

POLK COUNTY CONDITIONAL USE PERMIT APPLICATION

Receipt Number	Fee: \$500.00
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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 – USE BLACK INK AND RETURN ORIGINAL FORM**

Property Address (Number & Street or Ave) _____

Property Owner _____

Mailing Address _____

City _____ State _____ Zip _____

Email (optional): _____

Phone Number: _____

Previous Owner	Date Purchased
Contractor, agent, builder, dealership, OR Self	
Address	
City	State Zip
Phone Number	Mail Receipt to Contractor <input type="checkbox"/> Yes <input type="checkbox"/> No

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 X = SQ FT	Height	Number of Bedrooms	Letter of Representation <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
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	Amount of Impervious Surface _____ %	Town Approval Received? <input type="checkbox"/> Yes <input type="checkbox"/> No	

I request a Conditional Use Permit under Article/Section _____ of the Polk County
 Shoreland Protection Zoning Ordinance Comprehensive Land Use Zoning Ordinance:

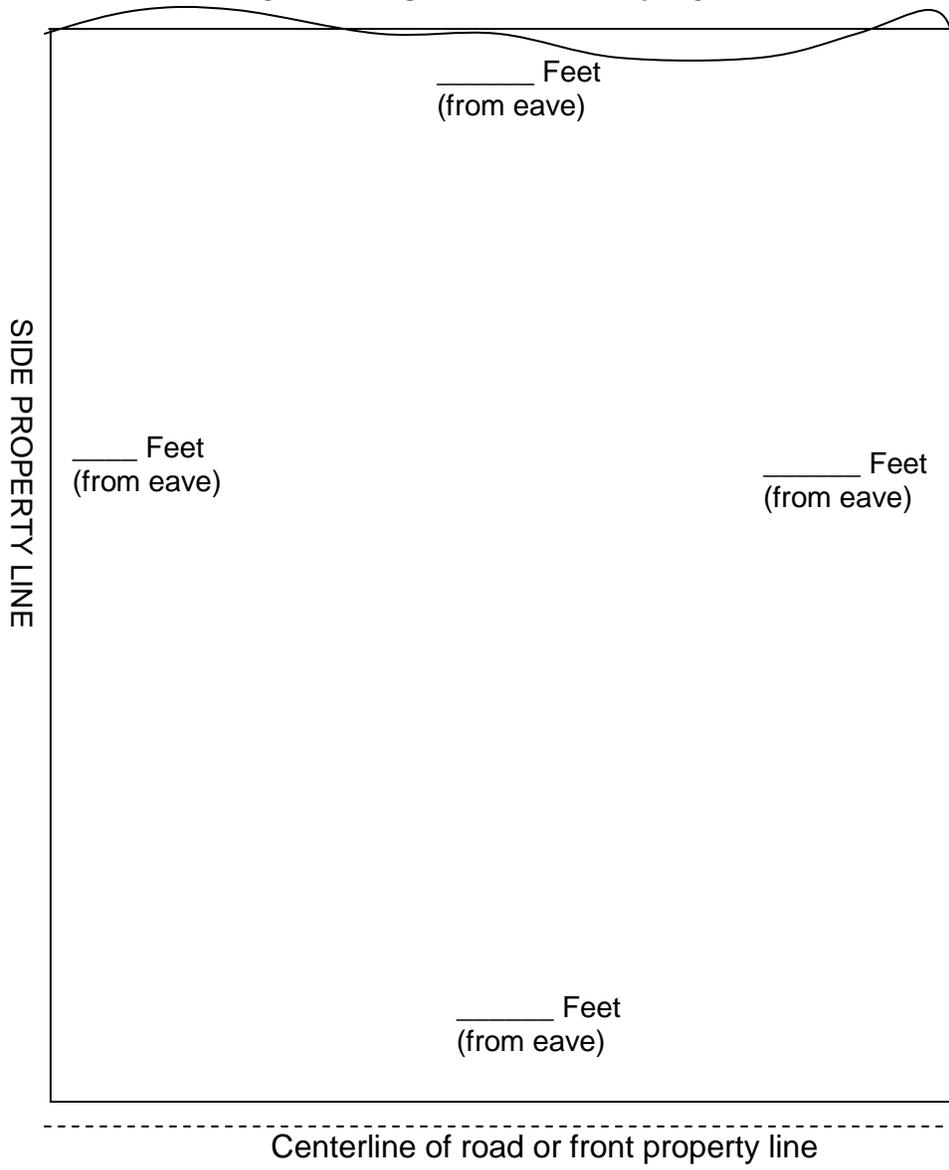
Why: _____

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.

