

Receipt # \_\_\_\_\_

Permit # \_\_\_\_\_

# OCONTO COUNTY LAND USE PERMIT APPLICATION

*Note: In order to avoid any delays, please complete all parts of this application. Incomplete applications will not be processed.*

### Petitioner Information

**Property Owner:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State & Zip \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Property Information

Parcel No. \_\_\_\_\_ Physical Address \_\_\_\_\_

Location (Gov. Lot \_\_\_\_\_ or \_\_\_\_\_ ¼ , \_\_\_\_\_ ¼), Section \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ E, Town of \_\_\_\_\_

Subdivision (CSM - Vol. & Page \_\_\_\_\_, Lot \_\_\_\_\_) or (Plat Name \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_)

Parcel Size \_\_\_\_\_

Waterfront Property - \_\_\_\_\_  
Name of Navigable Water Body \_\_\_\_\_ State / County \_\_\_\_\_

Floodplain – Map # \_\_\_\_\_ Sanitary Permit # \_\_\_\_\_ / \_\_\_\_\_

**Work Consists Of:**

- New
- Addition
- Moving
- Alteration
- Razing
- Filling/Grading
- Sign
- Temporary
- Change of Use

**Estimated Cost:**

- \$ \_\_\_\_\_ Home - Single Family
- \$ \_\_\_\_\_ Home - Multiple Family
- \$ \_\_\_\_\_ Home - Mobile
- \$ \_\_\_\_\_ Garage
- \$ \_\_\_\_\_ Agricultural Structures
- \$ \_\_\_\_\_ Pole Building/Shed
- \$ \_\_\_\_\_ Pond
- \$ \_\_\_\_\_ Sign
- \$ \_\_\_\_\_ Other \_\_\_\_\_

**Current Zoning District:**

- Residential Single Family
- Residential Multiple Family
- Rural Residential
- Mobile Home Park
- Park and Recreation
- Forestry
- Restricted Commercial
- General Commercial
- Neighborhood Commercial
- Agricultural
- Large Scale Agricultural
- Community Service
- Other \_\_\_\_\_

**Construction Details:**

I, the undersigned, hereby make application for a permit to do only the work described for the premises and location shown herein. I hereby certify that the information contained herein is true and accurate. I hereby certify that I am the owner of the property, or a duly authorized representative, and may sign this permit application on behalf of the owner(s) of said property. I have read and understand all of the conditions of this permit listed below and will construct the above mentioned project in compliance with all such conditions. I understand that failure to comply with any or all of the provisions of the permit renders the permit null and void and may result in a fine and/or imprisonment. I, the undersigned, also agree that all work shall be done in accordance with all the requirements of the Oconto County Zoning Ordinance and all applicable laws and regulations of the State of Wisconsin.

1. The permit shall lapse and become void if operations described in the permit are not commenced within twelve (12) months of issuance of the permit, except the Zoning Administrator may grant an extension for a period not to exceed six months upon showing of a valid cause. Two years shall be the maximum completion time for a dwelling.
2. A copy of the land use permit must be posted at the project site until the project is completed.
3. You must allow Oconto County Zoning staff access to the project site at all times until the project is completed.
4. If necessary, Oconto County Zoning may amend this permit by changing or adding conditions to ensure that the project is in compliance with all applicable legal requirements.
5. Proper erosion controls must be used before, during and after construction in order to prevent all erosion.
6. Structures with plumbing shall have appropriate approvals and permits prior to construction.
7. Contact the Town Clerk for possible Town building permits prior to construction.
8. Other conditions:

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

LEAVE BLANK - OCONTO COUNTY ZONING DEPARTMENT USE ONLY

Issued By: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Title: \_\_\_\_\_ Fee Received: \_\_\_\_\_

## Land Use Permit Requirements

Oconto County land use permits are required prior to any construction of buildings or structures, disturbance of soils or changes in use of property.

