

POLK COUNTY LAND USE PERMIT APPLICATION

NO.	
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MAKE CHECKS (black ink) 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 – BLACK INK AND RETURN ORIGINAL FORM
 PLEASE ALLOW 2 WEEKS TO PROCESS APPLICATION**

Property Address (Number & Street or Ave)

Property Owner _____
 Mailing Address _____

City _____ State _____ Zip _____

Email (optional): _____

Phone number: _____

Contractor		
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		

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		Town of _____	
Size of Parcel X = SQ FT OR Acres		Name of Lake/Pond/River/Flowage (if applicable)	

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

<input type="checkbox"/> New Dwelling	<input type="checkbox"/> Stick Built Seasonal Y N <input type="checkbox"/> Manufactured, year _____	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, Vertical expansion, etc...			Size of Proposed Structure X = SF	Height	Existing Bedrooms	Additional Bedrooms
<input type="checkbox"/> Accessory Building	Garage, Boathouse, Shed, Farm Bldg, Seasonal Travel Trailer (1yr)			Size of Proposed Structure X = SF	Height	STORAGE ONLY NO HUMAN HABITATION	
<input type="checkbox"/> Other	Landscape, Retaining Wall, Patio, Stairs, Sign, Bunkhouse, etc...			Size of Proposed Structure X = SF	Height		

ADDITIONAL INFORMATION

Sanitary Permit Number:	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 project within 300' of the ordinary high water mark? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate total impervious area within 300' of water: _____ sq ft and divide by lot size within 300' : _____ sq ft = _____ %
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A PLOT PLAN MUST BE PROVIDED (SEE BACK SIDE OR USE 8 ½ X11 SHEET OF PAPER)

I AGREE THAT THIS PERMIT IS SUBJECT TO ALL CONDITIONS AND APPLICABLE ORDINANCES

Cost of Project _____

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 Credit Check # _____

COMMENTS:

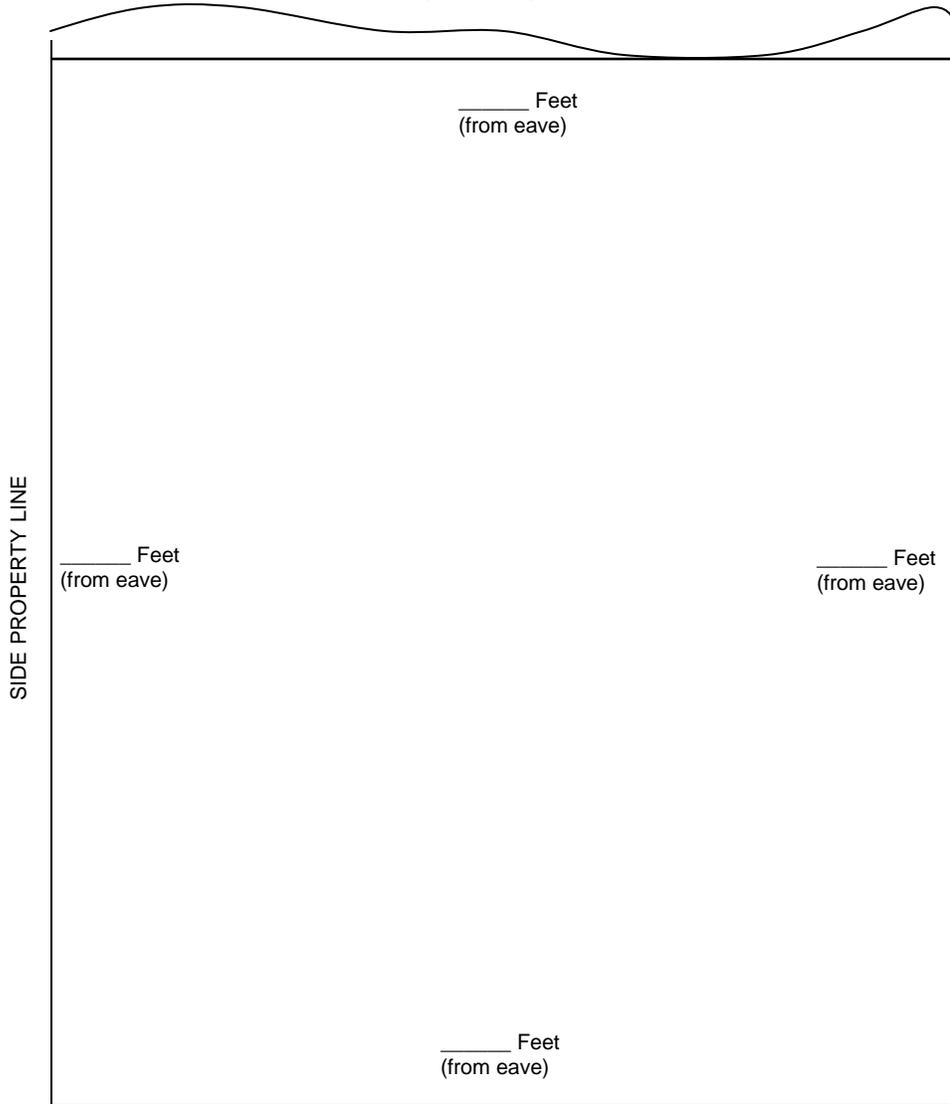
District: _____
 Floodplain: Y N
 Revised 9/27/16

