

ZONING PERMIT APPLICATION
Portage County Planning & Zoning Department, 1462 Strongs Avenue, Stevens Point, WI 54481

Permit Number _____

Permit Fee \$ _____

Owner(s) Name _____

Contractor Name _____

Mailing Address _____

Mailing Address _____

Telephone _____

Telephone _____

Email _____

Email _____

Septic Installer _____

PROPERTY INFORMATION:

Parcel Number _____

Property/Site Address _____

Acreage _____

Zoning District(s) _____

Town of _____

PLEASE LIST ALL STRUCTURES TO BE COVERED BY THIS PERMIT

WORK IS:

TYPE OF STRUCTURE (LIST DIMENSIONS HERE AND ON ATTACHED DRAWING)

- | | | |
|--|---|--|
| <input type="checkbox"/> Dwelling | <input type="checkbox"/> Dwelling _____ x _____ | <input type="checkbox"/> Garage _____ x _____ |
| <input type="checkbox"/> Dwelling Addition | <input type="checkbox"/> Porch _____ x _____ | <input type="checkbox"/> Storage Building _____ x _____ |
| <input type="checkbox"/> New Accessory Structure | <input type="checkbox"/> Deck _____ x _____ | <input type="checkbox"/> Farm Building _____ x _____ |
| <input type="checkbox"/> Commercial/Industrial | <input type="checkbox"/> Addition _____ x _____ | <input type="checkbox"/> Other _____ x _____ |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Explain "Addition" _____ | <input type="checkbox"/> Explain "Other" _____ |
| <input type="checkbox"/> Request Change of Allowable Use (No New Structures) | | <input type="checkbox"/> Mfg Home/Mobile home (year built) _____ |

CONSTRUCTION DETAILS:

Proposed Start Date: _____

Dwelling is: Seasonal Year round Market value of new construction \$ _____

Livable Area: Existing (total) _____ sq. ft. New (total) _____ sq. ft.

Number of Bedrooms: Existing (total) _____ New (total) _____

SETBACKS (PROPOSED):

Highway Centerline _____ Right-of-Way _____ Side(1) _____ Side(2) _____ Rear _____

Septic tank _____ Drainfield _____ Well _____ Water _____ Wetlands _____

STORMWATER AND CONSTRUCTION SITE EROSION CONTROL PLAN REVIEW: check if applicable and attach form

- Accessory building(s) greater than 2,000 sq. ft. proposed in any Residential zoning district (R1, R2, R3, R4,R5)
- Commercial development proposed in any zoning district.
- Any development proposed in the C1, C2, C3, C4, Ind, or PD zoning district.
- New construction proposed within 300' of surface water or wetlands and drains towards surface water or wetlands.
- New construction proposed which may increase stormwater or sediment onto an adjacent property.

I, the undersigned, agree to exercise permit in accordance with all applicable Portage County Ordinances and to allow the Planning and Zoning Department access to the property at any reasonable time for the purpose of inspection to assure compliance with the zoning laws relative to the issuance of this permit. I acknowledge that I am responsible for complying with State and Federal laws concerning construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. I understand that failure to comply may result in removal or modification of construction that violates the law, or other penalties or costs. For more information, regarding wetlands visit the Department of Natural Resources web page (<http://dnr.wi.gov/topic/wetlands/>) or contact a DNR Service Center.

Signature of Owner

Owner - Printed Name

Date

**ATTACH A PLOT PLAN DRAWING SHOWING ALL EXISTING AND PROPOSED STRUCTURES AND STAKE OUT PROPOSED STRUCTURES ONSITE.
 THIS APPLICATION IS NOT ISSUED AS A PERMIT UNTIL SIGNED BY AN AUTHORIZED COUNTY OFFICIAL.**

FOR OFFICE USE ONLY

Permit Number _____

Receipt Number _____

OFFICE REVIEW

Date application received in office _____

Proposed use is a permitted use in the zoning district Y N

Is development proposed inside the floodplain? Y N

Is development proposed inside a shoreland zone? Y N

Is ≥ 1,000 square feet being disturbed? Y N

OTHER COUNTY PERMITS REQUIRED:

Sanitary # _____ Special Exception/Variance # _____ Other _____

FIELD VISIT Y N

DATE:

Will proposed structure location/use adhere to Portage County Chapter 7 Ordinance(s)? Y N

SHORELAND CONSIDERATION

Mitigation required? Y N

Vegetative buffer condition?

IMPERVIOUS SURFACE CALCULATION

FIELD VISIT NOTES

Structure Type	Size (Dimension)	Amount (Sq. Ft.)
Total Square Feet		
Lot Size (square feet)		
Percentage		

ACTION:

Permit **Issued** (date) _____ Signed: _____

Permit **Denied** (date) _____ Reason: _____

PERMIT EXPIRES TWO YEARS FROM DATE OF ISSUANCE.

SEE ATTACHED SHEET FOR ADDITIONAL CONDITIONS AND/OR COMMENTS

CONDITIONS OF APPROVAL



Example Zoning Permit Drawing

