

# Land Use Permit Application

**Barron County Zoning Office**

335 E. Monroe Ave. Room 2104, Barron, WI 54812

(715) 537-6375 • Mon. – Fri. 8:00 am – 4:30 pm

[www.barroncountywi.gov](http://www.barroncountywi.gov) > Departments > Zoning

Created  
2/26/18

# Accessory Structure

Submit completed permit application, fee (checks payable to “Barron County”), and all supporting documents to the address listed above for review and issuance. You will be notified if additional information is needed; if application is incomplete, permit issuance will be delayed.

**Fee Schedule & Other Forms/Documents** can be accessed by clicking this link: [Zoning Webpage](#) > All Forms & Docs. - or - Shoreland Docs.

### How would you like to receive the permit & permit card?

(Be aware that specific conditions/instructions may be stated on the face of the issued Land Use Permit. Owner, agents, & contractors must all be aware of permit details & conditions and permit card must be posted on property prior to start of project)

**Mail to:**  Property Owner Address  Contractor Address  Other (Name & Address): \_\_\_\_\_

**Pick up from office;** person/phone # to call when ready:  Property Owner  Contractor  Other: \_\_\_\_\_

Owner & Contractor Information				Site Information	
<b>Property Owner</b> Name(s)				Site Address	
Mailing Address				Parcel I.D. # (12 digits; can be found on property tax bill & on <a href="#">GIS mapping website</a> )	
City • State • Zip Code				Lot Size <input type="checkbox"/> Acres <input type="checkbox"/> Square feet	
Home Phone	<input type="checkbox"/> Preferred	Cell	<input type="checkbox"/> Preferred	Work	<input type="checkbox"/> Preferred
<b>Contractor</b> Name & Company				<input type="checkbox"/> Same as Property Owner	
Mailing Address				<b>Impervious Surface Questions</b> <b>An impervious surface is</b> an area that releases, as run off, all or a majority of the precipitation that falls on it. An impervious surface area <b>includes the following:</b> • Roofs of buildings/structures • Decks/porches • Compacted parking areas • Driveways, walkways, stairways, patios made of pavers/stone/concrete/blacktop/gravel  Is your property a waterfront lot? (Abutting a navigable lake, river, or stream) <input type="checkbox"/> Yes → Will any part of your proposed projects (impervious surface areas) be located within 300 feet of the water? <input type="checkbox"/> Yes → Also complete <a href="#">Worksheet No. 1</a> along with this application. <input type="checkbox"/> No → No extra worksheets are required.  <input type="checkbox"/> No → Is your <b>entire</b> lot located within 300 feet of a lake, river, or stream? <input type="checkbox"/> Yes → Also complete <a href="#">Worksheet No. 1</a> along with this application. <input type="checkbox"/> No → No extra worksheets are required.	
City • State • Zip Code					
Work Phone	<input type="checkbox"/> Preferred	Cell	<input type="checkbox"/> Preferred		

### Important Standards/Requirements for Accessory Structures:

**Human Habitation Prohibited:** Accessory structures shall not be designed or used, in part or whole, for human habitation. Human habitation is defined in the Barron County Land Use Ordinance as “The act of occupying a structure as a dwelling or sleeping place, whether intermittently or as a principal structure”. Decks, porches, balconies and other similar features are not allowed as part of, or in association with an accessory building.

**Connection to a Privately Owned Wastewater Treatment System shall not occur** until a principal structure is established on the property and a Sanitary Permit is issued for connection to the accessory structure.

**Roof overhangs greater than 4 feet wide** shall be included in the total footprint area (“floor area”) of the structure.

**Residential Districts** - Additional standards for access. buildings:

**Density:** 2 accessory buildings per parcel: 1 Main Accessory Building (max. size based on size of lot) & 1 Secondary Accessory Building.

**Size Limits:**

Main Accessory Bldgs.		Secondary Access. Bldgs.
Height: 20 feet		Height: 12 feet
Floor Area/Footprint:		Floor Area/Footprint:
Parcel Size (sq. ft.)	Max. floor area	Boathouses – 96 square feet
≤ 15,000	880 sq. ft.	All other bldgs. – 144 sq. ft.
15,001 – 29,999	1096 sq. ft.	
30,000 – 43,559	1280 sq. ft.	
> 43,560 (1 acre)	1512 sq. ft.	

