

Important Information

When Applying for a Permit: **Please review carefully before submitting an application**

The Planning and Zoning Dept issues [Land Use Permits](#). This permit allows:

- **The property owner to place or relocate a structure** (i.e. residence, mobile home, garage, pole bldg, sauna, bunkhouse, RV, privy, deck(s), porch(s), sign, any addition(s) or alteration(s), commercial bldg(s), etc.) **on the property within setbacks**
- **The property owner to change or alter the use of the land** (i.e. converting an existing structure, operate a business, rental of property, establish condos, resorts, campgrounds, etc.)
- **The property owner to place a driveway or do land disturbance in shoreland zones**

The Planning and Zoning Dept also:

- **Issues Sanitary Permits** (Septic System--State of WI) or (Privy—County)
- **Issues Non-Metallic Mining (Gravel Pit) Permits**
- **Reviews and Approves CSM's (Certified Survey Maps) for subdividing land**

BE ADVISED:

- **You may need to obtain permits from several other entities besides Planning and Zoning.**

Examples:

1) **The State of WI Agency (UDC) issues Building Permits.** This permit allows:

- **The property owner to construct a residence and/or a structure that will have sleeping quarters in it.**

2) Some **Townships** issue driveways permits, sign permits, and additional town permits.

3) The **DNR** and **Army Corp of Engineer** issue permits for shoreland and wetland areas.

4) **Other Federal, State and County** entities require additional permits (i.e. business, rentals, etc.)

5) **Land Conservation** issues mitigation/stormwater management plans.

Shorelands: means lands within the following distances from the ordinary high-water mark of navigable water: One thousand (1,000) feet from a lake, pond or flowage and three hundred (300) feet from a river or stream or to the landward side of the floodplain, whichever distance is greater.

Who Do You Contact:	<u>Land Use Permit(s)</u> — to place a structure; to add-on; or relocate structures on a parcel of land or to make a change of use (i.e. run a business) on a parcel of land (Call the County)
	<u>Building Permit(s)</u> —to construct a structure on a parcel of land (Call UDC / State)

APPLICATION FOR PERMIT The signed **Original MUST** be submitted and filled out in **ink. NO PENCIL**

SIGNATURES All applications **MUST** be signed by either the Property Owner(s) or an Authorized Agent representing the property owner.

AGENT AUTHORIZATIONS All applications signed by Agents (i.e. a partial owner(s), realtor, prospective buyers, or contractor) **MUST** be accompanied with **WRITTEN AUTHORIZATION**, signed by the property owner (i.e. Deed Holder), indicating that the particular agent is representing the owner.

LEGAL DESCRIPTIONS All applications **MUST** include a clear and specific legal description of the subject property. These descriptions may be found on deeds or property (tax) statements.

** **SANITATION** All structures with interior plumbing or plumbing fixtures **MUST** have an approved septic system. A **STATE and/or COUNTY SANITARY PERMIT MUST BE OBTAINED AND ISSUED PRIOR** to the issuance of a **land use permit** for construction; or additions (which increases the wastewater load), of all structures intended for human occupancy or employment. Those structures with an existing system **MUST** have the system verified prior to the issuance of a land use permit. **Owner/Agent is responsible to contact plumber not Zoning.**

PUBLIC SANITARY SEWER SYSTEM If an application is submitted for a structure or land use that will be served by a **PUBLIC** sanitary sewer system, **WRITTEN** confirmation of such service from the sanitary district **MUST** be attached or promptly provided.

FEES All applications submitted **MUST** be accompanied with payment of the required fees. Checks may be submitted payable to "Bayfield County Planning and Zoning Department". Applicant is responsible to ask for refunds in writing, however not all fees are refundable. Zoning Department staff can answer any specific questions about possible refunds or visit our website.

STAKES It is **mandatory** that the location of all proposed structures be staked. It is **STRONGLY RECOMMENDED** nearby lot lines, and/or land uses be clearly marked on the subject property through placement of stakes, flags, or colored ribbons. On large, densely wooded, or difficult properties, it is also recommended that access to the marked site likewise be indicated. For example, a trail of same-color ribbons might be placed on trees beginning at a road or driveway and ending at the marked site. The placement of stakes and/or markers should be noted on the application. Failure to provide stakes or markers may delay or prevent permit issuance and cause the need for a return inspection and additional fee.

