



Columbia County

Zoning Permit Application

New Structures (Primary/Accessory, Additions/Alterations)

Planning & Zoning Department

112 E. Edgewater St.
Portage, WI 53901
Phone: (608) 742-9660
Fax: (608) 742-9817
www.co.columbia.wi.us

Pursuant to Columbia County Zoning Ordinance Title 16 Chapter 150-080(D)

FEE	-----For County Use Only-----
<input type="checkbox"/> Primary Structure** \$500.00	Parcel # _____
<input type="checkbox"/> Addition/Alteration \$150.00	Permit # _____
<input type="checkbox"/> Accessory Structure/Deck \$50.00	Notes:
<i>Make check payable to "Columbia County Treasurer"</i> <i>*We do not issue refunds</i>	
Zoning Permits issued by the Planning & Zoning Department <i>must</i> be posted in a prominent place on the premises prior to and during the period of construction, alteration, or movement.	
**Commercial and Industrial Zoning Districts require construction cost based fee: If cost is less than \$300,000 fee remains \$500. An additional \$2.00 is required for each \$1,000 of construction cost over \$300,000. Total Fee: \$ _____	

1. Please check the appropriate box(es):

Primary Structure	Additions/Alterations	Accessory Buildings/Decks
<input type="checkbox"/> Residential:	<input type="checkbox"/> Attached Garage	<input type="checkbox"/> Deck (No Windows)
<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Bathroom	<input type="checkbox"/> Detached Garage
<input type="checkbox"/> Other:	<input type="checkbox"/> Bedroom	<input type="checkbox"/> Gazebo
<input type="checkbox"/> Industrial:	<input type="checkbox"/> Enclosed Porch/Deck	<input type="checkbox"/> Shed
<input type="checkbox"/> Commercial:	<input type="checkbox"/> Living Room	<input type="checkbox"/> Storage Building
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
<i>*Any structures within 75' of the ordinary high water mark of a lake, pond, or stream require the completion of a Shoreland/Wetland Application in lieu of a Zoning Application</i>		

2. Cost and Use:

Cost of Construction: \$ _____
Intended Use of New Structure(s): _____

3. Size:

<i>Applicant Complete</i>				-----For Office Use Only-----		
Type of Structure (New)	Length	Width	Peak Height	Footprint	Lot Coverage	BLD CVG
Type of Structure (Existing)	Length	Width	Peak Height	Footprint	Lot Coverage	
<i>*If adding on to an existing primary structure, the total square footage of the finished interior living space is required.</i>						
Before:	ft ²		After:	ft ²		

-----For office use only-----		
Area of Lot	Total Building Footprint	Total Building Lot Coverage

I certify that the above information is true, accurate, and complete.

