

POLK COUNTY SPECIAL EXCEPTION 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/Grading 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	Is this a filling and grading project? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, see note on page 3.		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:

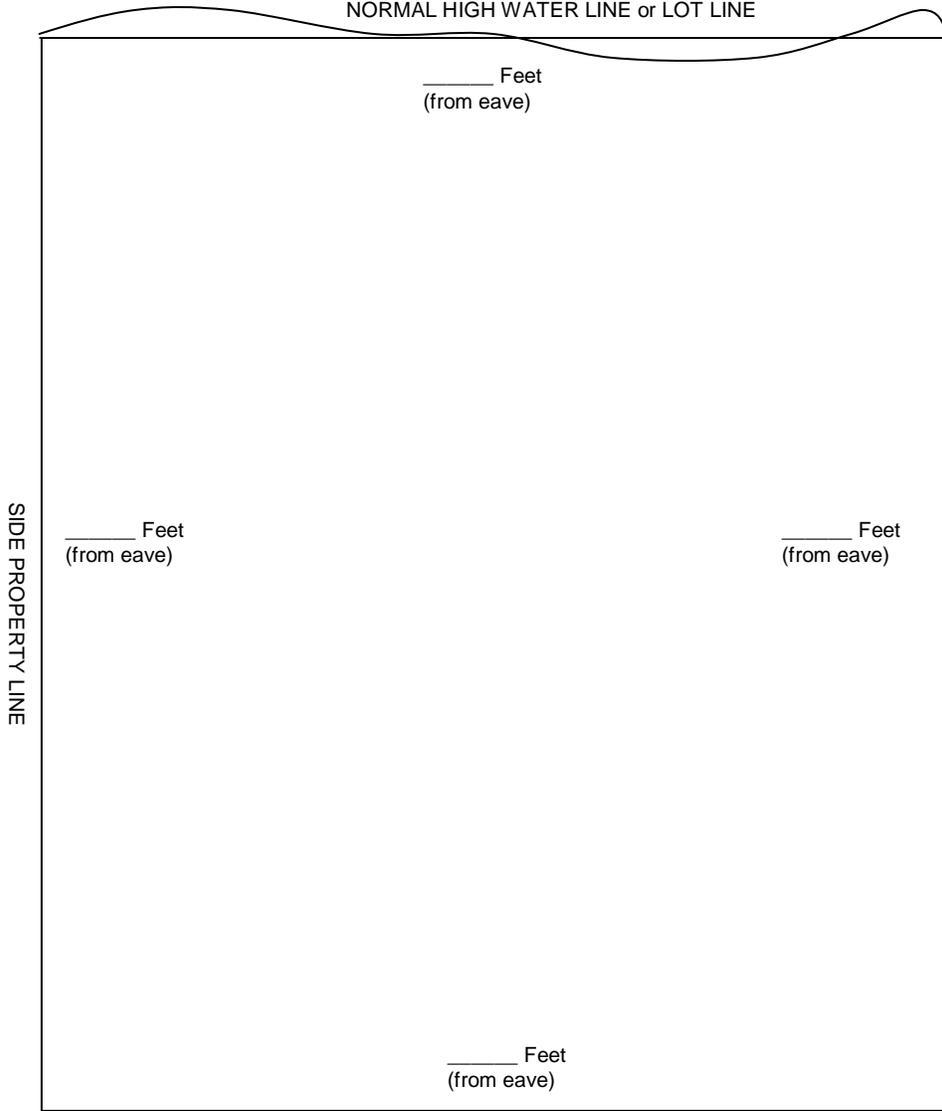
The applicant, as witnessed by the applicant's signature on this application hereby attests that the information contained therein is accurate and true. Any assistance by County staff was at the applicant's request. I agree to permit county officials charged with administering county ordinances or other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

Sign Here: _____ Date: _____ Cash Check # _____

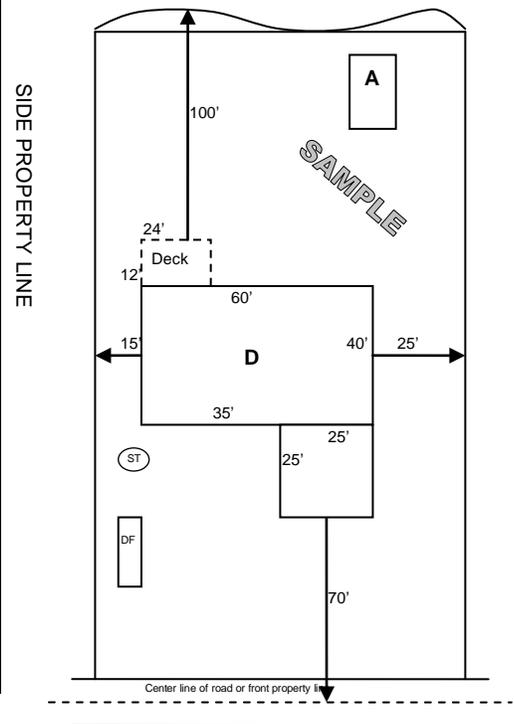
COMMENTS:				
Received by: _____		Date: _____		Fee _____
Land Use Run Off Rating <input type="checkbox"/> Yes <input type="checkbox"/> No	Flood Plain <input type="checkbox"/> Yes <input type="checkbox"/> No	District	Date Received	Hearing Date/Time

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



Centerline of road or front property line

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.

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Owner: _____

Describe your method of operation

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

Note for Filling and Grading Projects

An approved erosion control plan is required before your application can be processed. It is your responsibility to create a plan to submit for approval. Please contact the following office for the appropriate forms and fee schedule:

Land & Water Resources Department
100 Polk County Plaza, Suite 120
Balsam Lake, WI 54810
Phone: (715) 485-8699

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 deemed necessary. 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