

# Land Use Permit Application

## General

Created  
2/26/18

**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

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>Impervious Surface Questions</b> <b>An impervious surface is an area that releases, as run off, all or a majority of the precipitation that falls on it. An impervious surface area includes the following:</b> • Roofs of buildings/structures • Decks/porches • Compacted parking areas • Driveways, walkways, stairways, patios made of pavers/stone/concrete/blacktop/gravel		
<b>Contractor</b> Name & Company <input type="checkbox"/> Same as Property Owner					
Mailing Address				Is your property a waterfront lot? (Abutting a navigable lake, river, or stream)	
City • State • Zip Code				<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.	
Work Phone <input type="checkbox"/> Preferred	Cell <input type="checkbox"/> Preferred	<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.			

### Important Standards/Requirements:

**Stairways, Walkways, & Landings (Above-grade):** A detailed document outlining standards can be accessed by going to the [Zoning Webpage](#) > Shoreland Docs. > Stairways, Walkways, & Landings. The following is a [general overview](#):

- 1 stairway/walkway for access to the water allowed per parcel.
- Max. width of 5 feet. • Landings cannot exceed a size of 5 ft. x 5 ft.
- No decks, platforms, or patios allowed within 75 feet of a waterbody.
- Must be supported on piles (posts) or footings rather than excavating erodible soils and be constructed in a manner that requires the least amount of land disturbance possible.

**Fences:** New (& additions to) fences are prohibited within 75' of a waterbody. Contact the Zoning Office or see Section 17.13(1)(c)3 of the Barron County Land Use Ordinance for specific height, location, and design standards.

**Signs:** Contact the Zoning Office for specific standards/limitations.

**Retaining Walls:** New (& additions to) retaining walls are prohibited within 75' of a waterbody. All projects involving new construction, rebuilding, expanding a retaining wall requires a land use permit.

**Decks/Platforms:** New (& additions to) decks/platforms (not associated with a dwelling) are prohibited within 75' of a waterbody.  
• If the proposed structure will be located in an approved campground, contact the Zoning Office – site specific standards may apply.

**Convenience Bathroom in an Accessory Building:** A convenience bathroom is allowed in an accessory building so long as it is of minimal size that provides only the essential facilities (toilet, sink, shower/tub). Provide a floorplan showing the proposed bathroom within the building along with dimensions. For residential structures, a bathroom cannot be established in an accessory structure until a principal structure is established on the property and a Sanitary Permit is approved.

Proposed Use				
Complete the appropriate section below				
<b>New Structure / Use</b> This includes requests to: build, locate, establish, relocate, replace, rebuild, rebuild & expand, or reconstruct a structure.	<b>Type of Structure / Use</b> <input type="checkbox"/> Stairway/Walkway (above-grade) <input type="checkbox"/> Fence <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Sign <input type="checkbox"/> Deck/Platform (not assoc. w/ a dwelling) <input type="checkbox"/> Convenience Bathroom (provide floorplan) <input type="checkbox"/> Other: _____		<b>Size of Proposed Structure/Use</b> Length = _____ x Width = _____ <b>Total Area = _____</b>	Height (see pg. 2 for instructions)  Estimated Value of Construction \$ _____
	<b>Addition</b> This includes requests to: build new; rebuild, relocate, or enclose a portion of a structure in same footprint, with or without new expansions.	<b>Type of Structure / Use</b> <input type="checkbox"/> Stairway/Walkway (above-grade) <input type="checkbox"/> Fence <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Sign <input type="checkbox"/> Deck/Platform (not assoc. w/ a dwelling) <input type="checkbox"/> Convenience Bathroom (provide floorplan) <input type="checkbox"/> Other: _____		<b>Size of Existing Structure</b> Length = _____ x Width = _____ <b>Total Area = _____</b>
<b>Alteration</b> This includes requests similar to an addition, but the modification/construction will not result in the structures footprint to change or floor area to increase. Portions of the structure being replaced are not to an extent that it is considered a rebuild or an addition.		<b>Type of Alteration / Modification</b> <input type="checkbox"/> Height Change; existing height = _____ <input type="checkbox"/> New/Repair Basement (no added floor area) <input type="checkbox"/> New/Repair Foundation <input type="checkbox"/> Other _____		<b>Size of Proposed Alteration</b> Length = _____ x Width = _____ <b>Total Area = _____</b>

