



Columbia County  
**Camping Application**

Phone: (608) 742-9660  
[www.co.columbia.wi.us](http://www.co.columbia.wi.us)

**Planning & Zoning Department**  
 Pursuant to Columbia County Ordinance 12.130.05(4)(e)(9)

112 E. Edgewater St.  
 Portage, WI 53901

- |                                                                                                              |                                                                                                       |
|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> \$60.00<br>Seasonal Camping<br>(April 15 <sup>th</sup> – December 1 <sup>st</sup> ) | <input type="checkbox"/> \$250.00<br>Year-Round Camping<br>(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 1<sup>st</sup> 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 Subsection 12.130.05(4)? (Attached) Yes  No

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

**Property Owner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_





Columbia County  
**General Information**

**Planning & Zoning Department**

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

112 E. Edgewater St.  
Portage, WI 53901

A permit issued by the Planning and Zoning Department may not encompass all matters necessary to be permitted in regards to the project. It is the applicant's sole responsibility to comply with applicable law and to review whether a permit(s) from any other Federal, State, County, Town (or other Municipality), or other applicable regulatory agency may be required. In addition, all applicants should contact their Town governments to review whether any additional building or UDC permits are required.

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.

Applicant agrees to and assumes all responsibility for the matter contemplated by the Application. Such includes, but is not limited to, those factual, alleged or otherwise asserted by any party, legal, monetary, or other considerations applicable to the performance, quality, sustainability or permanence, liability, timeliness, and/or legal compliance of the matter describe within the Application.

Pursuant to §59.691(3) Stats, the applicant must sign this application 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.

Zoning Permits issued by the Planning & Zoning Department must be posted in a prominent place on the premises prior to, and during the period of construction, alteration or movement.

A permit issued by the Planning & Zoning Department is issued reflective of the information and statements provided by the applicant. The provision of false, misleading, or fraudulent statements may cause a permit to be later revoked. With this understanding, I certify that all information provided in support of my application is true, accurate, and complete to the best of my knowledge.



# Columbia County General Information

Planning & Zoning Department

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

112 E. Edgewater St.  
Portage, WI 53901

## 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

A permit issued by the Planning & Zoning Department is issued reflective of the information and statements provided by the applicant. The provision of false, misleading, or fraudulent statements may cause a permit to be later revoked. With this understanding, I certify that all information provided in support of my application is true, accurate, and complete to the best of my knowledge.

**Property Owner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

Existing Zoning: \_\_\_\_\_

Permit # (s): \_\_\_\_\_

STAMP

Wetland Status: \_\_\_\_\_

Flood Plain Status: \_\_\_\_\_

Septic Permit #: \_\_\_\_\_ Evaluation? Yes No

Driveway Permit #: \_\_\_\_\_ Town Permit: \_\_\_\_\_

Amount Paid:\$ \_\_\_\_\_

NOTES:

