

WASHINGTON COUNTY PLANNING & PARKS DEPARTMENT

APPLICATION FOR ADMINISTRATIVE PERMIT or CONDITIONAL USE PERMIT

Permit No. _____ Hearing Date: _____

Receipt No. _____ email: _____ 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 #

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: _____ **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: _____ Office Phone: _____

Proposed Start Date: _____ Project Staked Date: _____ Fax: _____

THE FOLLOWING ITEMS MUST BE PROVIDED ALONG WITH THIS APPLICATION

- 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.

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 Land Use & Planning Committee meeting agenda.**
- **Either the applicant or applicant's representative must 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.**
- **Fees payable to: Washington County Planning & Parks Department, 333 E. Washington St., Suite 2300, West Bend, WI 53095**
- **Applicant is responsible for Town, Sanitary, WI DNR, and US Army Corps of Engineers permits which may be required.**

****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 Owner(s): _____ **Print:** _____ **Date:** _____
 _____ **Print:** _____ **Date:** _____

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

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

DEPARTMENT USE ONLY

Individual Reviewing Plan: _____ Date Issued: _____

FEES PAID

Conditions of Approval:

ADM Fee: \$ _____
 CU Fee: \$ _____
 ZON Fee: \$ _____
Total Fee: \$ _____

Posting Date: _____ Inspector: _____ Approved Disapproved

Date Paid: _____

Posting Date: _____ Inspector: _____ Approved Disapproved

Received By: _____

Remarks: _____