NOTARIZED AFFIDAVITS If an affidavit is required, it **MUST** be properly **SIGNED** and **NOTARIZED**, and provided with the submitted application. If a document requires recording in the Register of Deeds office, this recording must be done **with a \$30 fee** and a copy of the recorded document provided with the submitted application. **Check needs to be made out to: "Register of Deeds"**.

TOWN BOARD APPROVALS OR RECOMMENDATIONS-TBA It is **STRONGLY RECOMMENDED** that all applicants **going before** the **Planning & Zoning Committee** and/or **Board of Adjustment** forward the Town Board approval (**Pink**) form **to the Zoning Department with their application**. Failure to obtain Town Board input for Planning & Zoning Committee and/or Board of Adjustment consideration may delay or prevent approval. Requesting new residences in **Ag-1 and F-1** zoning districts **require** Special Use Permit (Class A) and \$175 fee; **applicant is responsible to send florescent pink form to Town Clerk on (Class A) special uses permits. Do Not send original paperwork** for Spl Use-(Class B), Conditional Use, Rezone or BOA items to the Town Clerk.

PROVIDING NAMES AND ADDRESSES All applicants **requesting a hearing** before the Zoning Committee and/or Board of Adjustment **MUST** provide with their application the **COMPLETE** and accurate names and addresses of all adjacent property owners and any property owner within 300'. Assistance in locating this information can be found on Interactive Map Site (Flex Viewer): @ www.bayfieldcounty.org/map/. Click on Zoning Theme.

SITE PREPARATION / DRIVEWAYS Prior to permit issuance, site preparation such as cutting, clearing, grading, excavating, or filling is **RESTRICTED** in shoreland zones and wetlands. These zones extend 1000' landward from lakes, ponds, and flowages, and 300' landward from rivers, streams, and creeks. Please consult Zoning Department staff for further information. Site preparation **OUTSIDE** shoreland zones and wetlands is **NOT** restricted. **Most Townships require driveway permits.**

We realize the construction season is short.

PLEASE NOTE: We have (2) field inspectors. Our dept. receives 100-120 applications (per month); we inspect 150-200 sanitary installations per season; perform on-site consultations; do research; investigate violations; answer numerous questions (i.e. service desk; emails, texts and phone calls); and prepare for 2 board meetings each month. *Patience is necessary and appreciated.*

Process for getting a permit from the Planning and Zoning Dept:

- (1) **Please plan accordingly**— Allow yourself, contractor or agent ample time to obtain a land use permit(s). Permit Process takes a **minimum of 2 ½ - 3 weeks and 3 - 3 ½ weeks (during construction season)** (it may be longer if a sanitary permit, mitigation requirements and/or Town Board Recommendation (TBA) is necessary). **All sites are inspected and no permits are issued over the counter.**
- (2) Obtain your **Land Use** packet from the Planning and Zoning Department / Staff.
- (3) If your **Land Use Application** is going to require any of the following:
 - **Sanitary**—call your master plumber to get paperwork arranged
The State of WI mandates us on sanitary, the sanitary permit must be issued before the land use can be issued, and if state approval is required on the sanitary it may take **4-5 weeks longer**
 - **Privy**—if you want a privy (aka: outhouse) you must obtain the paperwork from the County With a privy permit you **can not** have sinks, showers, toilets (except: composting), etc in your structure
 - **Mitigation—Storm Water Plan** call the Land & Water Department (715) 373-6167
 - **Town Board Recommendation (TBA)**—send the **fluorescent pink (Class A)** form to your Town Clerk
 - **Flood Plain Areas**—call a surveyor / engineer to get elevations
Flood Plain areas along Lake Superior contact engineer to do a wave run-up study

If any of the 5 items (>) above in (#3) are required-- the Planning and Zoning must have them before a permit can be issued.