Department Signature \_\_\_\_\_ Date: \_\_\_\_\_

## REQUIREMENTS FOR PERMIT SUBMITTAL

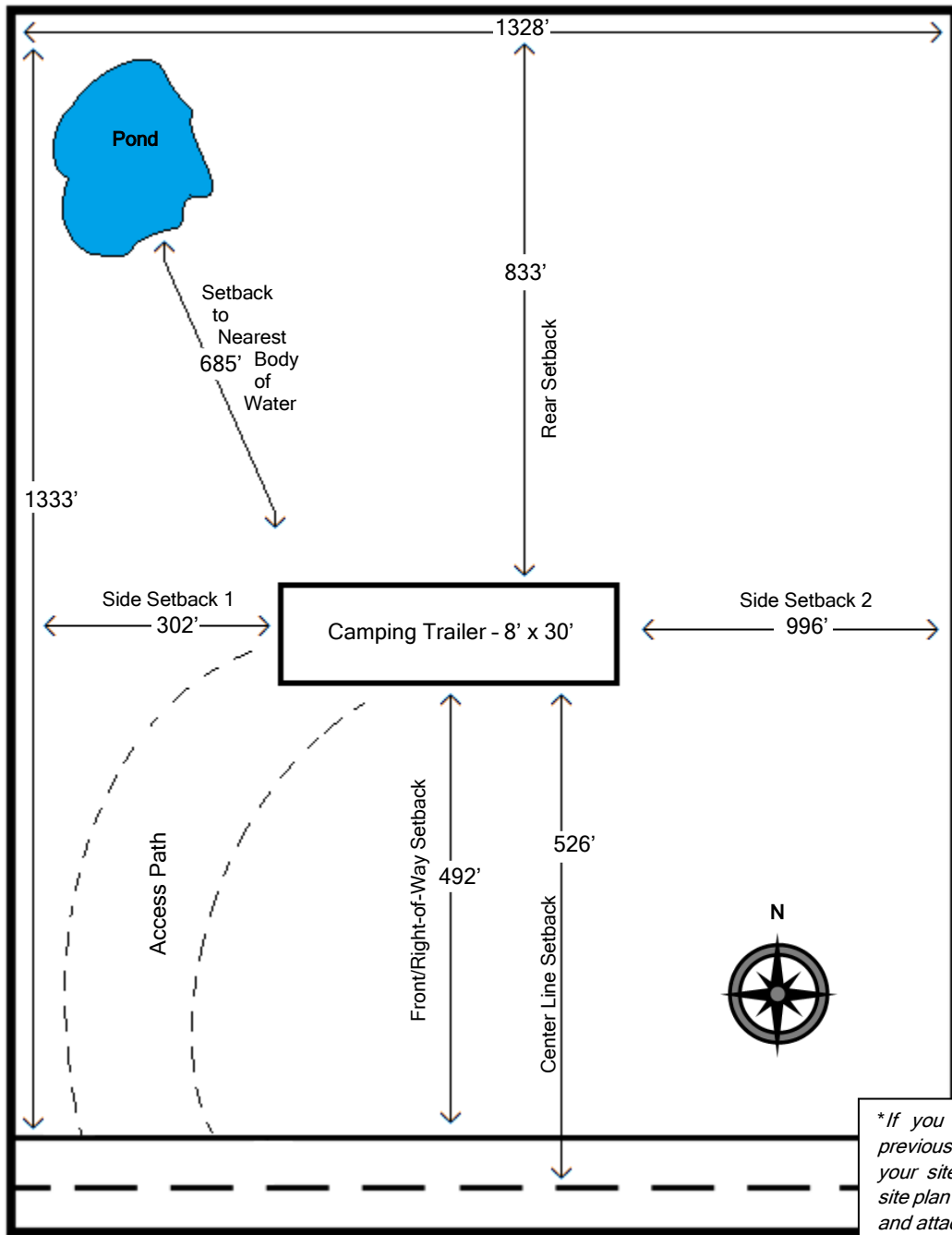
Owner's Check List	ITEMS NEEDED	Staff Check List	Info Needed
	Completed General Information Application Cover Sheet		
	Completed Camping Permit Application		
	Review Fee (Subsection 7.13)		
	Other Approvals and Permits ( <i>if applicable</i> ):		
	<b>REQUIREMENTS FOR OVERHEAD SITE PLAN</b>		
	Drawn to Scale		
	Date of Preparation		
	Land Owner's Name		
	North Arrow		
	Lot Dimensions		
	Adjacent Public Roads and Rights-of-Way		
	Any Required Visual Clearance Triangles (Subsection 12.140.03(1))		
	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.

## 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.**



## Columbia County Zoning Ordinance

### Subsection 12.130.05(4)(e)

- (e) 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:
1. 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.
  2. No More than one camping unit shall be allowed on a lot.
  3. No accessory structures or additions may be attached to the camping unit.
  4. 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.
  5. Arrangements shall be made for the proper disposal of trash and garbage
  6. Occupation of a unit by a person having no other permanent residence at the time the unit is so occupied is prohibited.
  7. Camping units shall comply with all setback requirements for the district in which they are located.
  8. A camping permit is issued by the Planning and Zoning Department which permit must be placed on the camping unit.
  9. 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.
    - a. 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.
  10. Camping, parking and/or storing a camping unit on a year-round basis is subject to the following conditions:
    - a. Items a-j above shall apply.
    - b. Lot must be a minimum of 5 acres and may not be located in a platted subdivision
    - c. Written annual approval must be received from the town board in which the lot is located.
    - d. The camping unit shall at all times remain currently licensed, road worthy and able to be legally towed or driven on a public road.
    - e. An annual permit review fee, as established by the County Board of Supervisors, shall be submitted to the Zoning Administrator by December 1<sup>st</sup> each year or the Zoning Permit shall expire.
    - f. 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 12.160

**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.