

# POLK COUNTY SPECIAL EXCEPTION APPLICATION

<b>Receipt Number</b>	<b>Fee: \$500.00</b>
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**MAKE CHECKS PAYABLE TO:**  
 Polk County Zoning Department  
 100 Polk County Plaza, Suite 130  
 Balsam Lake, WI 54810  
 715-485-9111, Mon- Fri, 8:30am-4:30pm

**COMPLETE ALL UNSHADED AREAS  
 INCOMPLETE APPLICATIONS MAY BE RETURNED  
 PLEASE PRINT – USE INK AND RETURN ORIGINAL FORM**

Property Address (Number & Street or Ave)

Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home/Work/Cell Phone Number \_\_\_\_\_

Previous Owner	Date Purchased
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Contractor, agent, builder, dealership, OR Self

Address

City	State	Zip
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Phone Number	Mail permit to Contractor <input type="checkbox"/> Yes <input type="checkbox"/> No
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**LEGAL DESCRIPTION OF PROPERTY – SEE TAX BILL**

Parcel # / Computer #	Lot #	Subdivision/CSM #	Gov't Lot
_____ ¼ _____ ¼, Sec _____ / T _____ N /R _____ W		Town of _____	
Size of Parcel X = SQ FT OR Acres	Name of Lake/Pond/River/Flowage		Lake Classification <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Size of Proposed/Existing Structure/Grading X = SQ FT	Height	Number of Bedrooms	Cost of Project \$
Type of road your driveway is off of: <input type="checkbox"/> US or State Hwy <input type="checkbox"/> County Rd <input type="checkbox"/> Town Rd <input type="checkbox"/> Private Rd	Is this a filling and grading project? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, see note on next page		Signed plan from LWRD? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable

I request a Special Exception from Article/Section \_\_\_\_\_ of the Polk County  
 Shoreland Protection Zoning Ordinance       Comprehensive Land Use Zoning Ordinance:

Why: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

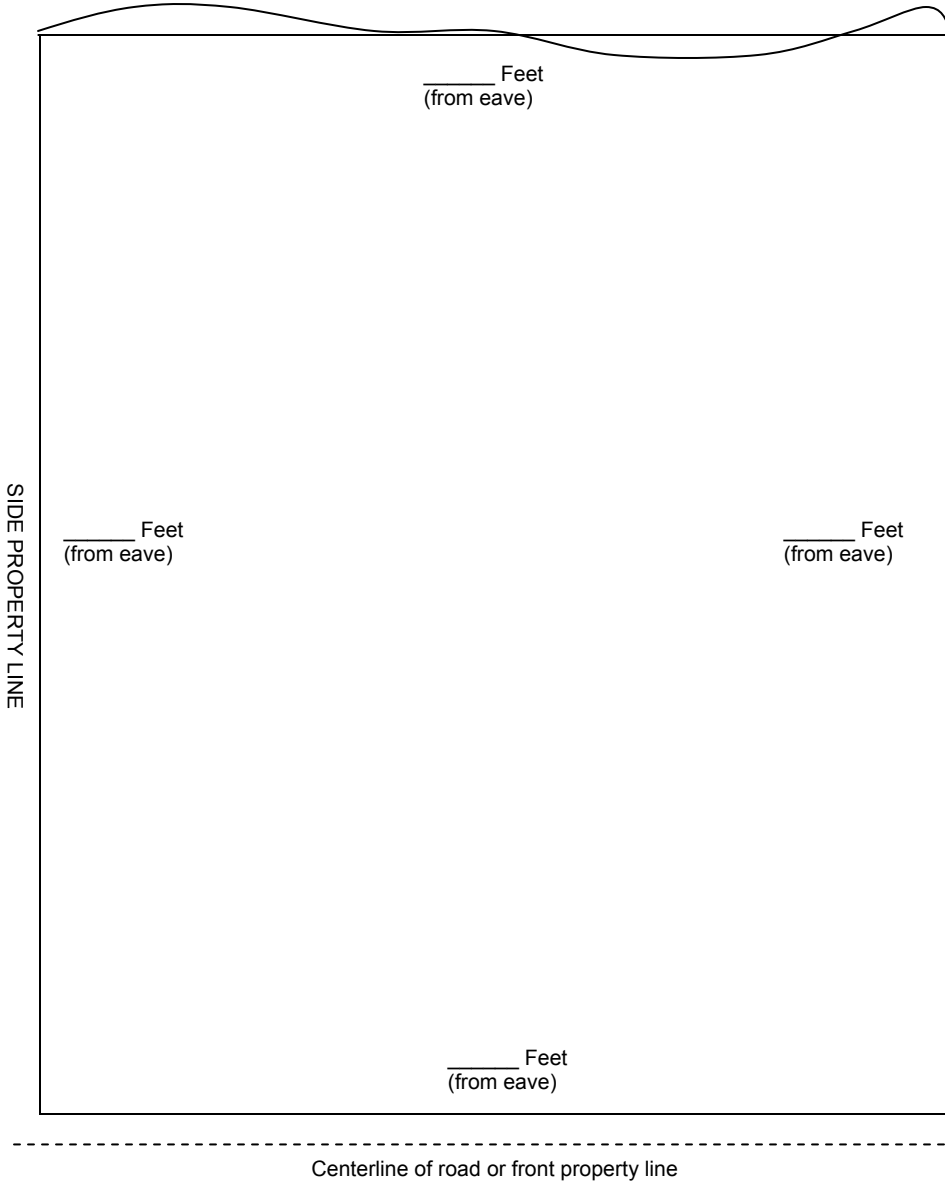
The applicant, as witnessed by the applicant's signature on this application hereby attests that the information contained therein is accurate and true. Any assistance by County staff was at the applicant's request. I agree to permit county officials charged with administering county ordinances or other authorized person to have access to the above-described premises at any reasonable time for site review.