Property Owner Signature _____ Date _____

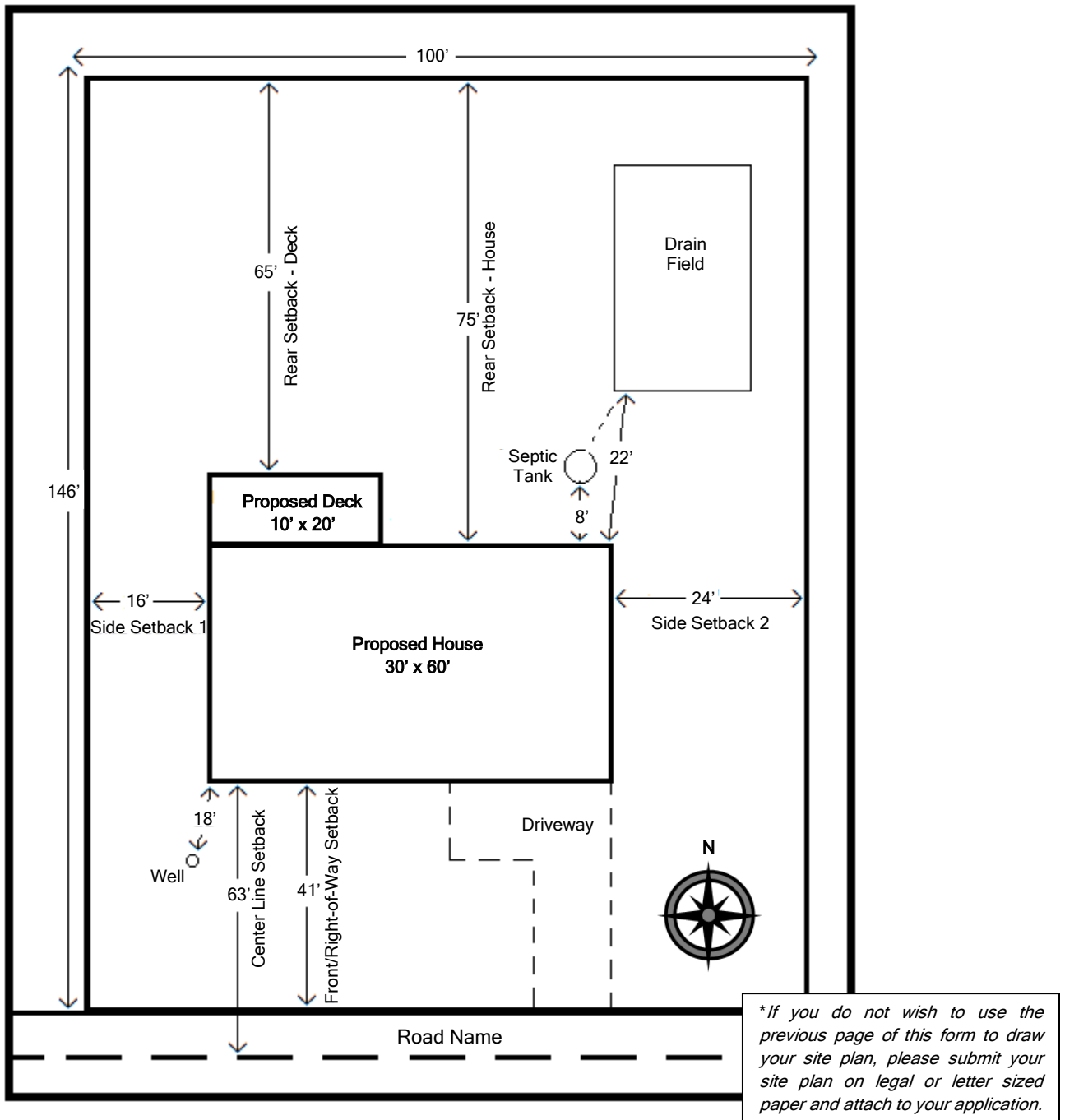
Print Name _____

SITE PLAN

Instructions:

If a survey is available, sometimes it works well to sketch your proposal directly on a copy of the survey. Be sure to use a ruler. Freehand drawings are often of questionable accuracy, and can easily distort the relationship between various physical features on the property. **This application should only be completed when you have staked the building site and accurately measured the distances (*Please, No Estimates!*)**. An inspection from our department may be necessary before a permit is issued. Incomplete and inaccurate information may cause delay in issuing your permit. **Please review checklist on reverse side for specific Site Plan requirements.**

EXAMPLE SITE PLAN:



**If you do not wish to use the previous page of this form to draw your site plan, please submit your site plan on legal or letter sized paper and attach to your application.*

