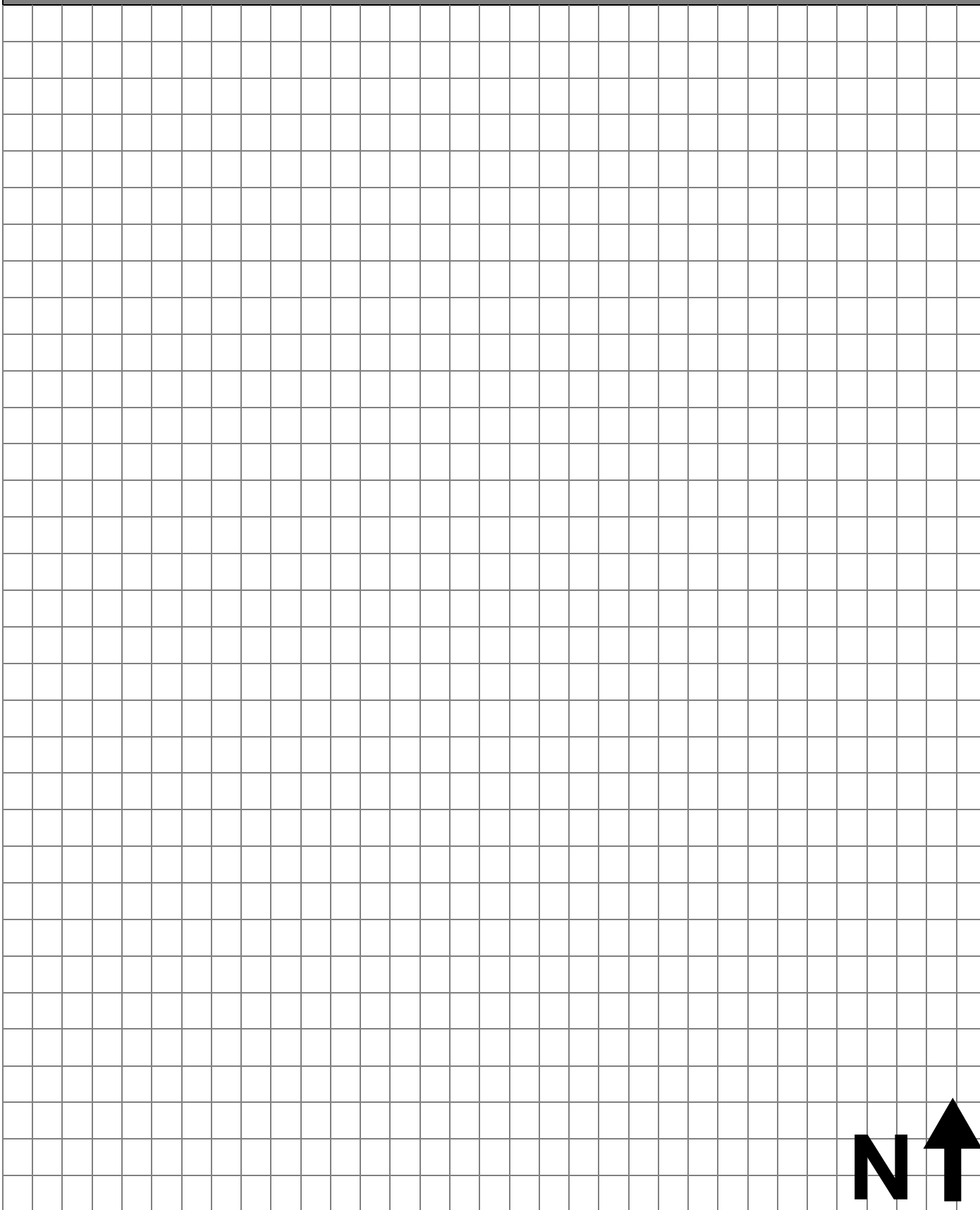
|   |                                      |                 |            |
|---|--------------------------------------|-----------------|------------|
| <input type="checkbox"/> PARENT PARCEL NUMBER | PARCEL NUMBER:                       | CURRENT ZONING: | ACREAGE:   |
| TOWN/VILLAGE/CITY:                            | SECTION:<br>_____ ¼: _____ ¼¼: _____ |                 |            |
| ADDRESS:                                      |                                      |                 |            |
| CSM:  | LOT:                                 | SUBDIVISION:    | BLOCK/LOT: |

## SECTION 2 - PROPOSED PROJECT INFORMATION

|  |  |                                 |                                       |  |   |
|--|--|---------------------------------|---------------------------------------|--|---|
| PROJECT CLASS<br>(Check One)             | <input type="checkbox"/> SINGLE FAMILY   | <input type="checkbox"/> DUPLEX | <input type="checkbox"/> MULTI-FAMILY | <input type="checkbox"/> SMALL COMMERCIAL / INDUSTRIAL (up to 20,000 SF) | <input type="checkbox"/> LARGE COMMERCIAL / INDUSTRIAL (over 20,000 SF) |
| PROJECT SCOPE<br>(Check all that apply)  | <input type="checkbox"/> NEW STRUCTURE <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION |                                 |                                       |  |   |
| STRUCTURE TYPE<br>(Check all that apply) | <input type="checkbox"/> PRINCIPAL STRUCTURE   | <input type="checkbox"/> GARAGE | <input type="checkbox"/> DECK         | <input type="checkbox"/> SHED  |   |
|  | <input type="checkbox"/> FENCE   | <input type="checkbox"/> POOL   | <input type="checkbox"/> SIGN         | <input type="checkbox"/> OTHER _____                                     |   |