Sign Here: \_\_\_\_\_ Date: \_\_\_\_\_  Cash  Check # \_\_\_\_\_

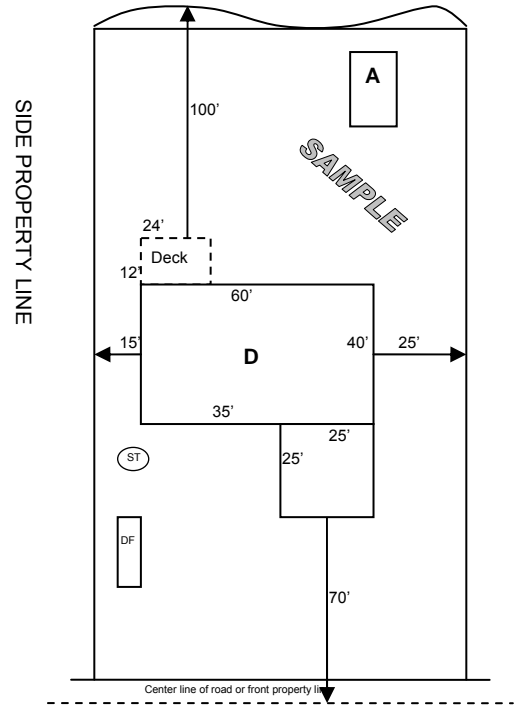
COMMENTS:

Received by: _____		Date: _____		Fee _____	
Land Use Run Off Rating <input type="checkbox"/> Yes <input type="checkbox"/> No	Flood Plain <input type="checkbox"/> Yes <input type="checkbox"/> No	District	Date Received	Hearing Date/Time	

**LOT LAYOUT**  
NORMAL HIGH WATER LINE or LOT LINE



- Show location of **ALL EXISTING STRUCTURES** in **SOLID LINES**
- Show dimensions, location and setbacks of **PROPOSED STRUCTURE** in **DOTTED LINES**
- Eave of structure must meet the minimum setbacks
- Indicate: "D" dwelling, "A" accessory, "C" Commercial, building, "ST" septic tank, "DF" drainfield



**PLEASE STAKE OUT PROJECT AND FLAG PROPERTY LINES**

To the right, please indicate precisely the location of your property with directions on how to get there from Balsam Lake, WI. The Board will visit the property and if they cannot find the property or if property lines or project area and not staked, they may delay considering your request to a later date. Please use RURAL ADDRESS NUMBERS & STREET NAMES, colors of cabin or adjoining properties, etc... Your lot must be accessible (plowed roads...) and your project staked out. Pictures are helpful at hearing.

# POLK COUNTY SPECIAL EXCEPTION APPLICATION

Owner: \_\_\_\_\_

## Describe your method of operation

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The Committee shall evaluate the effect of the proposed use upon the following criteria:

- The maintenance of safe and healthful conditions.
- The prevention and control of water pollution including sedimentation.
- Existing topographic and drainage features and vegetative cover on the site.
- The location of the site with respect to floodplains and floodways of rivers and streams.
- The erosion potential of the site based upon degree and direction of slope, soil type, and vegetative cover.
- The location of the site with respect to existing and future access roads.
- The need of the proposed use for a shoreland location. (if applicable)
- Its compatibility with uses on adjacent land.
- The amount of septic waste to be generated and adequacy of the proposed disposal system.
- Location factors
  - Domestic uses shall be generally preferred.
  - Uses not inherently a source of pollution preferred over uses that may be a pollution source
  - Use locations tending to minimize the possibility of pollution preferred over use locations tending to increase that possibility

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## Note for Grading and Filling Projects

Before filing the attached Special Exception Application with the Zoning Office, you must obtain plan approval from the Land & Water Resource Department. Please contact the following office for the appropriate forms and fee schedule:

Jeremy Williamson  
Land & Water Resource Department  
Government Center  
Balsam Lake, WI 54810  
Phone: (715) 485-8699

**PLEASE NOTE: The Zoning Office will require a copy of your approved plans to be submitted along with your Special Exception application.**

Please list all names and **complete mailing addresses** of all adjoining property owners within **300 feet** (including across the road). Provide property address if known.

Name		
Mailing Address		
Property Address		
Name		
Mailing Address		
Property Address		
Name		
Mailing Address		
Property Address		
Name		
Mailing Address		
Property Address		

**NOTE:** This application will not be processed until all information required has been provided. Once we receive your application, it takes at least 4-6 weeks to process your application. You will receive a notice by mail, indicating when the hearing will take place. The applicant or a representative should attend the hearing.

The Board of Adjustment members will receive information regarding your request before the scheduled hearing date. Decisions by the Board are generally made immediately following the applicant's hearing. The Board has the authority to establish conditions as prescribed in Ordinances. If the Board approves your project, you will then need to obtain a permit.

**CHECK WITH TOWNSHIP AND OTHER REGULATING AGENCIES FOR ADDITIONAL REGULATIONS, PERMITS, OR LICENSING THAT MAY BE REQUIRED**