

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.

NEW: If your construction project is on a waterfront lot OR on a lot entirely within 300 feet of the water, you will need to complete the Impervious Surface Calculation Worksheet prior to submitting a Land Use Permit application. Your calculation results may determine that a Mitigation Plan be completed prior to the issuance of your Land Use Permit. See [Shoreland Documents](#) page to view the Impervious Surface Calculation Worksheet and other documents related to shoreland property.

Please note that patios, retaining walls, platforms and fire pits are among the structures **not allowed** within the 75 foot shoreline setback.

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 4-7 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 at least 24 hours in advance.

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-FILLING & GRADING

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 4-7 days to process application**
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 _____ Phone _____
Home: _____ Work _____ Cell _____ Work _____ Cell _____

SITE INFORMATION

Property Address _____

Parcel ID # _____

PROPOSED PROJECT (Check all that apply):

- Walkout basement Land disturbance >100 square feet w/in 75 ft of OHWM
 At-grade Stairway/walkway Other, explain _____

Project Description (Include methods to re-vegetate and stabilize finished grade):

CALCULATE AREA of FILLING and/or GRADING – Include all cut, fill, leveling, or stockpile areas or any other areas such as haul roads where bare soil will be exposed.

Length _____ X Width _____ = Total Area _____ sq. ft.

CALCULATE % SLOPE - % of slope is calculated by dividing the vertical rise by the horizontal distance and multiplying by 100.

Vertical Rise _____ / Horizontal Distance _____ X 100 = _____ % Of Slope

SUBMIT A PLAN DRAWING – Draw a plan on a separate piece of paper showing three views including the following:

Top View – Show distance to water body, width and length of disturbed area, direction and % of slope, Erosion Control Measures

Front View – Show vertical distance or depth of filling or grading, width of disturbed area

Side View – Show existing grade and finished grade, and % of slope

See sample drawings below for walkout basement, for all other projects contact the office for plan requirements and example drawings. Be as specific as possible – incomplete plans will delay permit issuance.

THE FOLLOWING CONDITIONS ARE TO BE ATTACHED TO ALL PERMITS:

- 1.) This permit shall expire six (6) months from the date of issuance unless a written renewal request is submitted.
- 2.) Erosion control measures shall be implemented and properly installed, and shall remain in place until the disturbed area is re-established with vegetation.
- 3.) Tree and shrub cutting and removal shall comply with Section 17.41(6) unless otherwise approved by issuing agent.
- 4.) All final slopes as a result of excavating or filling shall not exceed one (1) foot vertical to three (3) foot horizontal, unless otherwise approved by the issuing agent and specified in Site Specific Conditions.
- 5.) All exposed ground surfaces, except actual roadways/driveways, shall have four (4) to six (6) inches of topsoil applied and shall be sodded or seeded and mulched to minimize soil erosion.
- 6.) No land disturbance shall occur within 35 feet of the OHWM. If land disturbance is specifically authorized within the vegetation protection area (35 feet from OHWM), all earth disturbance areas shall be reclaimed by re-vegetating back to the natural state, with the exception of a view corridor in compliance with Section 17.41 (6)(b)2 of the Barron County Land Use Ordinance.
- 7.) Earth disturbances shall not be allowed where the resulting slope would be too steep to be stabilized with vegetation. This provision may be waived where there is on-going bank erosion and structural methods are the only feasible means of stabilization.
- 8.) Water may not be diverted in a way that causes it to concentrate on another person's land.
- 9.) The Zoning Office shall be informed of the date of commencement and completion, and shall be stated below.

SITE SPECIFIC CONDITIONS (To be determined upon an onsite visit):

- 1.) Date of Commencement: _____/_____/_____, Date of Completion: _____/_____/_____
- 2.)
- 3.)
- 4.)
- 5.)

I, the undersigned, do hereby make application for a Land Use Permit for the purpose of excavating, filling, grading or otherwise altering the Shoreland, and further acknowledge that the information provided is accurate. I, the undersigned, also agree that all work shall be done in accordance with all conditions to the application and plans, and with the requirements of the Barron County Land Use Ordinance and the laws and regulations of the State of Wisconsin.