Proposed Use					
Complete the appropriate section below					
New Accessory Structure			Addition to Accessory Structure		
This includes requests to: build, locate, relocate, replace, rebuild, rebuild & expand, or reconstruct an accessory structure or to change the current use of an existing building to an accessory structure. <i>Note:</i> Pre-built sheds require permits			This includes requests to: build new; rebuild, relocate, or enclose a portion of an accessory structure in same footprint, with or without new expansions. <i>Note:</i> Also includes vertical expansions that increase floor area		
Use of building: <input type="checkbox"/> Residential <input type="checkbox"/> Agricultural <input type="checkbox"/> Business			Use of building: <input type="checkbox"/> Residential <input type="checkbox"/> Agricultural <input type="checkbox"/> Business		
Type of building: <input type="checkbox"/> Garage <input type="checkbox"/> Shed <input type="checkbox"/> Carport <input type="checkbox"/> Gazebo <input type="checkbox"/> Other: _____			Type of building: <input type="checkbox"/> Garage <input type="checkbox"/> Shed <input type="checkbox"/> Carport <input type="checkbox"/> Gazebo <input type="checkbox"/> Other: _____		
*Agricultural or Business bldgs., list type: _____			*Agricultural or Business bldgs., list type: _____		
Height (See page 2 for instructions)	Roof overhang width	Residential Lots - Current # of Access. Bldgs. on this parcel =	Height (See page 2 for instructions)	Roof overhang width	Size of Existing Building (floor area) Square Feet =
Footprint Area of Proposed Structure (Include roof overhangs > 4', entryways, etc.) _____ ft. X _____ ft.	Estimated Value of Construction (Total value, not just cost of materials) \$		Footprint Area of Proposed Addition (Include all portions to be rebuilt, enclosed, etc. & overhangs > 4')	Estimated Value of Construction (Total value, not just cost of materials) \$	
<b>Total Square Ft. =</b>			<b>Total Square Ft. =</b>		

→ → Continue to Page 2 → →

**Site Plan Instructions**

A site plan sketch must accompany this application. Draw a site plan on page 3 or attach a separate page, no larger than 11 inches x 17 inches.

**The site plan must show the following features and measurements (when applicable):**

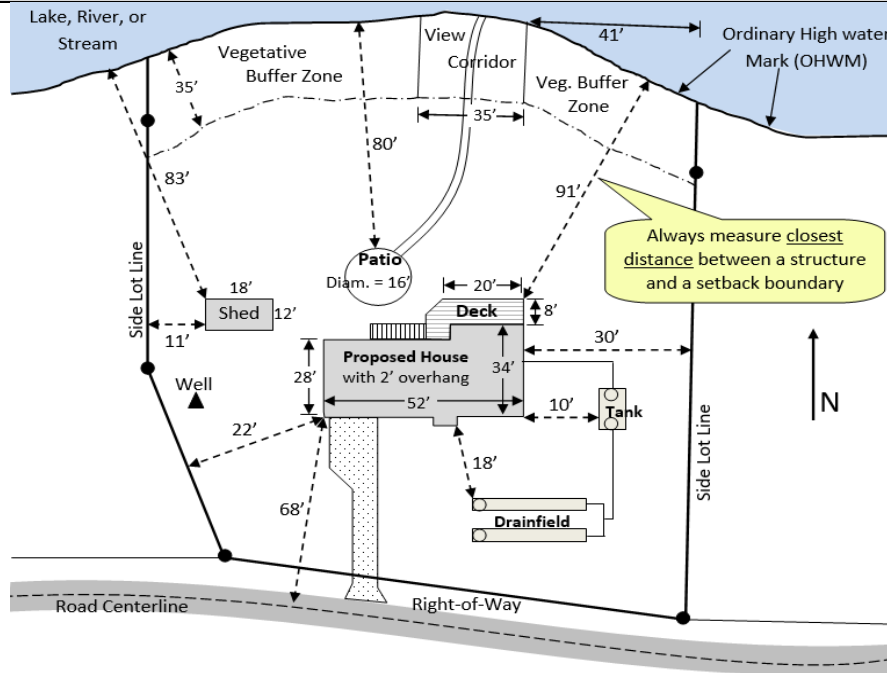
- 1. Lot lines (show shape, angles, and official survey markers if possible)
  - 2. North arrow
  - 3. Lakes, Rivers, Streams abutting or near the property
  - 4. Floodplain & Wetlands (can be viewed on [GIS mapping website](#))
  - 5. Roadways & easements
  - 6. Location & **size** of **existing** buildings, structures, & surfaces
  - 7. Location & **size** of **proposed** buildings, structures, & surfaces
  - 8. Wells (proposed & existing)
  - 9. Privately Owned Wastewater Treatment System (POWTS).  
- POWTS include septic tank, holding tank, drainfield, mound, etc.
- Show distance from **closest point** of proposed structure to:
- 10. Ordinary High Water Mark (OHWM) of Lakes, Rivers, & Streams
  - 11. Center of roads and/or edge of easements/road right-of-ways
  - 12. Lot lines
  - 13. POWTS
- ↔ **Draw arrows** to indicate the angle at which measurement was taken ↑

**\*For new dwellings on a vacant waterfront lot OR structures to be located within 35' of a waterbody** (example: boathouse, stairway/walkway)...

Establishment of a viewing/access corridor & vegetative buffer (when the lot has existing natural vegetation within 35' of the OHWM) is required.

