



Columbia County Camping Application

Phone: (608) 742-9660
Fax: (608) 742-9817
www.co.columbia.wi.us

Planning & Zoning Department
Pursuant to Columbia County Ordinance 16-130-050(D)(5)(i)

112 E. Edgewater St.
Portage, WI 53901

\$60.00
Seasonal Camping
(April 15th – December 1st)

\$250.00
Year-Round Camping
(Requires Annual Town Approval & Renewal*)

Make checks payable to "Columbia County Treasurer". We do not issue refunds. Credit Cards accepted.

Permits Issued by the Planning & Zoning Department *must* be posted on the camping unit.

*For Year-Round Permits, an *annual* written approval from the Town Board and \$250 permit review fee shall be submitted to the Columbia County Planning & Zoning Department by December 1st each year or the permit will expire.

1. **Basic Information:**

Dates of Planned Camping Activity: ____/____/____ through ____/____/____

Is Applicant Address on General Application your permanent residence? Yes No

If no, do you have a permanent residence? Yes No

Is camping activity associated with the construction of a new dwelling? Yes No

If yes, enter permit number associated with new dwelling: _____

Is the camping parcel larger than 5 acres? Yes No

2. **Existing Structures:**

Is there an existing residence on this parcel? Yes No

Is there an existing accessory structure on this parcel? Yes No

If yes, what type of structure(s)? _____

3. **Unit and Sanitary:**

Type of Camping Unit (Choose below – Note: Camping unit cannot exceed 400 square feet in area)

RV Motor Home Tent Yurt Pop-Up Trailer Other: _____

What type of sanitary provisions will be available? (Choose below)

Portable Toilet Privy Self-Contained Unit Septic System Other: _____

Name of Waste Hauler: _____

What arrangements have been made for proper disposal of trash and garbage? (Describe below)

4. **Acknowledgements:**

Do you understand the conditions of Title 16 Chapter 130-050(D)? (Attached) Yes No

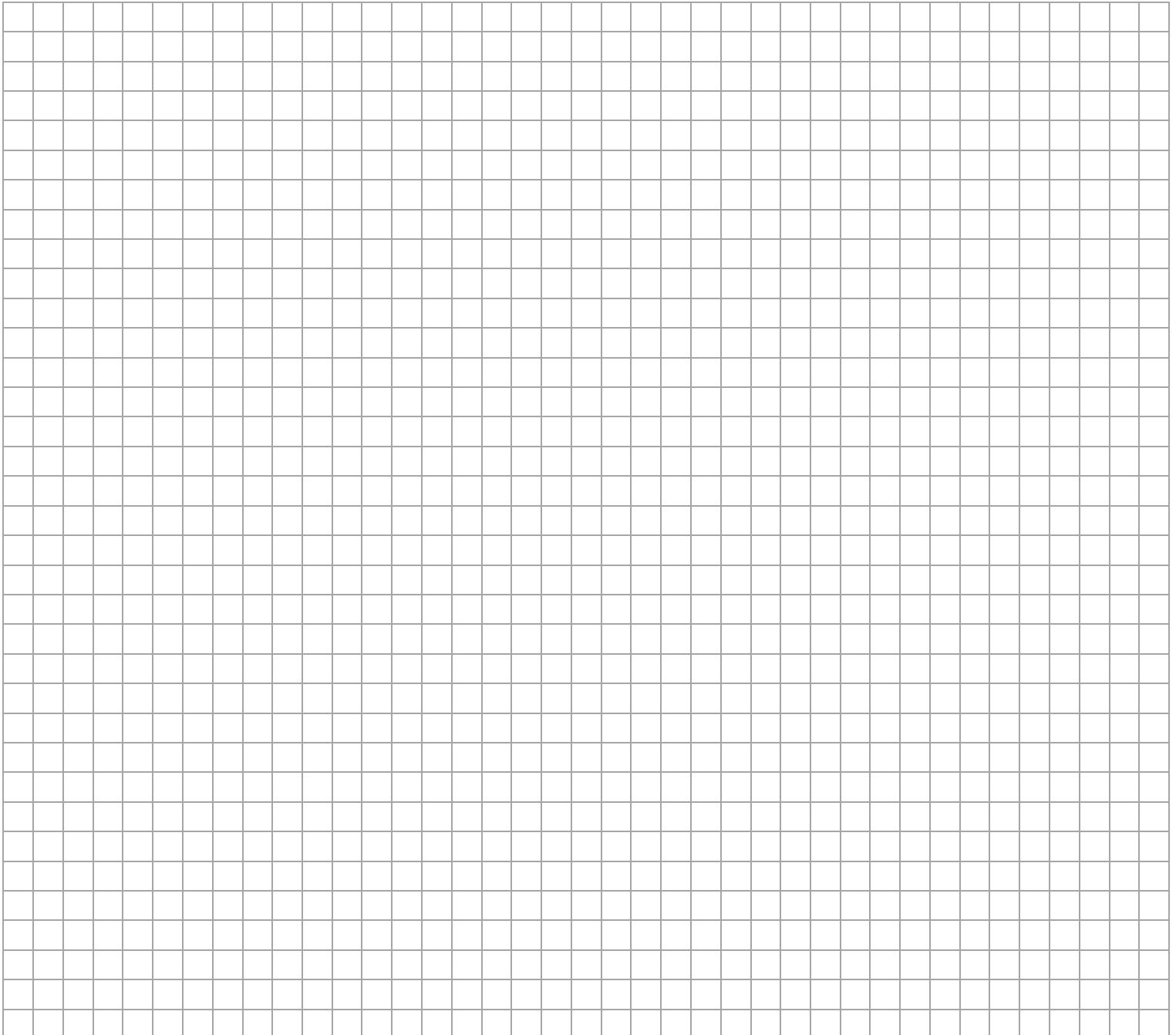
I certify that the above information is true, accurate and complete.

