

Barron County Zoning Office

Procedures for Review and Issuance of Land Use Permits

A **Land Use Permit** (LUP) is required before any building or structure is erected, moved or structurally altered so as to increase its floor area.

A LUP Application shall be submitted by mail or in person to the Zoning Office. The application must be complete and signed by the **property owner** with the required fee submitted.

Zoning Office staff will review the LUP Application and make a determination within 2-5 business days that the application is complete and the proposed use is allowed. If the application is incomplete it will be returned to the property owner or contractor for the required information and a new review period will begin with the re-submittal of the application. Zoning Office staff will not make changes or additions to the application. **The LUP application must have an original signature of the property owner for the permit to be issued. Photocopies or faxed signatures will not be accepted.**

Zoning Office staff may require an onsite visit to the property prior to approving the application to verify or obtain information. The area of the project must be staked-out prior to an onsite visit. Information obtained from an onsite visit may result in additional conditions placed on the LUP by the zoning staff and/or the approval of the Board of Adjustment.

Upon approval of the LUP Application, the Land Use Permit will be issued for the proposed use. The Land Use Permit, and permit card, will be mailed to the property owner or agent. Or the property owner or agent may make arrangements to pick-up the permit and card at the Zoning Office. The permit card **must be posted** on the property at the time the project begins.

The Zoning Office requires an inspection of the footing location for new dwellings, additions and accessory structures. The inspection shall be performed at the time the forms are set to verify compliance with required setbacks. It is the responsibility of the property owner, or agent, to request an inspection time.

NOTE: The footing location inspection conducted by the Zoning Office does not fulfill the requirements of the Uniform Dwelling Code (UDC), and it is the responsibility of the property owner to contact the UDC Inspector for any required UDC inspections

BARRON COUNTY LAND USE PERMIT APPLICATION - GENERAL

Barron County Zoning Office
 330 E. LaSalle Ave. Rm. 2104, Barron, WI 5481
 715-537-6375, Mon. – Fri. 8:00 am – 4:30 pm

Submit completed application to the Barron County Zoning Office to obtain permit
 Please Print – Use Ink **Please allow 2-5 days to process application**
You will be notified if additional information is required, or upon approval

Property Owner _____ Contractor _____
 Mailing Address _____ Address _____
 City _____ State _____ Zip _____ City _____ State _____ Zip _____
 Phone _____ Phone _____
 Home: _____ Work _____ Cell _____ Work _____ Cell _____

SITE INFORMATION

Property Address: _____ Lot Size _____ Sq. Ft./ Acres SHORELAND YES NO
 Parcel ID # _____ Township of: _____

PERMIT REQUESTED FOR

<input type="checkbox"/> New	Type <input type="checkbox"/> Steps/Stairway <input type="checkbox"/> Fence <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Sign <input type="checkbox"/> Business <input type="checkbox"/> Business Bldg. <input type="checkbox"/> Cell Tower <input type="checkbox"/> Deck <input type="checkbox"/> Other _____	Size of Proposed Structure _____ X _____ = _____
<input type="checkbox"/> Addition TO	Type <input type="checkbox"/> Business <input type="checkbox"/> Business Bldg. <input type="checkbox"/> Cell Tower <input type="checkbox"/> Sign <input type="checkbox"/> Fence <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Steps/Stairway <input type="checkbox"/> Other _____	Size of Proposed Addition _____ X _____ = _____

ADDITIONAL INFORMATION

Height of Structure	Type of Construction <input type="checkbox"/> Frame <input type="checkbox"/> Metal <input type="checkbox"/> Log <input type="checkbox"/> Concrete <input type="checkbox"/> Other _____	Estimated Value \$ Of Construction
----------------------------	--	---

A PLOT PLAN MUST BE PROVIDED (SEE BACK SIDE), ADDITIONAL PAGES NOT TO EXCEED 8 1/2 x 14

I the undersigned do hereby apply for a **Land Use Permit** and acknowledge that this application and all accompanying documents are correct and complete to the best of my knowledge.