1. A land use permit shall be obtained before:
  1. A structure is built, erected, moved, enlarged or altered.
  2. A structure is structurally altered so as to change its use or increase the square footage of its floor or vertical surface area.
  3. The use of the structure or property is changed. (i.e. home based business or residence converted to commercial use)
  4. Any grading or filling of the parcel not specifically exempt by ordinance.
2. No land use permit will be issued for any structure intended for human occupancy until a sanitary permit has been approved. A sanitary permit is required prior to replacing, repairing or altering any portion of a septic system.
3. All structures not specifically exempted by the Zoning Ordinance shall not exceed the height limit of 35 feet.
4. Land use permits for development within the shoreland jurisdiction (within 300 ft. of navigable stream or 1000 ft. of a lake) shall conform to the regulations of the Oconto County Shoreland Ordinance.
5. Permit applications shall include a site plan that clearly and precisely depicts the proposed construction. Site plans shall include:
  1. Scaled drawings or plat of survey, locating all lot lines, right of ways, existing and proposed structures, waterways, septic and well locations.
  2. Building floor plans for homes, garages, commercial or industrial structures
  3. Any required state building plans and conditional approvals
  4. Any ground disturbance shall include dimensions, final grading slopes and direction so as not to impact adjacent properties, erosion control standards, etc.
6. Prior to any development within a mapped floodplain area, permits are required to assure compliance with the floodplain standards of the Oconto County Floodplain Ordinance. For additional floodplain permit information, please refer to [Oconto County Floodplain Development Permit Packet](#).
7. Permits are valid for one year from date of issuance, except that the Zoning Administrator may grant an extension for a period not to exceed six months upon showing of a valid cause.
8. All fees for permits are non-refundable. Permits will not be processed until applicable fees are received.
9. Contact your township building inspector to confirm if a Uniform Dwelling Code (UDC) permit "Building Permit" is required for your project. It is the landowner's responsibility to obtain all required permits.

## Wetland Notice to Permit Applicants

In accordance with Wisconsin State Statute 59.691, 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 Dept. of Natural Resources Wetland Identification Web Page located at <http://dnr.wi.gov/wetlands/locating.html> or contact a Dept. of Natural Resources Service Center.

## Projects Disturbing One or More Acres of Soil

I understand that this project is subject to NR 151 regarding additional erosion control and storm water management and will comply with those standards. For more information, visit the Dept. of Natural Resources website or contact a Dept. of Natural Resources Service Center.

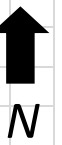
**By signing below, I hereby certify that I have read and understand the Land Use Permit Requirements, Wetland Notice and Projects Disturbing One or More Acres of Soil standards noted above and will comply with these standards.**

Owner(s): \_\_\_\_\_

Date: \_\_\_\_\_

# Lot Layout Diagram

Please attach survey map or accurate drawing of the property if available. If not available, provide a lot layout including the location of all existing structures, and proposed new structures/additions.



Drawing Scale (1 square = \_\_\_\_\_ ft.)

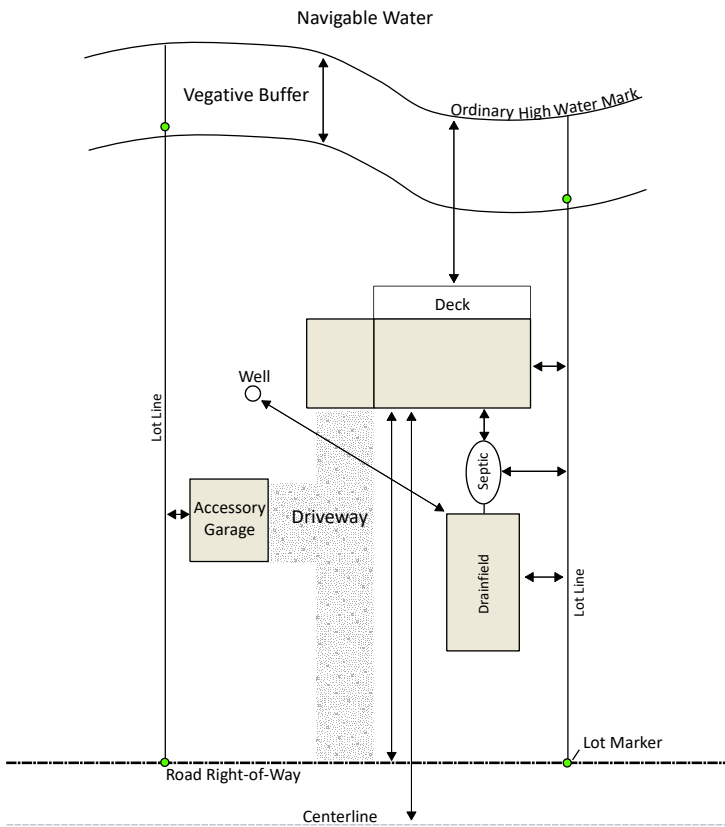
List all applicable dimensions below and on scaled drawing:		
<b>Primary Structure:</b>	<b>Accessory Structure:</b>	<b>Other:</b>
_____ ft. to Side Lot Line	_____ ft. to Side Lot Line	_____ ft. from Septic to House
_____ ft. to Rear Lot Line	_____ ft. to Rear Lot Line	_____ ft. from Septic to Lot Line
_____ ft. to Centerline	_____ ft. to Centerline	_____ ft. from Drain Field to Lot Line
_____ ft. to Right-of-Way	_____ ft. to Right-of-Way	_____ ft. from Drain Field to Well
_____ ft. to Ordinary High Water Mark	_____ ft. to Ordinary High Water Mark	

