

LAND USE PERMIT APPLICATION – Burnett County, WI

Applicant Complete All Sections Below This Line

Permit Types and Fees: (Please, check appropriate boxes)

<input type="checkbox"/> Dwelling/Principal Structure	\$300	<input type="checkbox"/> Addition/Alteration to Dwelling/Principal Structure	\$200
<input type="checkbox"/> Commercial/Industrial Structure	\$300	<input type="checkbox"/> Addition/Alteration to Commercial/Industrial Structure	\$200
<input type="checkbox"/> Accessory Structure (Garage, Shed, etc.)	\$150	<input type="checkbox"/> Addition/Alteration to Accessory Structure	\$150
<input type="checkbox"/> Accessory Structure (Commercial/Industrial)	\$200	<input type="checkbox"/> Addition/Alteration to Bunkhouse	\$150
<input type="checkbox"/> Deck/Stairs/Patio/Retaining Wall/Sidewalk		<input type="checkbox"/> Bunkhouse	\$250
<input type="checkbox"/> Driveways/ & Campground Structures	\$125	<input type="checkbox"/> WI State Statute 59.692(1v) Structures	\$350
<input type="checkbox"/> Filling/Grading	\$150	<input type="checkbox"/> Boathouse	\$500
<input type="checkbox"/> Six Month Camping Unit (One Per Year)	\$100	<input type="checkbox"/> Permit Extension (1 Year Extension - Allowed Once)	\$100

***NOTE:** After-the-fact permits (permit acquired after construction has begun) may cost up to **three times the normal fee.**

**Communication Towers & Signs require a different application form; see corresponding application, and fees.*

**Items not listed above will be treated as accessory structures, such as: pergolas, landscaping, etc.*

Property Owner's Name: _____

Property Owner's Mailing Address: _____

City State Zip

Property Site Address: _____

Contact's Telephone Number: _____

Contact's Email: _____

Legal Description of Property: _____

Section #: _____ Town #: _____ N Range #: _____ W Town of: _____

Attach additional page if needed for lengthy description OR attach a copy of the deed OR attach tax system property page.

Tax ID # (1-5 digit number; found on tax statement): _____

Proposed Use of Structure/Addition: _____

Anticipated Start Date: _____ (Home/Cabin; Commercial Business; Bedroom; Deck; etc.)

Building Contractor: _____ Sewer Installer: _____

AREA BELOW THIS LINE FOR LAND SERVICES STAFF COMMENTS/CONDITIONS ONLY

THIS PERMIT IS SUBJECT TO ALL CONDITIONS LISTED BELOW:

*****The applicant needs to contact their UDC Inspector to determine if a permit is needed from them prior to ANY construction taking place for any dwellings, dwelling additions, manufactured homes, manufactured home additions, and bunkhouses.*****

Date of staff site visit: _____ Initials of site visit staff: _____

APPROVED BY LAND SERVICES OFFICIAL: _____ DATE: _____

**UPON APPROVAL: APPLICANT MUST POST COPY OF
SIGNED PERMIT APPLICATION IN PLAIN SIGHT**

Transcendent: _____

Laserfische: _____

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Subdivision

Floodplain

Zoning District

Permit Issued (Date) _____ Sanitary Permit No. _____ Issued (Date) _____ Town _____

1/4 _____ 1/4 Gov't Lot _____ CSM Vol. _____ Pg _____ S _____ T _____ N R _____ W

LUP-20- _____ Owner _____ Tax ID _____

Fee Rec: _____

Check #: _____

THIS SIDE LAND SERVICES STAFF ONLY - RECEIVED STAMP

PLOT PLAN REQUIREMENT

A plot plan drawing is required to be submitted along with this application. The plot plan drawing shall either be drawn to scale, in feet, or be FULLY dimensioned in feet. Please note the scale on the drawing, if one is used. The plot plan drawing shall be on letter or legal size paper with North being at the top of the page. (Make sure all relevant items below are shown – check each relevant box):

- ☐ Property lines, road right-of-ways, and road centerlines including distances to property lines, road right-of-ways and road centerlines for all existing and proposed structures on the parcel
- ☐ Ordinary High Water Mark (OHWM) when existing, and distances to it from all existing and proposed structures
- ☐ Provide Total Impervious Surface (IS) Percentages including new existing and proposed development. **This standard is only applicable if the proposed project is within 300' of the OHWM of any body of water.** You only need to count the impervious surfaces that are partially or entirely within 300' of the OHWM of a body of water. To calculate, divide the total existing and proposed impervious surfaces in square feet by the total square footage of the parcel above the OHWM. Then multiply that number by 100 to get a percentage. Example: **2,500** square feet of IS within 300' of OHWM ÷ **43,560** square foot parcel × **100** = **5.74%** impervious surfaces (1 acre = 43,560 square feet). Impervious surfaces include but are not limited to: building roofs, sidewalks, decks, patios, cement/asphalt/gravel driveways, etc. If the proposed project exceeds 15% impervious surface, mitigation is required. If the impervious surface exceeds 30%, you will need to apply for a variance. NOTE: If you are only **replacing existing** legally built structures **within the same footprint**, no impervious surface calculations are needed. Land Services reserves the right to require a survey when there are disputes over this calculation.
- ☐ Floodplain and wetland areas/boundaries and distances to them from all existing and proposed structures
- ☐ Existing and proposed structures on the parcel including all decks/porches/walkways/etc; must show dimensions for ALL items
- ☐ Existing and proposed sanitary system and well locations including distances to existing and proposed structures
- ☐ Heights for all existing and proposed structures NOTE: Height is measured from lowest adjacent grade to the highest roof peak
- ☐ **(Commercial/Industrial Only)** Existing and proposed parking; must show dimensions and proposed number of stalls
- ☐ Existing and proposed driveways; must show dimensions and width NOTE: Driveways must have a cleared width of 20 ft and a cleared height of 13 ft, and sufficient turn-around space for rescue services to utilize
- ☐ North arrow
- ☐ Vegetation proposed to be removed or disturbed
- ☐ Location and extent of proposed filling/grading
- ☐ Location and type of erosion control measures

