

# POLK COUNTY LAND USE PERMIT APPLICATION

## 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

NO.	
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**COMPLETE ALL UNSHADED AREAS**  
**INCOMPLETE APPLICATIONS MAY BE RETURNED**  
**PLEASE PRINT – USE INK AND RETURN ORIGINAL FORM**  
**PLEASE ALLOW 2 WEEKS TO PROCESS APPLICATION**

Property Address (Number & Street or Ave)
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Contractor, agent, builder, or dealership		
Address		
City	State	Zip
Phone Number	Mail permit to Contractor <input type="checkbox"/> Yes <input type="checkbox"/> No	
Previous owner	Date purchased	
Adjoining owner		
Adjoining owner		

Property Owner \_\_\_\_\_  
 Mailing Address \_\_\_\_\_

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

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

### LEGAL DESCRIPTION OF PROPERTY – SEE TAX BILL

Parcel # / Computer # -- See tax bill	Lot #	Subdivision/CSM #	Gov't Lot
_____ ¼ _____ ¼, Sec _____ / T _____ N / R _____ W			
Size of Parcel		Name of Lake/Pond/River/Flowage – Non Waterfront Lot	
X = SQ FT <b>OR</b> Acres			

### PERMIT REQUESTED FOR: Fill in appropriate line(s) (BE SPECIFIC)

<input type="checkbox"/> New Dwelling	<input type="checkbox"/> Stick Built <input type="checkbox"/> Mobile Home <input type="checkbox"/> Modular <input type="checkbox"/> Seasonal Cabin	Walk out <input type="checkbox"/> Yes <input type="checkbox"/> No	Attached Garage <input type="checkbox"/> Yes <input type="checkbox"/> No	Size of Proposed Structure X = SF	Height	Number of Bedrooms	
<input type="checkbox"/> Addition to Dwelling	Deck, Garage, Bedrooms, etc...			Size of Proposed Structure X = SF	Height	Existing Bedrooms	Additional Bedrooms
<input type="checkbox"/> Accessory Building	Garage, Shed, etc...			Size of Proposed Structure X = SF	Height	STORAGE ONLY NO HUMAN HABITATION	
<input type="checkbox"/> Other	Landscaping, Retaining wall, Stairway, Sign, Commercial, etc...			Size of Proposed Structure X = SF	Height		

### ADDITIONAL INFORMATION

Sanitary Permit #	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	Cost of Project \$
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A PLOT PLAN MUST BE PROVIDED (**SEE BACK SIDE** OR USE 8 ½ X11 SHEET OF PAPER)

**THIS PERMIT IS SUBJECT TO ALL CONDITIONS LISTED BELOW as well as all applicable ordinances**

Driveway permits required for all County and State highways.  
 Eave of structure must meet the minimum setbacks (see sample).