Owner Signature

_____/_____/_____
Date

Contractor Signature

_____/_____/_____
Date

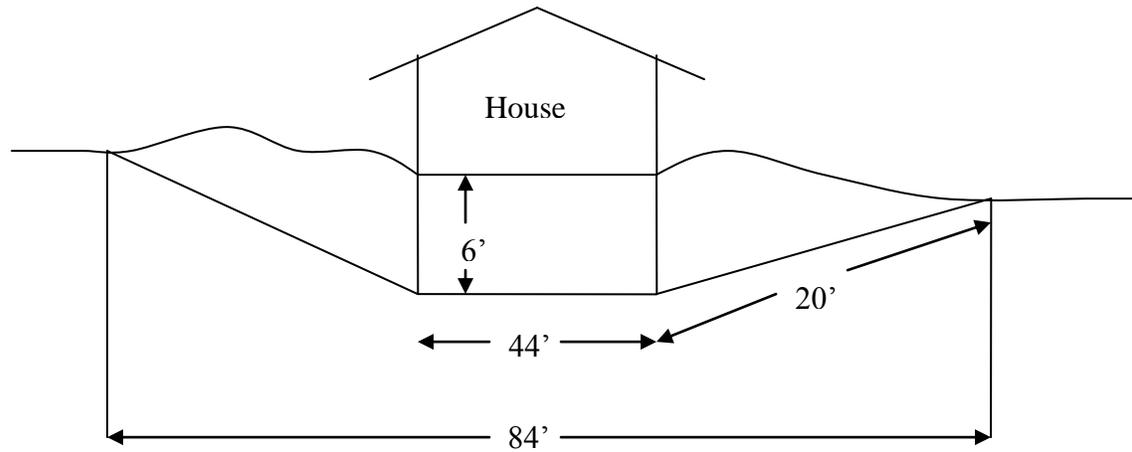
Issuing Agent Signature

_____/_____/_____
Date

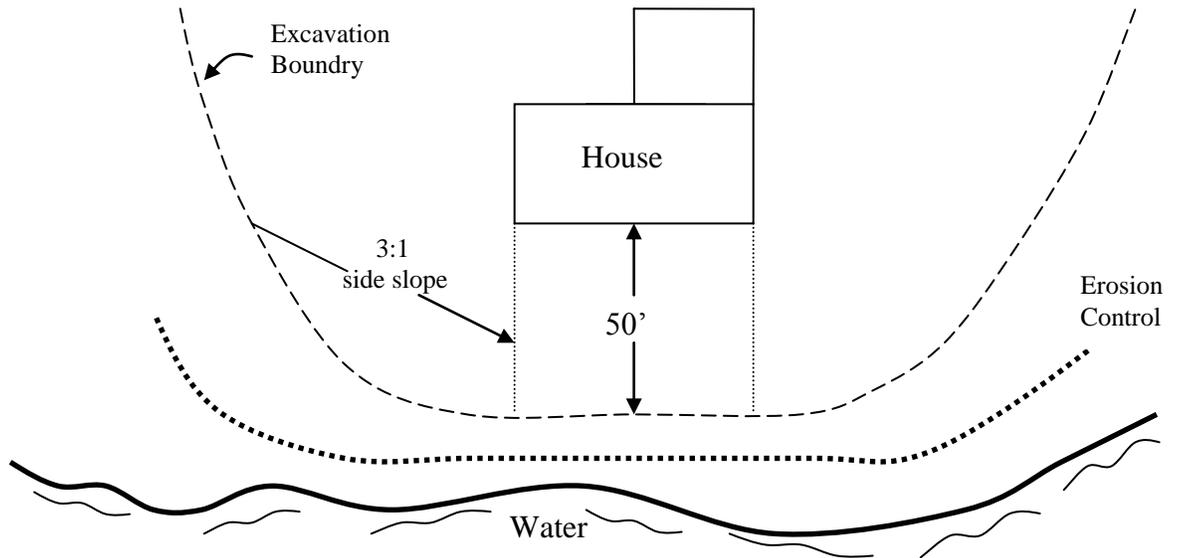
Sample Drawings for Walkout Basement Project

(For all other projects contact the office for plan requirements and example drawings.)

FRONT VIEW



TOP VIEW



SIDE VIEW