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- ☐ **Construction plans shall be submitted with this application for all Commercial/Industrial related construction. Construction plans shall show interior layout, exterior profiles and exterior heights.**
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- ☐ **Proposed building/structure locations must be staked prior to submitting this application to the Land Services Department. County staff will do an onsite visit to verify site conditions. If all proposed structures (including decks, patios, retaining walls, etc) are not staked upon County staff visit, the permit may not be approved and may be returned to the applicant.**
- ☐ **If all existing structures on the parcel are not shown and dimensioned on the plot plan drawing, the permit may not be issued and may be returned to the applicant.**

ADDITIONAL PROVISIONS

- Removal or cutting of trees and vegetation, as well as filling and grading are restricted within the shoreline area. Restricted shoreline area is all area from the OHWM to 50 ft from the OHWM landward. Contact the Land Services Department prior to cutting any shoreline trees and vegetation.
- No structures are allowed within any setback, unless specifically permitted.
- Driveway must meet width/height requirements within 60 days of permit issuance date.
- Accessory structure/garage permits allow for private residential storage **only**. **Not to be rented or used for human habitation.**

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- **TOWN/UDC PERMITS MAY BE REQUIRED FROM TOWN MUNICIPALITIES. PROPERTY OWNER IS RESPONSIBLE FOR CONTACTING THEIR TOWN FOR MORE INFORMATION.**
 - **THIS PERMIT SHALL EXPIRE ONE YEAR FROM DATE OF ISSUANCE. ONE EXTENSION MAY BE GRANTED.**
 - **THIS APPLICATION CONSTITUTES NOTICE THAT ALL IMPROVEMENTS ARE SUBJECT TO ACCESS AND/OR REVIEW BY THE LOCAL MUNICIPALITY'S TAX ASSESSOR FOR THE PURPOSE OF TAX ASSESSMENT.**

You (owner) are 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. 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.

I (owner) declare that this application (including any accompanying drawings and plans) has been examined by me, and to the best of my knowledge and belief it is true, correct and complete. I acknowledge that I am responsible for the detail and accuracy of all information contained in this application (including any accompanying drawings and plans), and I further declare that I recognize that this information provided will be relied upon by Burnett County in determining whether or not to issue a permit. I accept all liability that may be a result of Burnett County relying on the information I am providing in this application. I acknowledge that I will abide by all private/public covenants, restrictions, leases and easements which may apply to this parcel. I agree to permit county officials charged with administering county ordinances or other authorized persons to have access to the above-described premises at any reasonable time for the purpose of inspection.

---ADDITIONAL COMMENTS FROM OWNER ALLOWED HERE---

OWNER'S SIGNATURE: _____

(DATE)

Property Owner is required to sign and date this application.

SUBMIT COMPLETED APPLICATION, MAPS, PLANS AND FEE TO:

BURNETT COUNTY LAND SERVICES
7410 COUNTY ROAD K, #120
SIREN, WI 54872

APPLICATIONS WILL BE ACCEPTED VIA USPS, ANY STANDARD COURIER, OR IN PERSON. PARTIAL OR INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT. NO EMAIL OR FAX APPLICATIONS WILL BE ACCEPTED.

ONLY CHECK, MONEY ORDER OR CASH PAYMENT WILL BE ACCEPTED. CREDIT OR DEBIT CARDS ARE NOT ACCEPTED AT THIS TIME. PLEASE, MAKE CHECK PAYABLE TO: BURNETT COUNTY LAND SERVICES

Please call the Land Services Department if you have questions. 715-349-2109

Burnett County, WI ordinances can be found at: <http://www.burnettcounty.com/index.aspx?NID=1043>

FOR HABITABLE STRUCTURES ONLY

Construction plans shall be submitted with this application for all items subject to Uniform Dwelling Code (UDC) inspection. All new dwellings and bunkhouses require UDC inspection. Some additions to existing dwellings and existing bunkhouses may require UDC inspection as well. Construction plans shall show interior layout (including number of bedrooms), exterior profiles and exterior heights.

Please note that a Land-Use Permit only authorizes land use construction, alterations, excavation, or other activity specified on the permit and plot plan.

This is a Land Use/Zoning permit, only. A Wisconsin Uniform Dwelling Code (UDC) **building** permit may also be required for your project. The UDC building permits are issued through your town's UDC Inspection Agency.

Please contact the Land Services Department if you have additional questions.

PLEASE CONTACT THE UDC INSPECTOR FOR YOUR TOWN LISTED BELOW:

Dennis Quinn
715-866-8148
7426 Main St. W.
Webster, WI 54893

Anderson
Blaine
Grantsburg
Jackson
Meenon
Oakland
Scott
Swiss
Trade Lake
Union
Webb Lake
West Marshland

Jon Mattson
715-648-5444/715-554-2305(c)
2137 - 295th Ave.
Luck, WI 54853

Daniels
Dewey
LaFollette
Lincoln
Roosevelt
Rusk
Sand Lake
Wood River

James Price, Jr.
715-822-8537
1400 - 2nd Ave.
Cumberland, WI 54829

Siren