### PROPOSED STRUCTURE LOCATION MUST BE STAKED FOR OPTIONAL ONSITE VERIFICATION

**Contact your township for other requirements as a building or driveway permit and/or inspections may be required**

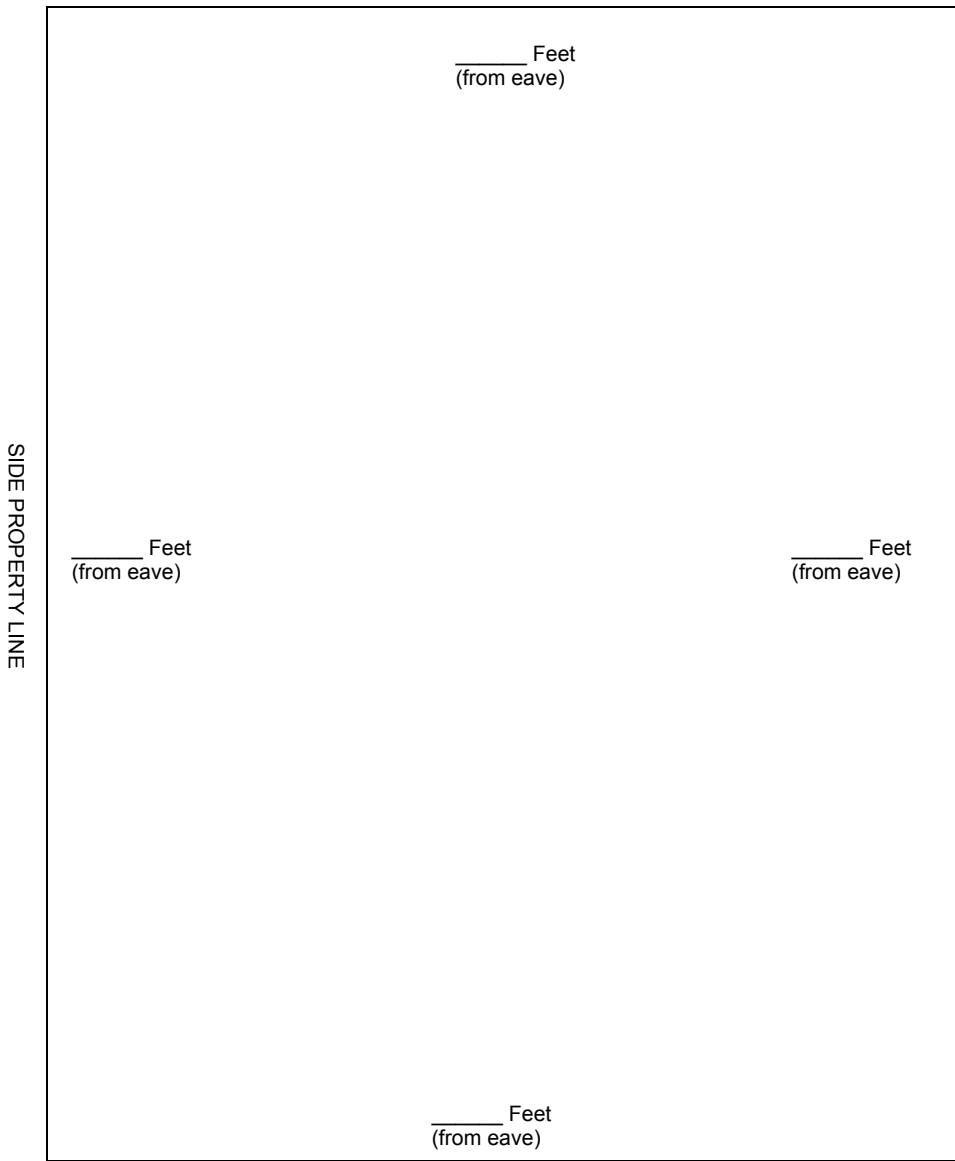
I declare that this application (including any accompanying documents) has been examined by me and to the best of my knowledge and belief it is true, correct, and complete. I agree to permit county officials charged with administering county ordinances or other authorized person to have access to the above-described premises at any reasonable time for the purposes of inspection.

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

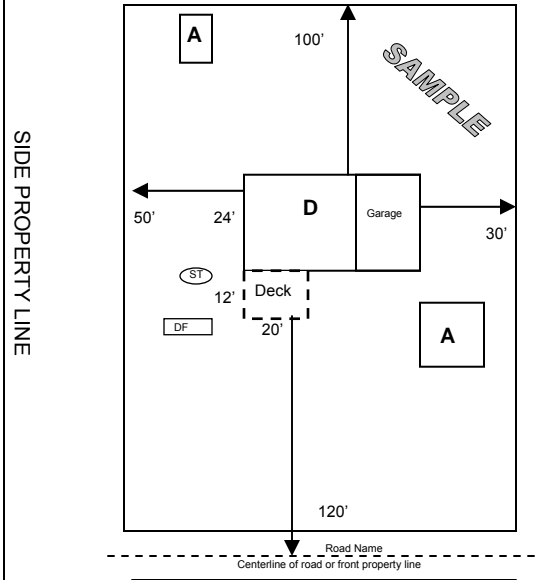
COMMENTS:
Issued by: _____ Date: _____ Fee _____

District: _____
Copy to: <input type="checkbox"/> owner <input type="checkbox"/> assessor
Revised 12/28/2010

**LOT LAYOUT  
REAR LOT LINE**



- Show location of **ALL EXISTING STRUCTURES** in **SOLID LINES**
- Show dimensions, location and setbacks of **PROPOSED STRUCTURE** in **DOTTED LINES**
- Indicate: “D” dwelling, “A” accessory building, “ST” septic tank, “DF” drainfield



**SETBACK INFORMATION**

<b>LOT LINES</b> – Minimum setback from eaves		Dwelling	Accessory Building	
Side lot line		10 ft	5 ft	
Rear lot line		25 ft	10 ft	
<b>ROAD</b> – Minimum setback		Town Road	County Road	State/US Hwy
From Centerline		63 ft	75 ft	110 ft
From Right-of-Way		30 ft	42 ft	50 ft
<b>SEWER</b> – Minimum setback		Dwelling	Accessory Building	
Drainfield		10 ft	10 ft	
Septic Tank		5 ft	5 ft	
<b>HEIGHT LIMITS</b> – Please note that these height limits do NOT apply in: Balsam Lake, Bone Lake, Farmington, Garfield, Laketown, St. Croix Falls, and Sterling townships				
Dwelling	35'			
Accessory Building	25' (Farm buildings are exempt from height limit.)			

**Wetlands Notice to Permit Applicants  
(WI Statute 59.691)**

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are 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 or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

**Check with your township for other regulations or permits that may be required.**

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