Submit complete land use permit application with application fee to:

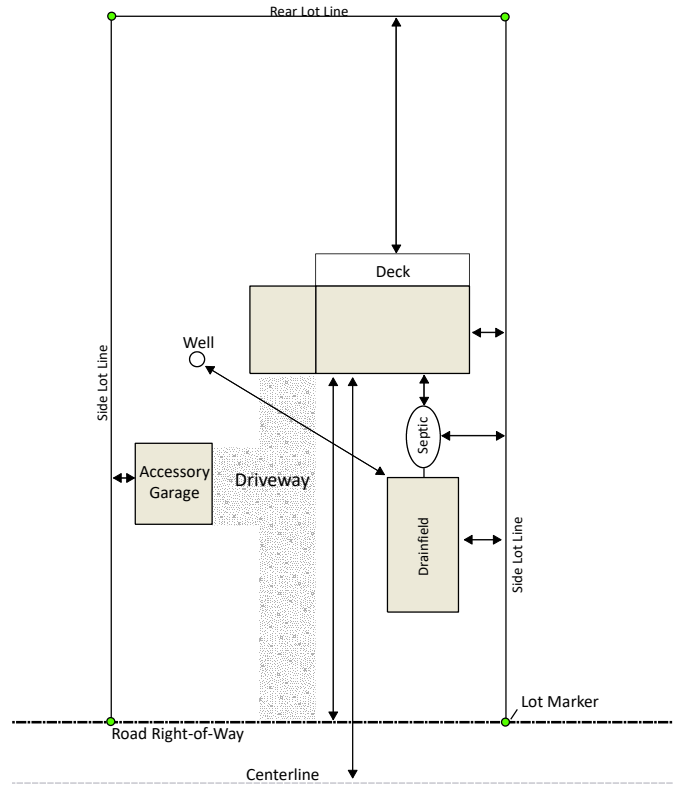
**Oconto County Planning and Zoning Office**  
**301 Washington St.**  
**Oconto, WI 54153**

# Lot Layout Examples

## Water Front Lot



## Non-Water Front Lot



## Lot Layout Diagram Reminders

1. Accuracy is the responsibility of the owner(s) when determining the location(s) and distance(s) associated with land use permits and lot diagrams. If uncertain of measurements and/or locations, consider contacting a registered land surveyor.
2. Setback requirements associated with the land use permit is the responsibility of the owner(s). Failure to meet the setback requirements may result in enforcement actions to bring the structure in compliance.
3. All distances are measured to the nearest point. (Note: If no attached deck etc. the distance is measured to the eave.)
4. Contact the Oconto County Planning and Zoning Office with any questions regarding lot diagrams and required measurements at 920.834.6827.

