

WASHINGTON COUNTY LAND RESOURCES DIVISION
APPLICATION FOR ADMINISTRATIVE PERMIT or CONDITIONAL USE PERMIT

Please type or print neatly, provide specific answers, and complete entire application including items on page 2.

Permit # _____ Sanitary # _____ Tax Key # _____

Owner(s) of property: _____ Work Phone: _____

email: _____ Home Phone: _____

Owner(s) mailing address: _____

Street City State Zip

Address of Property Involved: _____

Street City State Zip Lot #

Subdivision/CSM # _____ Location: _____ 1/4 _____ 1/4 Section: _____ Municipality: _____

Zoning: Shoreland _____ Wetland _____ Floodplain _____; Setback from water _____ ft.; Setback from wetland: _____ ft.

Present use of property: (Example: summer cottage, vacant land, etc.) _____

Description of Proposed Project and Use Be Specific (see page 2 for items that must be included with application): _____

NOTE: There may be Impervious Area Limits.

Parcel Size: _____ sq. ft. Impervious Area: _____ sq. ft. _____ % of Lot; Disturbed Soil: _____ sq. ft.

General Contractor's Name: _____ Contact Person: _____

Address: _____ Contractor's Phone: _____

Proposed Start Date: _____ Project Staked Date: _____

The applicant must notify the Land Resources office at 262-335-4445 for an inspection and posting of the permit prior to starting the project (after the proposed structure is staked and after erosion control is installed, if applicable) and call for an inspection after the project is complete. Applicant is responsible to obtain all other required permits from the Town, DNR and/or Army Corps of Engineers. Any modifications, expansions or alterations in the scope, scale, or methods of operation of this permit shall require additional review and approval by a Land Use Inspector before being implemented.

****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 Wisconsin DNR web page and search wetlands.**

I certify that the foregoing statements and information on attached map, plans and other exhibits are true and correct to the best of my knowledge and that I have read and understand the above statement concerning construction around wetlands.

Signature of Owner(s): _____ Print: _____ Date: _____

_____ Print: _____ Date: _____

(All persons listed as owners on most recent deed or parties of interest must sign)

DEPARTMENT USE ONLY

FEES PAID

Inspector Reviewing Plan: _____ Applicable Code Sections: _____ Structure(s) Fee: \$ _____

Hearing Date: _____ ☐ Approved ☐ Disapproved Date Issued: _____ ADM Fee: \$ _____

Posting Date: _____ Follow-up Date: _____ Project Complete Date: _____ CU Fee: \$ _____

Remarks: _____ **Total Fee: \$ _____**

_____ Received By _____ Receipt # _____ Date Paid: _____

Conditions of Approval:

WASHINGTON COUNTY LAND RESOURCES DIVISION
APPLICATION FOR ADMINISTRATIVE PERMIT or CONDITIONAL USE PERMIT
Please type or print neatly, provide specific answers, and complete entire application including checklist.

Owner(s) of property: _____ Tax Key # _____

THE FOLLOWING ITEMS MUST BE PROVIDED ALONG WITH THIS APPLICATION:

NOTE: We recommend a "rough sketch" of the proposed project be completed and that you meet with the Land Use Inspector before final plan submittal.

By request of the Land Use & Planning Committee, you are advised that plans for your project should be drawn by an appropriate professional (landscape architect, professional engineer, architect or registered surveyor) to help avoid delays in the approval process.

- A. ____ A survey or plot plan **drawn to scale** which **clearly** shows the following:
 - North arrow, boundaries of property, locations of existing & proposed structures and those on adjacent properties, location of private sewage system and well.
- B. ____ A Grading Plan/Erosion Control Plan (and Stormwater Management Plan, if applicable), **drawn to scale**, which **clearly** shows the following:
 - All existing and proposed impervious surface areas.
 - Total extent of disturbed areas for all proposed projects.
 - Temporary spoils/backfill area locations.
 - Erosion control method and location.
 - Existing and proposed drainage swales, terracing, retaining walls, planting beds, etc.
 - Current and proposed stormwater runoff drainage patterns (use arrows to show).
 - (If applicable) A site restoration plan. Site de-watering plan. Vegetative screening plan.
- C. ____ A topographical map, showing proposed cutting and filling encompassing the entire project area. Label existing and proposed surface elevations, including drainage swales.
- D. ____ A drawing or plans which clearly show a north-south and east-west cross-sectional view of the proposed building/structure. Label the proposed building/structure.
- E. ____ For projects proposed in floodplain, floodfringe, or floodway, additional detailed survey and/or engineer work will need to be completed and documentation provided to this office. Please contact this office for requirements specific to your project(s).

In addition to the above, the Owner/Applicant should:

- Contact the appropriate Town Board to inform them about the proposal before this application is put on the Land Use & Planning Committee meeting agenda.
- Be present at the Land Use & Planning Committee meeting if the applicant is applying for a Conditional Use Permit to answer additional questions. Applicants will be notified of meeting date.
- Applicant is responsible for Town, Sanitary, WI DNR, and US Army Corps of Engineers permits which may be required.