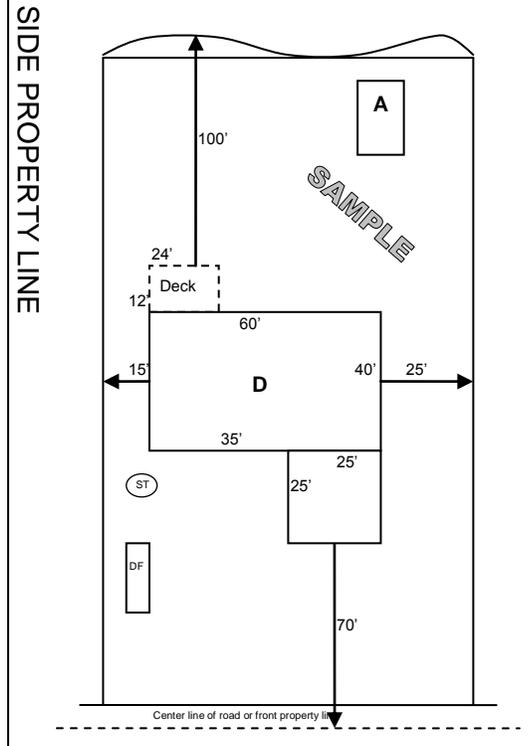
Sign Here: _____ Date: _____ Cash Credit Check # _____

COMMENTS:				
Received by: _____		Date: _____		Fee :\$ _____
Flood Plain <input type="checkbox"/> Yes <input type="checkbox"/> No	Zoning District	Date Received	Hearing Date/Time	Decision <input type="checkbox"/> Granted <input type="checkbox"/> Denied

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 your property but if they cannot find the property or if property lines and project area are not staked, they may delay considering your request to a later date. Please use rural address numbers, street names, color of cabin, adjoining properties, etc.... It is the applicant's responsibility to make sure their lot is accessible to the Board. (plowed driveways, walkways, etc.)

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Owner: _____

Describe your method of operation:

The Board shall evaluate the proposed use on the following criteria. (Please explain or describe how your request meets the following requirements. A separate piece of paper may be necessary.)

- The maintenance of safe and healthful conditions.
- Creation or increase of smoke, dust, noxious and toxic gases and odors, noise or vibrations from heavy equipment.
- Heavy vehicular traffic and increased traffic.
- 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

Additional Information to submit with your application: *(Include all that apply)*

- (1) A plan of the area showing contours, soil types, ordinary high water marks, ground water conditions, bedrock, slope and vegetative cover.
- (2) Location of buildings, parking areas, traffic access, driveways, walkways, piers, open space, and landscaping.
- (3) Plans of buildings, sewage disposal facilities, water supply systems, and arrangements of operations.
- (4) Specifications for areas of proposed filling, grading, lagooning or dredging. (Erosion Control plan)
- (5) Other pertinent information necessary to determine if the proposed use meets the requirements of this ordinance.

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. At the public hearing, the applicant may appear in person or through an agent or an attorney of his/her choice. The applicant/agent/attorney may present testimony, evidence and arguments in support of his/her application. The fact that an application for a permit has been filed does not automatically mean that a permit is granted.

The Board of Adjustment members receive your application information regarding your request before the scheduled hearing date. The Board typically deliberates and acts on the applications immediately after the public hearing. The Board has the authority to establish conditions as deemed necessary. If the Board approves your project, you will need to obtain a land use permit from the Polk County Zoning Office before starting your conditional use.

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