Property Owner Signature _____ Date _____

Print Name: _____

5. **Site Plan** (Instructions included on following pages)

Setback To: <i>Note: These distances must be shown on your site plan.</i>		-For County Use Only-	
		<i>Measured</i>	<i>Verified</i>
Center Line of Road	ft.	ft.	
Front Property Line or Road Right-of-Way	ft.	ft.	
Back Lot Line	ft.	ft.	
Side Lot Line 1	ft.	ft.	
Side Lot Line 2	ft.	ft.	
Nearest Body of Water	ft.	ft.	
Nearest Wetland	ft.	ft.	
Septic Tank	ft.	ft.	
Drain Field	ft.	ft.	





Columbia County General Information

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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.

1. Contact Information

Property Owner Information

Property Owner Name: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

E-Mail Address: _____

Applicant/Contractor Information (if different than Property Owner)

Applicant Name: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

E-Mail Address: _____

2. Property Description (parcel information can be obtained at www.co.columbia.wi.us)

Site Address: _____

Town of _____

Section _____ Town _____ N Range _____ E

Subdivision _____ CSM _____ Lot _____

Parcel # _____ Acreage _____

Mail Permit(s) to: Owner Applicant/Contractor or Pick Up Permit(s): Owner Applicant/Contractor

Property Owner Signature _____ Date _____

----- Shaded Area For County Use Only -----

Existing Zoning: _____ Permit(s): _____ STAMP

Wetland Status: _____

Flood Plain Status: _____ Permit #(s): _____

Septic Permit #: _____ Evaluation? Yes No _____

Driveway Permit #: _____ Town Permit: _____ Amount Paid: _____

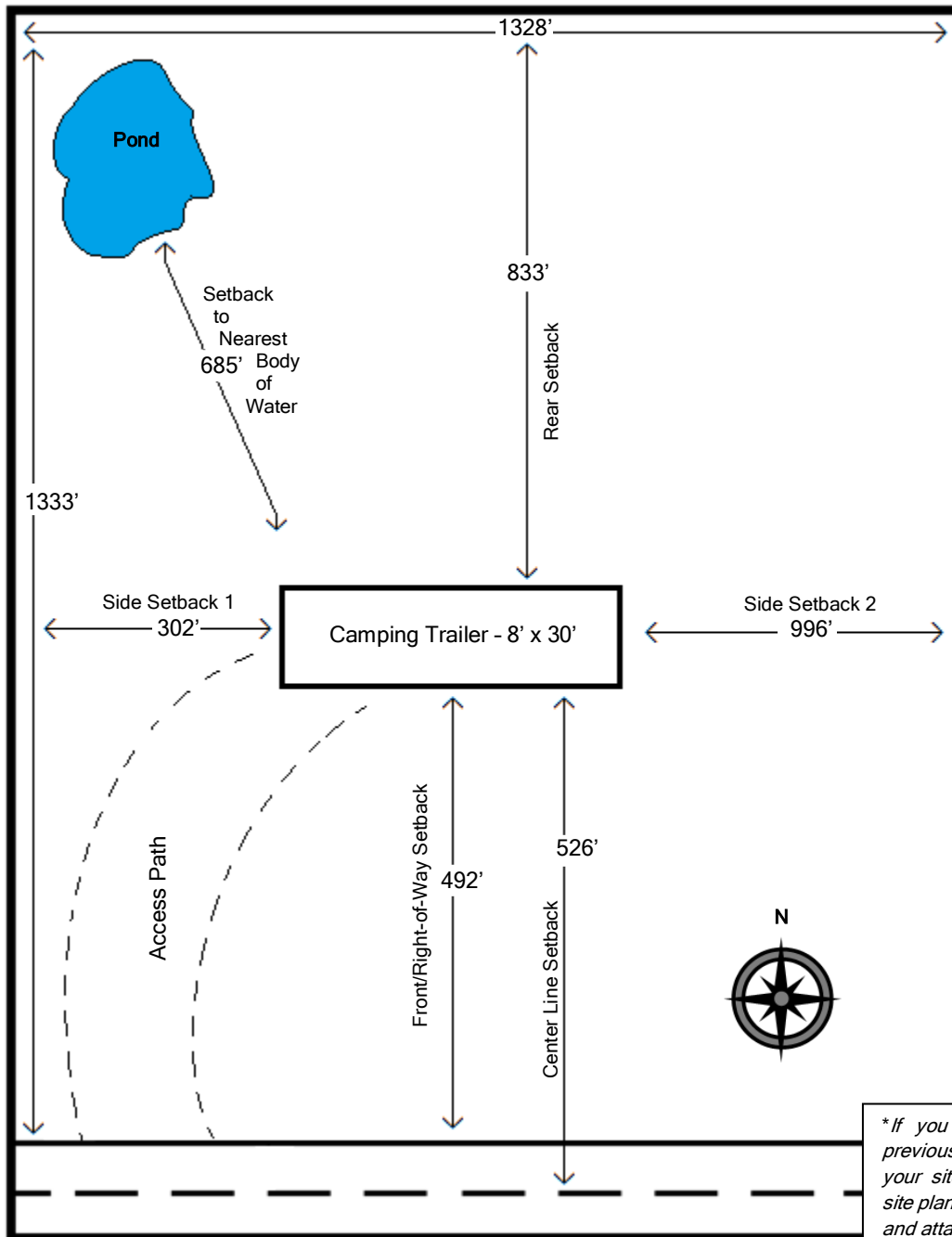
NOTES:

Department Signature _____ Date: _____

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.**



**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 Camping Permit Application		
	Review Fee (Section 9-1-12)		
	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		

*Refer to Zoning Matrix for setback requirements.

Columbia County Zoning Ordinance

Title 16 Chapter 130-050(D)

5. Camping, which for this Subchapter does not include a park model, camping cabin or resort cabin, outside a licensed campground on a lot where a permitted dwelling does not exist is subject to the following conditions:
- a. Camping, shall be permitted in the Recreational and Agricultural Zoning Districts, excluding the A-3 Agriculture Business District. Camping in Residential Zoning Districts may be permitted by Conditional Use Permit only.