**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):**

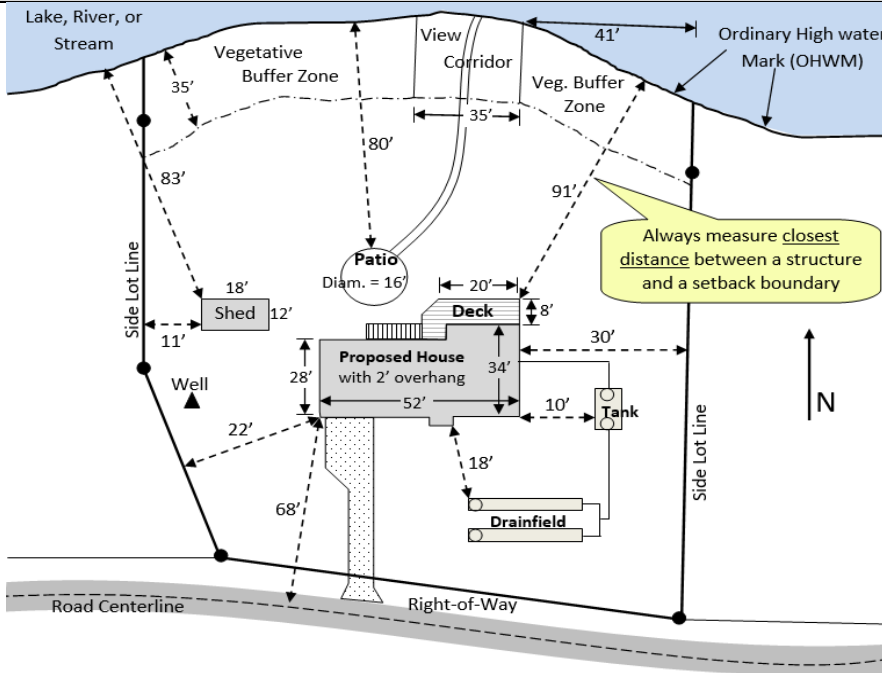
- 1. Lot lines (show shape, angles, and official survey markers if possible)
  - 2. North arrow
  - 3. Lakes, Rivers, Streams abutting or near the property
  - 4. Floodplain & Wetlands (can be viewed on [GIS mapping website](#))
  - 5. Roadways & easements
  - 6. Location & **size** of **existing** buildings, 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.

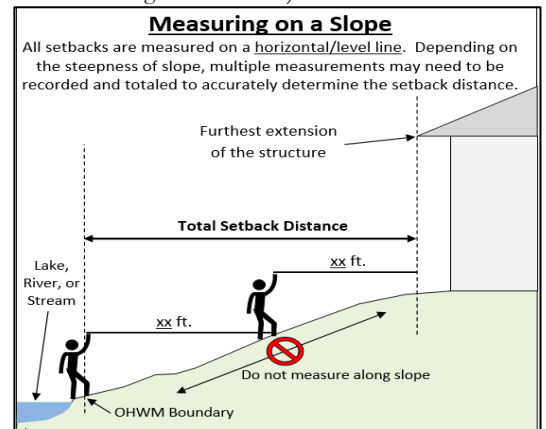
- 14. **Vegetative Buffer Zone** – Show how far buffer extends landward from the OHWM of the waterbody (for newly established buffer zone).  
No removal of vegetation (mowing, cutting trees & shrubs, etc.) is allowed in this area. *Some exceptions may apply (ie. invasive species, dead vegetation)*
- 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**

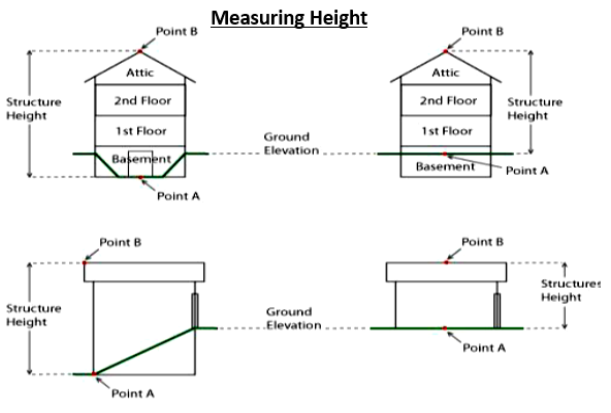
I understand that I am responsible for complying with State and Federal laws concerning construction near or on wetlands, lakes, and streams. Wetlands not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the 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.