## Lot Size Minimums and Setback Requirements

DISTRICT	MINIMUM AREA (Consult with Town for more restrictive acreage minimums)	MIN. ROAD, BLDG. SITE AND WATER <sup>2</sup> FRONTAGE	FRONT SETBACK	SIDE SETBACK	REAR SETBACK	ORDINARY HIGH WATER MARK SETBACK
R-1	20,000 Sq. Ft. unsewered 10,000 Sq. Ft. sewerer	66-100 ft <sup>3&amp;4</sup>	30-50 ft from ROW or 63-110 ft from centerline <sup>5</sup>	Princ. Bldg. 10 ft Access bldg. 5-7.5ft <sup>6</sup>	20 feet	75 feet
R-2	30,000 Sq. Ft. unsewered 10,000 Sq. Ft. sewerer	66-100 ft <sup>3&amp;4</sup>	30-50 ft from ROW or 63-110 ft from centerline <sup>5</sup>	Princ. Bldg. 10 ft Access bldg. 5-7.5ft <sup>6</sup>	20 feet	75 feet
R-3	6 Acres <sup>1</sup>	66-100 ft <sup>3&amp;4</sup>	30-50 ft from ROW or 63-110 ft from centerline <sup>5</sup>	40 feet to the boundary line of the mobile home park <sup>7</sup>	40 feet to the boundary line of the mobile home park <sup>7</sup>	75 feet
CS	20,000 Sq. Ft. unsewered 10,000 Sq. Ft. sewerer	66-100 ft <sup>3&amp;4</sup>	30-50 ft from ROW or 63-110 ft from centerline <sup>5</sup>	Princ. Bldg. 10 ft Access bldg. 5-7.5ft <sup>6</sup>	20 feet	75 feet
P-R	5 Acres	66-100 ft <sup>3&amp;4</sup>	30-50 ft from ROW or 63-110 ft from centerline <sup>5</sup>		50 feet	75 feet
F	10 Acres	66-100 ft <sup>3&amp;4</sup>	30-50 ft from ROW or 63-110 ft from centerline <sup>5</sup>	Princ. Bldg. 10 ft Access bldg. 5-7.5ft <sup>6</sup>	20 feet	75 feet
RR	2 Acres	66-100 ft <sup>3&amp;4</sup>	30-50 ft from ROW or 63-110 ft from centerline <sup>5</sup>	Princ. Bldg. 10 ft Access bldg. 5-7.5ft <sup>6&amp;8</sup>	20 feet <sup>8</sup>	75 feet
A	10 Acres	66-100 ft <sup>3&amp;4</sup>	30-50 ft from ROW or 63-110 ft from centerline <sup>5</sup>	Princ. Bldg. 10 ft Access bldg. 5-7.5ft <sup>6&amp;8</sup>	20 feet <sup>8</sup>	75 feet
LA	35 Acres	66-100 ft <sup>3&amp;4</sup>	30-50 ft from ROW or 63-110 ft from centerline <sup>5</sup>	Princ. Bldg. 10 ft Access bldg. 5-7.5ft <sup>6&amp;8</sup>	20 feet <sup>8</sup>	75 feet
RC	20,000 Sq. Ft. unsewered 10,000 Sq. Ft. sewerer	66-100 ft <sup>3&amp;4</sup>	30-50 ft from ROW or 63-110 ft from centerline <sup>5</sup>	None <sup>9</sup>	10 feet where adj. prop. Is GC, LI or I – 50 ft in any other district	75 feet
GC	20,000 Sq. Ft. unsewered 10,000 Sq. Ft. sewerer	66-100 ft <sup>3&amp;4</sup>	30-50 ft from ROW or 63-110 ft from centerline <sup>5</sup>	None <sup>9</sup>	10 feet where adj. prop. Is GC, LI or I – 50 ft in any other district	75 feet
LI	20,000 Sq. Ft. unsewered 10,000 Sq. Ft. sewerer	66-100 ft <sup>3&amp;4</sup>	30-50 ft from ROW or 63-110 ft from centerline <sup>5</sup>	None <sup>9</sup>	10 feet where adj. prop. Is GC, LI or I – 50 ft in any other district	75 feet
I	20,000 Sq. Ft. unsewered 10,000 Sq. Ft. sewerer	66-100 ft <sup>3&amp;4</sup>	30-50 ft from ROW or 63-110 ft from centerline <sup>5</sup>	50 feet	10 feet where adj. prop. Is GC, LI or I – 50 ft in any other district	75 feet

<sup>1</sup>Each mobile home stand lot must be at least 40 feet by 100 feet with a maximum of 3 mobile home stands per gross acre

<sup>2</sup>All lots must have a minimum of 100 feet of frontage at the ordinary high water mark

<sup>3</sup>66 feet for sewerer lots, 100 feet for unsewerer lots

<sup>4</sup>50 feet if on the outside radius of a curve

<sup>5</sup>Which ever distance is greater

<sup>6</sup>5 feet for lots less than 100 feet wide, 7.5 feet for lots 100 feet or wider

<sup>7</sup>The distance from any mobile home stand to any internal street right-of-way, walkway, common parking area or any other common area shall be 10 feet

<sup>8</sup>Structures used for animal shelters, barns and shed shall be located not less than 50 feet from any lot line and may require a permit from the Land Conservation Dept.

<sup>9</sup>Except 10 feet when the parcel abuts land zoned agricultural, residential or conservancy