 - b. No More than one camping unit shall be allowed on a lot.
 - c. No accessory structures or additions may be attached to the camping unit.
 - d. Camping is only allowed if approved sanitary provisions, such as State approved systems; self-contained units, approved non-plumbing sanitation systems, or a private on-site waste treatment system is used to serve the camping unit.
 - e. Arrangements shall be made for the proper disposal of trash and garbage
 - f. Occupation of a unit by a person having no other permanent residence at the time the unit is so occupied is prohibited.
 - g. Camping units shall comply with all setback requirements for the district in which they are located.
 - h. A camping permit is issued by the Planning and Zoning Department which permit must be placed on the camping unit.
 - i. Camping, parking and/or storing a unit on a lot shall only be permitted from April 15 through December 1 except as provided for below.
 - 1) Unless an extension is granted by the Zoning Administrator in writing, if a camping unit is not removed from the property by December 1, a camping permit shall not be issued for the next season.
 - j. Camping, parking and/or storing a camping unit on a year-round basis is subject to the following conditions:
 - 1) Items a-j above shall apply.
 - 2) Lot must be a minimum of 5 acres and may not be located in a platted subdivision
 - 3) Written annual approval must be received from the town board in which the lot is located.
 - 4) The camping unit shall at all times remain currently licensed, road worthy and able to be legally towed or driven on a public road.
 - 5) An annual permit review fee, as established by the County Board of Supervisors, shall be submitted to the Zoning Administrator by December 1st each year or the Zoning Permit shall expire.
 - 6) The Zoning Administrator shall conduct an annual inspection to determine that all ordinance requirements are being met including any conditions placed on the Zoning Permit. If the property or use is found to be in non-compliance with the ordinance requirements or permit conditions the permit may be rescinded after a 30 day written notice to the property owner.

DEFINITION 16-160

CAMPING UNIT: Any structure, equipment or vehicle intended for temporary sleeping accommodations for recreation or travel, not more than 400 square feet in area, including recreational vehicles (RV's), pick-up trucks with sleeper attachments, motor homes, camping trailers, tents, park models, yurts, camping cabins and similar equipment.