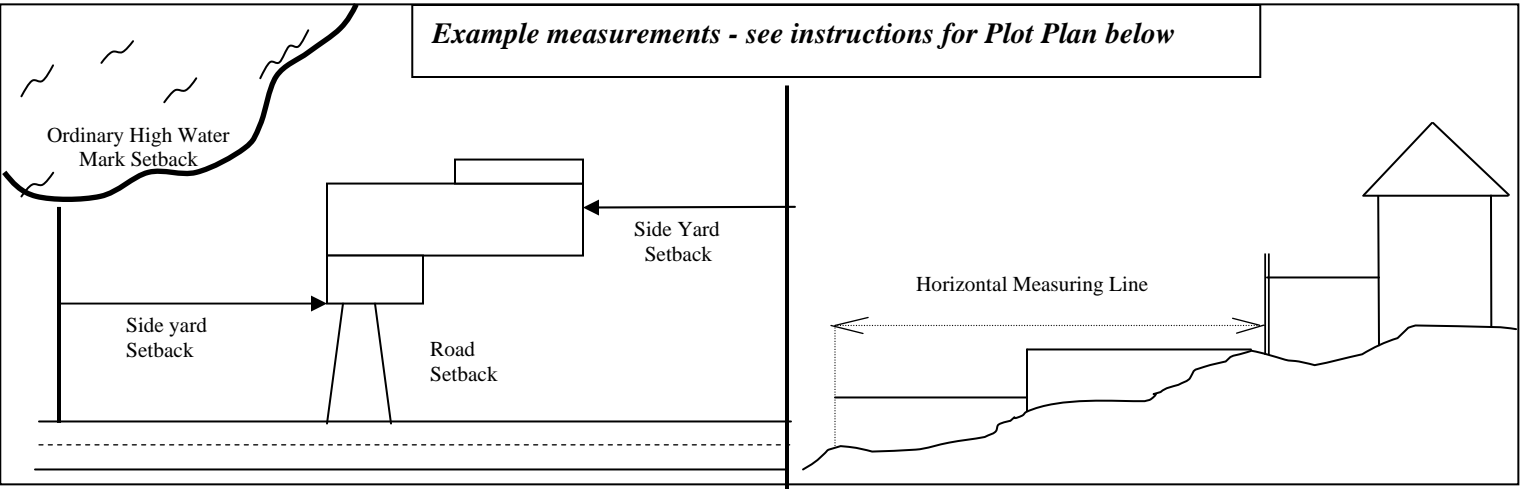
In the event this application is approved by the Zoning Office, I agree:

- That my signature is not required on the Barron County Land Use Permit,
- That no work shall commence until I have received the issued Land Use Permit, and the permit card is posted,
- That all work shall be done in accordance with the requirements of the Barron County Land Use Permit, the Barron County Land Use Ordinance, all other applicable County Ordinances and the laws and regulations of the State of Wisconsin,
- That county officials charged with administering county ordinances or other authorized person shall be permitted access to the above described property at any reasonable time for the purpose of inspection,
- That it is my responsibility to contact the Uniform Dwelling Code (UDC) Inspector regarding the issuance of a **Building Permit**.

Signature of property owner _____ **Date:** _____/_____/_____

OFFICE USE

Legal Description: _____, _____ 1/4 _____ 1/4 Section: _____ Zoning District: _____
 If Shoreland, Name of Water Body: _____ Class: _____
 Sanitary Permit #: _____ Date Issued: _____ Issued To: _____
 Reviewed By: _____ Date: _____/_____/_____



Plot Plan Instructions: Use the area provided below to show the following items:

1. The location and size of all *proposed and existing* buildings
2. The location of any lake, flowage, stream or river that either abuts or is near your property
3. The location and name of all roads
4. The location of any Easements (road, utility or other)
5. The location of any proposed or existing well(s)
6. Location of Privately Owned Wastewater Treatment System (POWTS). A POWTS includes a septic tank, holding tank, mound system or drainfield
7. Show distances in feet from:
 - a) Buildings to lot lines
 - b) Buildings to center of roads and/or edge of easements
 - c) Buildings to ordinary highwater mark of any lake, river, stream or wetland if applicable.
8. Show vegetation protection area and proposed viewing corridor on lake lots. *The vegetation protection area is the first 50-100 feet from the OHWM of the lake based on the lake classification and there are limits to the cutting of trees and shrubs in this area. A viewing corridor is allowed within the vegetation protection area, however, it can not be more than 30% of the width of the lot, not to exceed 30 feet in width, set back 20 feet from the lot line and is more or less perpendicular to the shore. No more than 50% of the trees can be removed within the viewing corridor. See Section 17.41(9)(a)I. and Section 17.41(11)(a) of the Barron County Land Use Ordinance for more information. Contact the Zoning Office prior to landscaping, tree or shrub cutting in the vegetation protection area.*

All measurements are from the furthest extension of the structure (eaves, overhangs, etc are part of the structure) to the nearest point of a setback

When measuring setback distance on a sloping building site, the measurement must be done on a HORIZONTAL (flat) MEASURING LINE. The horizontal measuring line is created by holding the measuring tape level AND NOT MEASURING ALONG THE SLOPE. Depending on the amount of slope, several short measurements may have to be made.

Plot Plan (Attach additional page if needed, not to exceed 8 ½ " x 14")