Issued by: _____ Date: _____ Fee _____

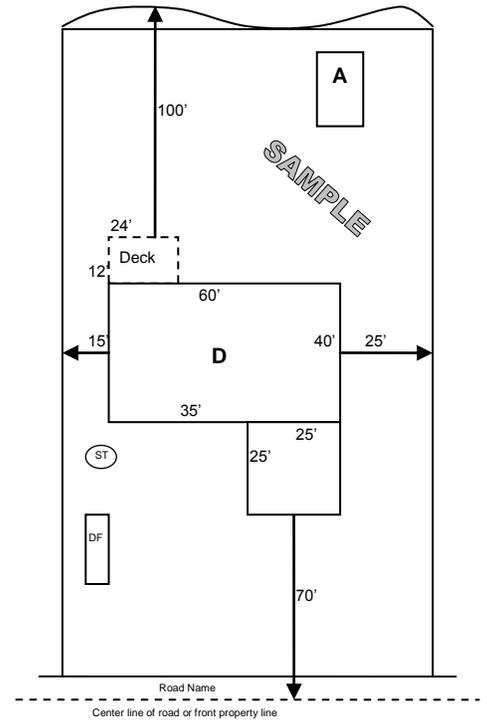
Date Received:	Mitigation Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Mitigation Filed:	Date Mitigation Completed:	UDC Report filed: Y N
				Travel Trailer removed Y N

Lake Classification
 1 2 3

LOT LAYOUT
NORMAL HIGH WATER 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



Centerline of road or front property line

SHORELAND AREAS (Land within 1,000' of lakes, ponds & flowages or within 300' of rivers or streams)						H-1, R-1 or RA-5	A-1, A-2 or A-3	PLEASE check with your town/building inspector to see if a building permit is required. Allow 2 weeks to process application. Incomplete applications may be returned. Permit information is public record and made available on Polk County's GIS Website.
STRUCTURES – Minimum setback from eaves		Class 1 & non-Waterfront	Class 2	Class 3	Rivers/Streams			
Dwelling	Ordinary High Water Mark	75 ft	75 ft	75 ft	75 ft			
	Side lot line	10 ft	15 ft	25 ft	15 ft	10 ft	25 ft	
	Rear lot line	25 ft	25 ft	25 ft	25 ft	25 ft	25 ft	
Accessory Building	Ordinary High Water Mark	75 ft	75 ft	75 ft	75 ft			
	Side lot line	5 ft	10 ft	25 ft	10 ft	5 ft	25 ft	
	Rear lot line	10 ft	10 ft	10 ft	10 ft	5 ft	25 ft	
Boathouse	Ordinary High Water Mark	10 ft	10 ft	10 ft	10 ft			

ROAD	Private Road	Town Road	County Road	State or US Hwy
Minimum setback				
From center line	35 ft	63 ft	75 ft	110 ft
From right-of-way	--	30 ft	42 ft	50 ft
SEWER	Dwelling /Accessory Building		Ordinary High Water Mark	
Minimum setback				
Drainfield	10 ft		50 ft	
Septic Tank	5 ft		10 ft	
HEIGHT LIMITS	Dwelling	Accessory Building	Boathouse	
Measured to the Peak (lakeside)	35'	25'	14' side wall	
Farm Buildings Exempt from Height Limit				

Wetlands Notice: (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.