

WALWORTH COUNTY **COMMERCIAL** ZONING PERMIT APPLICATION

Please read and complete the following to help Walworth County expedite your permit application. Instructions are located on the back page to assist you in completing this application.

✓ IF THE ZONING OFFICE HAS QUESTIONS REGARDING THE PERMIT APPLICATION, PLEASE CONTACT: (print) _____ VIA:

PHONE

FAX

MAIL (attach printed address)

✓ WHEN THE PERMIT IS READY TO BE ISSUED, PLEASE PROCESS THE APPROVED PERMIT BY:

MAIL

PLEASE MAIL TO: (include full name and address)

WILL PICK UP

CALL (MR./MS.) _____

AT (_____) _____

AREA CODE PHONE NUMBER

TO NOTIFY THEM THAT THE ZONING PERMIT IS READY TO BE PICKED UP.
THE PERMIT WILL BE AT THE FRONT COUNTER UNTIL IT IS PICKED UP.

WALWORTH COUNTY LAND USE AND RESOURCE MANAGEMENT DEPARTMENT
100 W. WALWORTH ST., P.O. BOX 1001, ELKHORN, WI 53121 PHONE# 262-741-4972 FAX# 262-741-4974

**Refunds only
when applicable**

ZONING PERMIT NUMBER		WALWORTH COUNTY COMMERCIAL ZONING PERMIT APPLICATION		TAX KEY NUMBER	
SANITARY PERMIT NUMBER				TOWNSHIP OF:	
EROSION CONTROL NUMBER					
OWNERS NAME		MAILING ADDRESS		TELEPHONE	FAX NO.
PROJECT ADDRESS: (If Different Than Above)					
CONTRACTORS NAME		MAILING ADDRESS		TELEPHONE	FAX NO.
1. SITE		SECTION _____, T _____ N, R _____ E.			
LOT WIDTH	LOT DEPTH	SQ.FT./ACREAGE	SUBDIVISION NAME		BLOCK NO.
2. PROJECT		3. DESCRIPTION		4. HEIGHT	
PLEASE MARK ALL THAT APPLY <input type="checkbox"/> NEW COMMERCIAL STRUCTURE <input type="checkbox"/> COMMERCIAL ADDITION/ALTERATION <input type="checkbox"/> PARKING LOT <input type="checkbox"/> OTHER _____ _____ _____		A. Construction Size/Dimensions (_____ ft.) X (_____ ft.) (_____ ft.) X (_____ ft.) B. Total Square Footage (_____), (_____) C. Structure is used for? (example: office, storage, retail area, etc.) _____ _____		_____ FEET _____ INCHES _____ FEET _____ INCHES Building Height is the vertical distance measured from the lowest finished grade along the street yard elevation of the structure to the ridge of the highest roofline of the structure.	
5. ESTIMATED COST		6. FLOODPLAIN INFORMATION			
TOTAL \$ _____		100 YEAR FLOODPLAIN ELEVATION _____ LOWEST FLOOR ELEVATION _____ FLOODPLAIN SETBACK _____ FEET FROM BUILDING FOUNDATION TO 100 YEAR FLOODPLAIN			
7. PARKING			8. EMPLOYEES		
NUMBER OF EXISTING, MARKED PARKING STALLS _____ DIMENSIONS OF EXISTING, MARKED PARKING STALLS (_____) X (_____) NUMBER OF PROPOSED, 180sq. ft. MINIMUM PARKING STALLS _____ DIMENSIONS OF PROPOSED STALLS (_____) X (_____)			NUMBER OF EXISTING EMPLOYEES _____ NUMBER OF EMPLOYEES ADDED _____ TOTAL NUMBER OF EMPLOYEES _____		
9. SANITARY FACILITIES					
<input type="checkbox"/> MUNICIPAL SEWER <input type="checkbox"/> PRIVATE SEWAGE SYSTEM Is there a proposed change in the use of an existing structure? <input type="checkbox"/> YES <input type="checkbox"/> NO Is there a proposed change in the type or number of fixtures discharging to an existing private sewage system? <input type="checkbox"/> YES <input type="checkbox"/> NO If either answer is YES, please explain: _____					
The owner agrees to comply with the Walworth County Code of Ordinances Chapter 74 and with the conditions of this permit; understands that the issuance of the permit created no legal liability, express or implied, of the Department, Municipality, Agency or Inspector; and certifies that all the above information is accurate.					
SIGNATURE OF OWNER _____			DATE _____		
PERMIT EXPIRATION: PERMIT EXPIRES WITHIN TWENTY-FOUR (24) MONTHS AFTER THE ISSUANCE OF THE PERMIT IF THE STRUCTURE FOR WHICH A PERMIT IS ISSUED IS NOT SUBSTANTIALLY COMPLETED. (Chapter 74, Division 11, Walworth County Code of Ordinances)					
WALWORTH COUNTY LAND USE AND RESOURCE MANAGEMENT DEPARTMENT 100 W. WALWORTH ST., P.O. BOX 1001, ELKHORN, WISCONSIN 53121 PHONE # 262-741-4972 OR FAX # 262-741-4974					

CONDITIONS OF APPROVAL

This permit is issued subject to any Federal, State or Local restrictions. Each applicant for a zoning permit is charged with knowledge of the Walworth County Code of Ordinances. Copies of the text of the Zoning Ordinances or portions thereof and copies of the official zoning maps are available for sale, copying or inspection upon request. Any statement made, site plan submitted, assurance given or permit erroneously issued contrary to the Zoning Ordinances is null and void. Any modification of approved permit requires zoning permit review and approval.