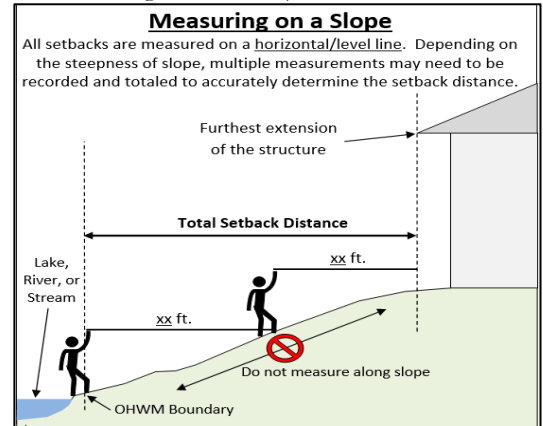
- 14. **Vegetative Buffer Zone** – Show how far buffer extends landward from the OHWM of the waterbody (for newly established buffer zone).  
No removal of vegetation (mowing, cutting trees & shrubs, etc.) is allowed in this area. *Some exceptions may apply (ie. invasive species, dead vegetation)*
- 15. **Viewing/Access Corridor** – Show width of the corridor (max. of 35% of lot width) and distance to nearest lot line (minimum setback of 10')  
This corridor passes through the veg. buffer zone to gain access to a dock or for providing view of the water, limited to 50% vegetation removal.

**Example Site Plan Sketch / Measuring Instructions**



♦ **Setbacks** are measured from the furthest extension of the structure (example: deck or roof overhang) that is nearest to the setback boundary. See: [Setbacks](#); [Shoreland Setbacks Map](#)

♦ **General Note:** Be aware that specific conditions/instructions may be stated on the face of the issued Land Use Permit. Example: Requirement to contact the Zoning Office to schedule a setback inspection when forms for the footings are in place, or important deadlines (ie. removal of certain buildings or structures)



**Application Check List** (Some of these additional documents may not apply)

- Site Plan
- Floorplans
- Sanitary Permit on file (or in process of applying)
- Worksheet No. 1 (Impervious Surface)
- Mitigation Plan
- Grading Permit Application

**Permit Application Terms & Conditions**

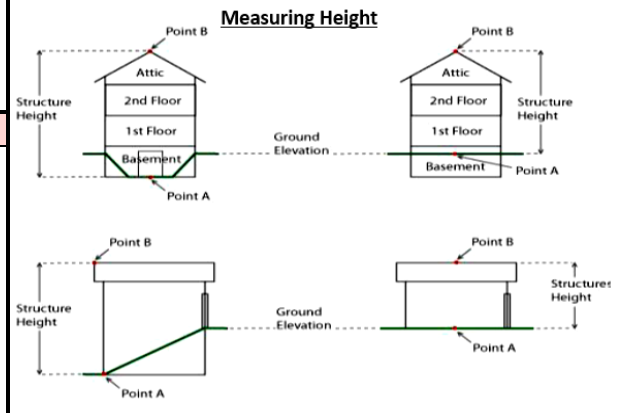
I understand that I am responsible for complying with State and Federal laws concerning construction near or on wetlands, lakes, and streams. Wetlands not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law and/or other penalties or costs. For more information, either contact the Department of Natural Resources Center or visit the Department of Natural Resources Wetlands Identification web page at [www.dnr.wi.gov/wetlands/locating.html](http://www.dnr.wi.gov/wetlands/locating.html).

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

- That my signature is **not** required on the Land Use Permit but may be requested by the Zoning Office,
- 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 all specific conditions stated on the issued Land Use Permit, such as a requirement to call the Zoning Office to schedule a setback inspection, will be adhered to,
- That it is my responsibility to contact the Uniform Dwelling Code (UDC) Inspector regarding the issuance of a **UDC Building Permit**.

I, the property owner 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 and that I understand the above terms & conditions. (Not to be signed by contractor or any individual other than the current property owner.)

**PROPERTY OWNER Signature** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_



**Page 3 – Site Plan**

Use space below to draw site plan that includes all applicable features and measurements listed under “Site Plan Instructions” on Page 2. If desired, a separate sheet (max. 11” x 17”) can be used instead of this sheet. **List setbacks (closest distance) to proposed structure:**

Road centerline = \_\_\_\_\_ ft.      Road right-of-way = \_\_\_\_\_ ft.      Easement = \_\_\_\_\_ ft.      O.H. water mark = \_\_\_\_\_ ft.

**Label lot lines with a direction** (Example: *East* Lot line = 23 ft.)      Septic tank = \_\_\_\_\_ ft.      Septic drainfield/mound = \_\_\_\_\_ ft.

\_\_\_\_\_ Lot line = \_\_\_\_\_ ft.      \_\_\_\_\_ Lot line = \_\_\_\_\_ ft.      \_\_\_\_\_ Lot line = \_\_\_\_\_ ft.      \_\_\_\_\_ Lot line = \_\_\_\_\_ ft.

