

WASHINGTON COUNTY PLANNING AND PARKS DEPARTMENT

APPLICATION FOR CONDITIONAL USE PERMIT

File No. CU _____ Hearing Date _____

Receipt No. _____ 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: _____

Street City State Zip

Address of Property Involved: _____

Street City State Zip Lot # Block #

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**) (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 – Four (4) sets of plans are required.

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 Board to inform them about the proposal before this application is put on the Public Works Committee meeting agenda.**
 - **Either the applicant or applicant's representative must be present at the Public Works Committee meeting to answer additional questions. Applicants will be notified of meeting date.**
 - **A hearing fee of \$475.00 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 shoreland, zoning and/or sanitary permits which may be required.**
 - **Applicant is responsible for Town, Dept. of Natural Resources and US Army Corps of Engineers permits which may be required.**
- Per their request, a copy of this information will be supplied to the DNR and Army Corps of Engineers.

**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 webpage or contact a DNR service center. The webpage is: <http://dnr.wi.gov/topic/wetlands/identification.html>

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

Signature of all owner(s) _____ Print _____ Date _____

_____ Print _____ Date _____

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

This permit expires 18 months after date of issue.

By request of the Public Works Committee, 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.