- This permit shall require the submittal of a foundation survey prepared by a Registered Land Surveyor, to the Zoning Department within 30 days of backfilling.

- In lieu of the survey as required above, the owner is eligible to complete the inspection waiver form in the same time frame.

- This permit shall require the applicant to call the Zoning Division at 262-741-4972 for an inspection to assure compliance with the setback requirements of Zoning. The applicant shall call the Zoning Division immediately upon backfilling the foundation. Lot boundaries shall be clearly identified for inspection.

- This permit is not valid until all other applicable permits have been obtained

OKAY TO ISSUE

PERMIT REVIEWED BY THE WALWORTH COUNTY ZONING DIVISION REVIEW DATE: _____

ISSUING OFFICER: _____ ISSUE DATE: _____

** FOR OFFICE USE ONLY **

FEE _____
DOUBLE FEE _____
OTHER _____
TOTAL _____

EROSION CONTROL APPLICATION TO LCC _____
RETURNED TO ZONING _____

ZONING DISTRICT(S) :

NOT IN SHORELAND IN SHORELAND

SANITARY APPROVAL (INITIALS) _____ SANITARY PERMIT NO. _____

DATE OF SANITARY PERMIT APPROVAL: _____

PERMIT DENIED BY WALWORTH COUNTY ZONING DIVISION

NAME: _____ DATE: _____
ORDINANCE REQUIRES: _____

APPLICANT IS REQUESTING: _____

INSTRUCTIONS

**** MISSING INFORMATION MAY CAUSE A LENGTHY DELAY ****

- A. IT IS EXTREMELY IMPORTANT THAT THE TAX KEY/TAX PARCEL NUMBER OF THE PARCEL IN QUESTION BE INCLUDED ON THE PERMIT APPLICATION. THIS NUMBER IS FOUND IN THE UPPER RIGHT HAND CORNER OF THE TAX BILL.
- B. FILL IN *ALL* UNSHADED AREAS DOWN TO "SIGNATURE OF OWNER/AGENT".
- C. THE INFORMATION NEEDED TO COMPLETE SECTION 1. "SITE" INFORMATION MAY BE FOUND ON A COPY OF YOUR TAX BILL AND/OR A PLAT OF SURVEY.
- D. SECTIONS 2 THROUGH 5 ARE ASKING FOR PROJECT INFORMATION. BE AS SPECIFIC AS POSSIBLE. (ATTACH COPIES OF PLANS)
- E. SECTION 6: PROVIDE INFORMATION WHEN THE PROJECT SITE IS LOCATED WITHIN A FLOODPLAIN. FLOODPLAIN MAPS ARE AVAILABLE AT THE LAND USE AND RESOURCE MANAGEMENT DEPARTMENT. THE LOWEST FLOOR ELEVATION SHALL BE AT LEAST TWO (2) FEET ABOVE THE 100 YEAR FLOOD ELEVATION.
- F. SECTION 7: "PARKING": PROVIDE PARKING INFORMATION. IF A PARKING "AREA" EXISTS, BUT THE STALLS ARE NOT MARKED, YOU MAY BE CREDITED FOR THE "AREA" WITH THE ASSUMPTION THAT EVERY 180 SQ. FT. IS AN EXISTING PARKING STALL. BE SURE ALL EXISTING AND PROPOSED PARKING AREAS AND STALLS ARE SHOWN ON YOUR SITE PLAN.
- G. SECTION 8: "EMPLOYEES": PROVIDE THE NUMBER OF EMPLOYEES EXISTING/PROPOSED.
- H. SECTION 9: "SANITARY FACILITIES": THIS INFORMATION IS REQUIRED TO ENSURE THAT THE LOCATION AND/OR ADDITIONS MEET ALL OF THE REQUIREMENTS OF COMM 81-91. ADDITIONS TO A COMMERCIAL STRUCTURE, OR A CHANGE IN USE, MAY REQUIRE SANITARY REVIEW. CONTACT THE WALWORTH COUNTY SANITATION DEPARTMENT PRIOR TO THE SUBMITTAL OF THIS FORM.
- I. A PLAT OF SURVEY IS REQUIRED WHEN:
 - 1. THE PROJECT IS NEW CONSTRUCTION AND THE SETBACKS ARE LESS THAN 1 1/2 TIMES THE SETBACK REQUIREMENT FROM THE LOT LINES.
 - 2. THE PROJECT IS AN ADDITION TO AN EXISTING STRUCTURE WHERE THE ADDITION AND/OR THE ORIGINAL STRUCTURE IS LESS THAN 1 1/2 TIMES THE SETBACK REQUIREMENT FROM ALL LOT LINES.
- J. SITE PLAN: A SITE PLAN DRAWN TO SCALE MAY BE SUBMITTED IN LIEU OF A PLAT OF SURVEY ONLY WHEN THE STRUCTURE IS AT LEAST 1 1/2 TIMES THE REQUIRED SETBACKS FROM ALL LOT LINES. A SITE PLAN SHALL CONTAIN THE SAME INFORMATION AS PROVIDED BY A PLAT OF SURVEY.
- K. ONCE A ZONING PERMIT HAS BEEN ISSUED, FOR A PERIOD OF SIX MONTHS FROM THE DATE OF ISSUANCE ANY AMENDMENT TO THAT ZONING PERMIT SHALL REQUIRE A FEE OF \$80.00 AND A REVISED SITE PLAN. AFTER SIX MONTHS FROM THE DATE OF ISSUANCE ANY AMENDMENTS SHALL REQUIRE A NEW ZONING PERMIT APPLICATION AND FEE.
- L. FEES: SEE THE FEE SCHEDULE FOR SPECIFIC FEES. PERMITS WILL BE PROCESSED ONCE FEES ARE RECEIVED IN FULL. PLEASE PAY FEE WITH CASH, CHECK, MONEY ORDER OR CERTIFIED CHECK.