- **UDC**—call the State Inspection Agency to obtain **Building Permit** packet (see UDC sheet)
- (4) Planning and Zoning must know if your parcel meets the criteria of a buildable lot (**see chart below**)

For the Zoning Dept To Issue a Land Use Permit The Following Dimensions are needed for your parcel of land. If you do not meet these requirements you may have a substandard lot of record.				Minimum Side & Rear Yards Setbacks	
Zoning District(s)	Minimum Area	Road(s)	Minimum Average Width	Principal Building	Accessory Building
R-RB, R-1	30,000 sq. ft.	Legal Access	150'	10'	10'
F-1, R-2, A-1 **	4 ½ acres	Legal Access	300'	75'	30'
R-3	2 acres	Legal Access	200'	20'	20'
F-2, A-2	35 acres	Legal Access	1,200'	75'	30'
I, C*	20,000 sq. ft.	Legal Access	100'	5'	5'
R-4		Legal Access			
* (a) Sewer/water	10,000 sq. ft.	Legal Access	75'	10'	10'
* (b) Sewer only	15,000 sq. ft.	Legal Access	75'	10'	10'
* (c) Water only	20,000 sq. ft.	Legal Access	100'	10'	10'

** Parcel(s) must have legal access from a public road

**** Placing a residence or habitable building in an F-1 or Ag-1 zoning district will require Town Board approval—Form is at Zoning Office**

To find out your zoning district go to our website www.bayfieldcounty.org/235. Click on the link for Zoning Districts. Click on your township, find your parcel, and determine your zoning district by the color.

- (5) There is a 35' height restriction for structures in shoreland zones.

- (6) That part of a shoreland lot within 300 feet of the ordinary high-water mark containing more than 15% but no more than 30% of impervious surfaces requires a permit and mitigation measures. Fully implemented storm water management plan may be required. **Impervious Surface forms can be found on our website.**
- (7) Fill out the application(s) **completely**. **FOLLOW 1-8 on back of application.** If application is not filled out **completely** it will be necessary to return it to you. The *2-3-week process* or *3-3 ½ week process (during construction season)* will start when we receive a **completed** application.
- (8) Show **all dimensions** on plot plan. This means if you apply for a residence with attached garage, deck, and/or porch (show size of house, size of deck, size of porch, size of garage, etc).
- (9) Separate application(s) are required for individual (stand alone) structures (example: if you apply for a house and pole building, each will require a separate application)

**** Important: Apply for what you want at the time of submittal. (Example: If you applied for a house and want to add a deck, porch, attached garage, etc.) After the issuance of the permit it will require a new permit.**

- (10) When a **completed original** application(s), **fee** and copy of **tax statement** or **recorded deed** (if you're a new owner to the property—Deed **MUST BE RECORDED**) is received by the Planning and Zoning Department it will be date stamped, receipted, entered into the database, and given to the AZA/Inspector of that district. **At this point allow 2 ½ - 3 weeks or 3- 3 ½ weeks during construction season.**
- (11) When the AZA/Inspector receives your application(s) he/she will conduct a site inspection. The property needs to be staked including lot lines. If the area is not staked the permit process may be delayed and a re-inspection fee may be requested.
- (12) After the site inspection the AZA/ Inspector will do one of the following:
 - ✓ Call the owner if application is incomplete and/or if additional information is needed.
 - ✓ AZA will place application in the town file waiting for necessary paperwork (i.e. town board recommendation, sanitary, mitigation, additional fees, etc.). Once we receive what is needed the permit(s) will be issued.
 - ✓ If application is OK, AZA will place it in a wall file for issuance by the secretarial staff
- (13) When the secretary receives the application(s) **an average of 1-2 days** is necessary for the issuance process. The permits are usually issued in chronological order by date received and mailed out.
- (14) Incomplete, erroneous, or misrepresented information may result in permit revocation and enforcement actions.
- (15) Permit will expire twelve months from its date of issuance if the authorized building activity, land alteration of use has not begun within such time.
- (16) Unissued permits expire 6 months of written notice or 1 year from date received if no written notice is given. Fees are non-refundable after 1 year.
- (17) Permits must be obtained prior to the start of construction or land use. **Starting construction or a land use activity prior to permit issuance (double required fees) and may result in other enforcement actions** (Pouring of concrete constitutes start of construction or beginning operation of your business starts land use)

Again--Please plan accordingly—Allow yourself, contractor or agent ample time to obtain the permit(s). Planning and Zoning Department inspects all sites, inspects sanitary installs and issues 650-700 permits over the construction season; your assistance by **submitting a complete application(s)** in a timely manner will help the permitting process and is greatly appreciated.