

# Barron County Zoning Office

## Procedures for Review and Issuance of Land Use Permits

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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 - DWELLING

**This is a two page document. Be sure to complete both pages.**

Barron County Zoning Office  
335 E. Monroe Ave. Rm. 2104, Barron, WI 54812  
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 business days for review. You will be notified if additional information is required.**  
**If approved, permit will be mailed to property owner.**

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

## SITE INFORMATION

Property Address: \_\_\_\_\_ Lot Size \_\_\_\_\_ Sq. Ft./ Acres    SHORELAND  YES  NO

Parcel ID # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Township of: \_\_\_\_\_

## PERMIT REQUESTED FOR

<input type="checkbox"/> <b>New Dwelling</b>	<b>Type of Dwelling</b> <input type="checkbox"/> Stick Built <input type="checkbox"/> Modular <input type="checkbox"/> Double Wide <input type="checkbox"/> Mobile Home <input type="checkbox"/> Other _____	<b>No. of Bedrooms</b> <input type="checkbox"/> _____  <b>No. of Stories</b> <input type="checkbox"/> _____	<b>Walk Out</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>Loft</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Attached Garage</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  _____ X _____ = _____ SF  <b>Deck</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  _____ X _____ = _____ SF	<b>Footprint of Proposed Structure</b>  _____ X _____ = _____ <b>Total SQ. FT.</b> _____  <b>Overhang</b> _____
<input type="checkbox"/> <b>Addition To Dwelling</b>	<b>Use of Addition</b> <input type="checkbox"/> Living Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Bathroom <input type="checkbox"/> Bedrooms <input type="checkbox"/> Garage <input type="checkbox"/> Deck <input type="checkbox"/> Entryway <input type="checkbox"/> Other _____		<b>Bedrooms</b> Existing <input type="checkbox"/> Total <input type="checkbox"/> Additional <input type="checkbox"/> <b>No. of Stories</b> <input type="checkbox"/> <b>Loft</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Size of Proposed Addition</b>  _____ X _____ = _____ SF  <b>Total SQ. FT.</b> _____  <b>Overhang</b> _____ ft
<b># of Structures on Property</b>	<b>Height of Structure</b>	<b>Type of Construction</b> <input type="checkbox"/> Frame <input type="checkbox"/> Metal <input type="checkbox"/> Log <input type="checkbox"/> Concrete <input type="checkbox"/> Other _____			<b>Estimated Value \$ Of Construction</b>

**A PLOT PLAN MUST BE PROVIDED (SEE BACK SIDE), ALONG WITH A SET OF FLOOR PLANS (NOT TO EXCEED 8 ½ x 14)**

**THIS PERMIT IS SUBJECT TO THE FOLLOWING REQUIREMENTS/RESTRICTIONS AND ALL APPLICABLE ORDINANCES:**

- 1.) Only one dwelling per parcel is allowed with a minimum size requirement for dwellings is 20' X 20'
- 2.) Maximum height for dwellings in a residential district is 35'. Height is measured from the point of maximum exposure to the highest point of structure.

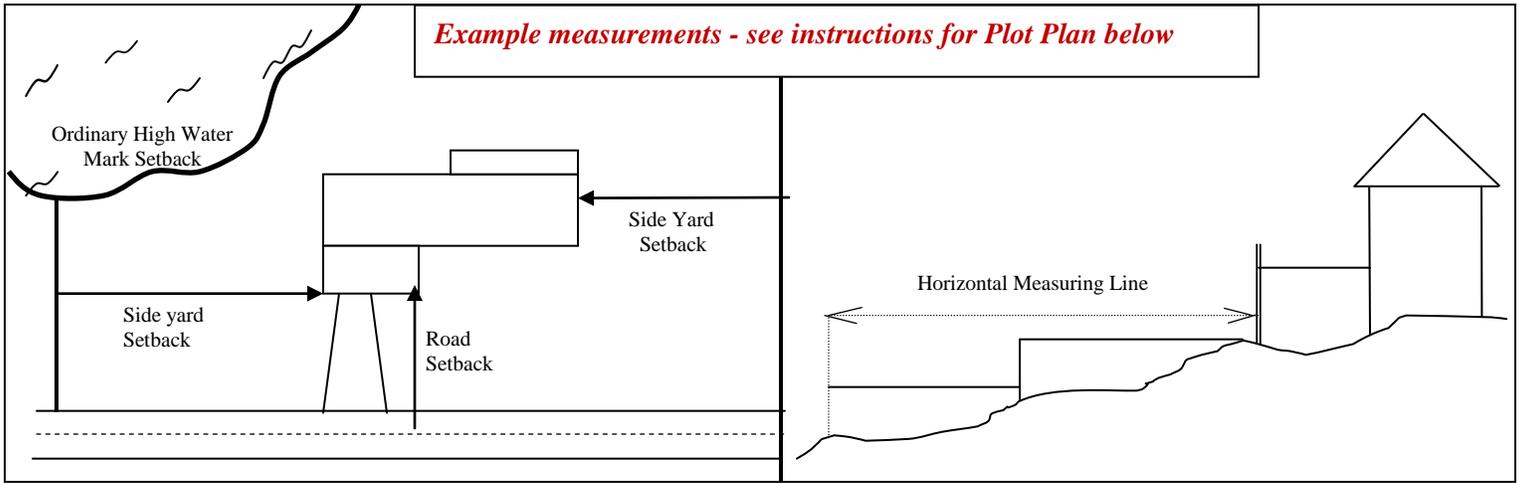
I understand that I am responsible for complying with State and Federal laws concerning construction near or on wetlands, lakes, and streams. Wetlands not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the 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 Barron County 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 it is my responsibility to contact the Uniform Dwelling Code (UDC) Inspector regarding the issuance of a **Building Permit**.

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 and that I understand the above conditions.

**Signature of Property Owner** \_\_\_\_\_ **Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



**Plot Plan Instructions:** Use the area provided below, or a separate piece of paper, to show ALL of 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)1. 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")