Waking Up to Wetlands Know Before You Buy or Build

A helpful guide for determining wetlands

In accordance with Wisconsin State Statute 59.691, the information provided herein is to give you notice regarding potential Wetlands. 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 (applicant) acknowledge notice of this wetland information.

Signature

Date

Wetlands may not be obvious. You can take some simple steps to learn if property you're interested in buying or building on has these valuable natural resources that are protected by law.

In addition, all the maps and other information you need can be found on DNR's website at dnr.wi.gov/wetlands. Click on *Getting Started*.

Step 1: Review Maps

If the maps show a wetland or a potential wetland, consult a wetland professional to verify that you have a wetland and to identify its boundaries.

Step 2: Put Boots on the Ground

Walk the property with this checklist*, and look for wetland clues. Photos of common plants, wetland soils and evidence of water can be viewed on DNR's website on the *Physical Clues* page.

*This checklist is not intended to represent an inclusive listing of all wetland characteristics, but is a rough guide. You must get a professional to verify a wetland is present and determine wetland boundaries.

Step 3: Explore Your Options

If the maps indicate wetlands and/or you answered "Yes" to any wetland clue questions, a wetland is likely present.

If you're buying land, please consider completing a wetland real estate addendum, found at DNR's website and attach it to your offer to purchase. This addendum allows more time to consult with a professional to verify if a wetland is present and if so, you can renegotiate or rescind your offer.

If you're planning to build on land you already own, consult a wetland professional to verify wetlands and mark their boundaries so you can plan your project to avoid them. If you can't avoid them, apply for state and federal permits detailed on DNR's website and contact your local government to see if any local rules apply. Half of Wisconsin's original wetlands have been destroyed, so permit applications are reviewed carefully and are not automatically granted.

Wetlands are wonderlands that are great places to enjoy and explore. Some wetlands may be in poor health making them good candidates for landowners who want to restore or enhance them. To learn more visit DNR's website.

Wetland Clues Checklist

Is there evidence of water?

Yes No

- Are there ponds, lakes, streams, springs or seeps?
- Are there "low spots" where water collects or the ground is soggy for at least a week?
- Are there drainage channels or has the site been ditched or tiled in spots to "dry it out?"
- If the site is a farm field, are there areas where crops do not grow or the plants are stunted or yellowing during years with normal rainfall?
- Are there water marks or stains on tree trunks?
- Do trees have a shallow root system?
- Are there areas where water has scoured away plants and leaves, flattened vegetation or where no vegetation is growing?
- Are sticks, leaves, soil and other debris deposited by water in a line on plants and trees?

Are water-loving plants present?

Yes No

- Are these plants present: cattails, reed canary grass, sedges, rushes, blue flag iris, joe-pye-weed, new england aster, sensitive fern, skunk cabbage or sphagnum moss?
- Are these shrubs present: dogwoods, willows, alder, leatherleaf, spiraea or blueberry?
- Are these trees present: willows, silver maple, box elder, black or green ash, cottonwood, elm, balsam fir, tamarack or spruce?
- Do plants have roots growing from their stems above the soil?
- Do trees have multiple trunks or are the trunks expanded or swollen at the base?

Are there wet soils or signs of them?

Dig a hole down 20 inches:

Yes No

- Is the soil dark brown or black?
- Does the soil feel moist or can you squeeze out water?
- Is the soil primarily peat (decaying plants) or muck?
- Does the hole fill partially with water or does water trickle down the sides?
- Is the soil gray, gray-blue or gray-green or marked with reddish or yellowish spots or dark streaks?
- Are there crayfish burrows -- mounds of dirt with a hole?