

WASHINGTON COUNTY PLANNING AND PARKS DEPARTMENT
APPLICATION FOR ADMINISTRATIVE PERMIT

File No. ADM
Receipt #

Tax Key #

Please type or print neatly, provide specific answers, and complete entire application. Work Phone

Owner(s) of property Home Phone

Owner(s) mailing address

Address of Property Involved: Street City State Zip

Subdivision/CSM # Street City State Zip Lot # Block #
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) (Examples: fill in shoreland, excavate/landscape for proposed dwelling, construct pond or wetland)

Applicable Code Sections

Parcel Size: sq. ft.

Impervious Area: sq. ft. % of Lot Disturbed Soil sq. ft.

General Contractor's Name Contact Person

Address Office Phone

Proposed Start Date Project Staked Date Fax

THE FOLLOWING ITEMS MUST BE PROVIDED ALONG WITH THIS APPLICATION:

- 1. Full legal description of property.
2. A survey or plot plan (top/bird's-eye view), drawn to scale which clearly shows the following:
a) Boundaries of the property. Arrow indicating North.
b) Location of existing and proposed building/structures, on subject property and those on adjacent property that are within 25' of the subject property lot lines.
c) Location of private sewage system and water well.
3. A Grading Plan/Erosion Control Plan (and Stormwater Management Plan, if applicable), drawn to scale, using a top/bird's-eye view which clearly shows the following:
a) All existing and proposed impervious surface areas.
b) Total extent of disturbed areas for all proposed projects.
c) Temporary spoils/backfill area locations. Volume and type of fill to be removed or added.
d) Erosion control method and location.
e) Existing and proposed drainage swales, terracing, retaining walls, planting beds, downspout locations and clear water sump locations.
f) Current and proposed stormwater runoff drainage patterns (use arrows to show).
g) Site de-watering plan (if applicable).
h) Site restoration plan.
i) For proposed structures/buildings/additions that will be greater than 20' tall from final grade to roof peak, as viewed from the water body, provide a detailed vegetative screening plan.
4. A drawing or plans which show a north-south and east-west cross-sectional view to the property lines, or a topographical map, showing proposed cutting and filling encompassing the entire project area. Label existing and proposed surface elevations, including drainage swales.
5. 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.
6. 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).

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.

- Contact the appropriate Town to inform them about the proposal and to inquire about any permits needed from the Town.
- A fee of \$410.00 payable to Washington County Planning & Parks Department, 333 E. Washington St., Suite 2300, West Bend, WI 53095-2003 (Phone 262-335-4445 / Fax 262-335-6868)
- Contact the Planning & Parks Department about additional zoning and/or sanitary permits which may be required.
- Applicant is responsible for Dept. of Natural Resources and US Army Corps of Engineers permits which may be required.

This permit expires 18 months after date of issue.

Upon request, a copy of this information will be supplied to the DNR and Army Corps of Engineers. By request of the Planning & Parks Department, you are advised that plans for your project drawn by an appropriate professional (landscape architect, professional engineer, architect or registered surveyor) should help to avoid delays in the approval process.

NOTE: After submittal of the application, the Land Use Inspector will contact you to arrange a meeting with you to review the plans and permit stipulations. This meeting must be completed prior to approval and actual issuance of permit, and may involve a site visit(s). After this meeting and review of the final project plans, a "Notice of Action" document will be generated which will state conditions of project approval.

**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 department of natural resources wetlands identification web page or contact a department of natural resources service center.

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. **By signing this you acknowledge you have read the above statement concerning construction around wetlands.

Signature of all owner(s) on deed Print Date

(required) Print Date

Signature of contractor Print Date

(optional)