REQUIREMENTS FOR PERMIT SUBMITTAL

Owner's Check List	ITEMS NEEDED	Staff Check List	Info Needed
	Completed General Information Application Cover Sheet		
	Completed Zoning Permit Application		
	Review Fee (Section 9-1-12)		
	Permit for Highway Access from the Appropriate Highway Authority <i>(if applicable)</i>		
	Sanitary Permit <i>(if applicable)</i>		
	Other Approvals and Permits <i>(if applicable)</i> :		
	REQUIREMENTS FOR OVERHEAD SITE PLAN		
	Drawn to Scale		
	Date of Preparation		
	Land Owner's Name		
	North Arrow		
	Lot Dimensions		
	Adjacent Public Roads and Rights-of-Way		
	Any Required Visual Clearance Triangles (Section 16-140-030A)		
	Existing and Proposed Structures and their Dimensions		
	Parking and Driveway Areas		
	Distances Between Structures and Lot Lines		
	Distances Between Structures and Other Structures		
	Distances Between Structures and the Centerlines of Abutting Roads and Highways		
	Distances Between Structures and the Road Right-of-Way		
	Distances Between Structures and the Ordinary High Water Mark of Nearby Bodies of Water		
	Distances Between Structures and Nearby Wetlands		
	Foundation Survey <i>(if a structure is proposed to be within 5 feet of any minimum required yard area or setback*)</i>		
	Location of Existing/Proposed Sewage Disposal System <i>(include both tank and drain field locations)</i>		
	Location of Existing/Proposed Well		
	IN ADDITION, IF LOT IS LESS THAN ½ ACRE, INCLUDE ON SITE PLAN:		
	Location of Neighbor's Septic System		
	Location of Neighbor's Well		
	FOR NEW/EXPANDED MULTIPLE FAMILY DWELLING; CIVIC AND INSTITUTIONAL; RETAIL, SERVICE, AND RECREATIONAL; UTILITY, COMMUNICATION, AND TRANSPORTATION; OR INDUSTRIAL USE, ALSO INCLUDE:		
	Easement Labels and Locations		
	Loading Areas		
	Outdoor Storage and Dumpster Areas		
	Visual Clearance Triangles		
	Floodplain(s), Wetland(s), and Shoreland Zone Boundaries		
	How On-Site Building Expansion Could Occur and How Additional Parking Could be Accommodated <i>(for commercial or industrial uses only)</i>		
	Overhead Landscape Plan <i>(include existing and proposed landscaping with location, species, and size at planting and maturity) (if applicable)</i>		
	Grading and Drainage Plan <i>(include existing and proposed surface elevations)</i>		
	Erosion Control and Stormwater Management Provisions		
	Exterior Building Elevations <i>(include dimensions, colors, and materials used on all sides of the building)</i>		
	Sign Plan <i>(include the location, height, dimensions, colors, materials, lighting, and copy area of all signage)</i>		
	Lighting Plan <i>(include location, height, type, orientation, and power of all proposed exterior lighting)</i>		

*Refer to Zoning Matrix for setback requirements.



Columbia County
General Information
Required for All Applications

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The owner hereby authorizes access to the property described herein, by authorized representatives of the Planning & Zoning Department, for the purpose of gathering or verifying information relating to the application, and for verifying compliance with any approval or permit that may be granted.

The applicant further agrees that the site is staked and an inspection of such proposed structure may be made by the Columbia County Planning & Zoning Department between the hours of 8:00 am and 4:30 pm, Monday through Friday.

Pursuant to §59.691(3) Stats, the applicant must sign below to indicate acknowledgement of the following, "You 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 Dept. of Natural Resources web page at: <http://dnr.wi.gov/wetlands/programs.html> or contact a Dept. of Natural Resources service center.

The undersigned hereby applies for a permit to do work herein described. The undersigned agrees that all work will be done in accordance with the Columbia County Zoning, Floodplain and Shoreland-Wetland Protection Ordinances, and with all laws of the State of Wisconsin, applicable to said premises.

Property Owner Information	Property Owner Name _____ Mailing Address _____ City, State, Zip _____ Telephone _____ E-mail Address _____ <input type="checkbox"/> Check here if Applicant and Property Owner are the same	Applicant Information <i>(If different than Property Owner)</i>	Applicant Name _____ Mailing Address _____ City, State, Zip _____ Telephone _____ E-mail Address _____
Property Description	Site Address _____ Town of _____ Section _____ Town _____ N Range _____ E Subdivision _____ Lot # _____ Parcel # _____ Acreage _____ <small>*Parcel information can be obtained at www.co.columbia.wi.us</small>	Contractor Information <i>(If applicable)</i>	Contractor _____ Mailing Address _____ City, State, Zip _____ Telephone _____ E-mail Address _____

Mail Permit(s) to: Owner Applicant Contractor | **Pick Up:** Owner Applicant Contractor

Property Owner Signature _____ **Date** _____

-----*For County Use Only*-----

Existing Zoning _____	Permit(s) _____	Stamp
Wetland Status _____	_____	
Flood Plain Status _____	_____	
Septic Permit# _____ Evaluation: Yes No	Permit #(s) _____	
Driveway Permit# _____	_____	
Town Permit _____	Amount Paid \$ _____	

Notes:

Department Signature _____ **Date** _____