| SECTION 2 - PROPOSED PROJECT INFORMATION (continued)  |                           |   |   |  |
|---|---------------------------|---|---|--|
| SANITARY SERVICE:<br><input type="checkbox"/> PUBLIC SEWER <input type="checkbox"/> SEPTIC  |                           |   | SANITARY PERMIT NUMBER:                     |  |
| HEIGHT IN FEET:   |                           |   | NUMBER OF STORIES (Not including basement): |  |
| <b>AREA TO NEAREST SQUARE FOOT</b> (Outside dimensions including unfinished area, attached garages and above grade decks or porches):   |                           |   |   |  |
| BASEMENT:   |                           | 1 <sup>ST</sup> FLOOR:  |   | <b>↓ TOTAL SQUARE FOOTAGE ↓</b>              |
| 2 <sup>ND</sup> FLOOR:  |                           | 3 <sup>RD</sup> FLOOR:  |   |  |
| ESTIMATED CONSTRUCTION COST:    ➡ ➡ ➡ ➡ ➡ ➡ ➡ ➡ ➡ ➡ ➡ ➡ ➡ ➡      \$   |                           |   |   |  |
| <b>SITE DATA</b><br>(not required for<br>fence-only & sign-only<br>applications)  | <b>LOT AREA</b> (sq. ft.) | <b>IMPERVIOUS SURFACE AREAS</b><br>STRUCTURES (include roof eaves & other overhangs)<br>DRIVEWAYS, PARKING AREAS, WALKWAYS<br>OTHER FLAT SURFACES (patios, uncovered decks) | <b>EXISTING</b><br><br>SF<br>SF<br>SF       | <b>PLANNED CHANGES</b><br><br>SF<br>SF<br>SF |
| 1. Is the property within 300 feet of a stream or 1000 feet from a pond or lake? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNSURE<br>2. Is there a wetland or floodplain on or near the property? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNSURE<br>3. Is this project associated with a rezone/CUP/variance (petition/appeal # _____) (leave blank if none)<br>4. Is this to correct a violation? <input type="checkbox"/> YES <input type="checkbox"/> NO |                           |   |   |  |

| SECTION 3 - APPLICANT PROVIDE  | SECTION 4 - STAFF REVIEW  |
|--|---|
| <input type="checkbox"/> Zoning Status; CUP; Deed Restriction; CSM Variance (# _____)<br><br><input type="checkbox"/> Site Plan drawn to scale and includes dimensions<br><input type="checkbox"/> Site Plan including location of well/septic or sewer/water<br><input type="checkbox"/> Setbacks<br><input type="checkbox"/> Floor plans to scale<br><input type="checkbox"/> Elevation of property frontage drawn to scale<br><input type="checkbox"/> Driveway permits (state, county, town)<br><input type="checkbox"/> Sanitary Permits (public, private)<br><input type="checkbox"/> Erosion Control Permit (if applicable)<br><input type="checkbox"/> Landscape Plan (if applicable)<br><input type="checkbox"/> Lighting Plan (if applicable)<br><input type="checkbox"/> Grading and/or Stormwater Plan (if applicable) | <input type="checkbox"/> Zoning District<br><input type="checkbox"/> Permitted Use?<br><input type="checkbox"/> Address (new/existing)<br><input type="checkbox"/> Wetland/Floodplain/Shoreland (attachment)<br><input type="checkbox"/> Erosion Control permit (slopes, disturbance, filling/access) |



**SECTION 6 - EXPLANATION OF THE PROPOSAL - Describe how you would like to change the use of your land**

[illegible]

## SECTION 7 - CONDITIONS OF THE APPLICATION ACCEPTANCE

By signing this application, the Applicant verifies that all of the information stated in this Application and supporting documents are true and correct. The Applicant also states:

1. The Applicant has determined through the questions on previous pages that the Property which is the subject of this Application is not located in a floodplain, shoreland, or wetland area.
2. The Applicant is aware that the review of this Application by the Municipality may involve requesting professional services from engineers, surveyors, attorneys or other consultants. The Applicant agrees to pay the full cost of all consultants, regardless of whether the Applicant is approved or not. If consultants are required, the Applicant will deposit the estimated cost with the Municipality as security for those costs and make additional deposits if requested by the Municipality. Applicant understands that unexpended deposits will be refunded upon completion of the Application process.
3. The Applicant is also responsible for all publication costs, the cost of per diems, and other meeting expenses for any special meetings called to consider the Application.
4. The Applicant has reviewed the Municipality's Comprehensive Plan, and believes the Application is Consistent with the Comprehensive Plan.
5. The Applicant is aware that this Application will be delayed or denied if any necessary permits for the proposed activity have not been obtained, and some of those permits are issued by other agencies (DNR, County, etc.).
6. The Applicant agrees that all work performed pursuant to a Land Use Permit will be performed in conformity to the requirements of applicable federal and state laws, county and municipal ordinances and regulations.
7. The Applicant grants the Municipality, its officers, consultants and agents, permission to enter the Applicants property, with notice, for the purpose of inspecting the property as part of the review of the Application.

I, the undersigned, do hereby certify that the above information is correct and agree that in the performance of this work I will be bound by and submit to all statutes of the State of Wisconsin, conform to all applicable codes and ordinances of the Municipality, and abide by all other applicable rules and regulations. Furthermore, I understand that the Municipality is not responsible for enforcing neighborhood covenants, and any granted zoning variances apply only for the specific structure(s) reviewed by the Zoning Board of Appeals.

**PRINT NAME OF APPLICANT** (must be owner or project representative listed above)

**SIGNATURE OF APPLICANT** (must be owner or project representative listed above)

|      |
|------|
| DATE |
|------|