



Columbia County

Temporary Use 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(B)(4)

112 E. Edgewater St.

Portage, WI 53901

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

Parcel #: _____ File ID #: _____

Notes:

\$250.00 Temporary Use

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

Along with this application, a site plan must be submitted. Please see reverse side for plan requirements.

1. Current Use of Property:

What is land currently used for?

Vacant Single Family Residence Active Farm Business/Industrial/Commercial

Please Describe:

2. Proposal Information:

Explain your proposed plan/event: *(submit attachments where necessary)*

Describe how the Temporary Use would not have an adverse effect on surrounding properties:

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

Property Owner Signature _____ **Date** _____

Print Name: _____



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 _____

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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: _____

 Please note that in order for the Planning & Zoning Department to make the proper determination, it is critical that the information you submit be complete, accurate and easily understood. Please keep in mind the following:

1. Your temporary site & building plans are the most important documents in your file. Follow the directions provided to make them as accurate and complete as possible
 2. Temporary building locations and lot lines, if applicable, must be staked or otherwise clearly marked at the site for the inspection of the property
 3. Failure to provide adequate information may result in the application being denied.
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REQUIREMENTS FOR PERMIT SUBMITTAL			
Owner's Check List	ITEMS NEEDED	Staff Check List	Info Needed
	Completed General Information Application Cover Sheet		
	Completed Temporary Use Application		
	Dates and time periods for Temporary Use		
	Other Approvals and Permits <i>(if applicable)</i> :		
	A Detailed Proposal <i>(if required)</i> Including Covenants, Agreements, or Other Documents Showing the Ownership and Method of Assuring Perpetual Maintenance of Land to be Owned or Used for Common Purposes		
	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		
	Existing and Proposed Structures and their Dimensions		
	Location of All Drives and Entrances		
	Location of All Sidewalks and Trails		
	Location of All Signs		
	Location, Size, Number, and Screening of All Parking Spaces		
	Landscaping Plan <i>(if required)</i>		
	Grading and Drainage Plan <i>(if required)</i>		

Ordinance Provisions Applicable to Temporary Use Permits
Columbia County Zoning Ordinance Title 16 Chapter 130
16-130-050 Temporary Use Permits – Review Procedure and Standards

16-130-050 Temporary Use and Structure Descriptions and Standards

A. Description and Purpose:

1. A temporary structure is a structure without a foundation or footings that is present on a property of a limited period of time and is removed when the designated time period, activity or use for which the temporary structure was erected has ceased.
2. A temporary use is a land use that is present on a property for a limited period of time and is discontinued upon the expiration of the time period.
3. The temporary use regulations in this Subchapter are intended to permit such occasional temporary uses and structures when consistent with the overall purpose of this zoning ordinance and when the operation of the temporary use will not be detrimental to the public health, safety or general welfare.

B. Authority to Approve:

1. Except as expressly stated in this Subchapter, all temporary structures and uses are subject to County Zoning Permit requirements and, if applicable, Town Permits.
2. The Zoning Administrator is authorized to approve temporary structures and uses that comply with the provisions in this Subchapter and to impose conditions on the operation of a temporary structures and uses to ensure that such structures and uses do not create unreasonable adverse impacts on surrounding properties and that they operate safely, consistent with the general purpose of this chapter.
3. The Zoning Administrator may consult with the Planning and Zoning Committee chair to determine if an unlisted temporary structure or use requests will require a conditional use permit in addition to a zoning permit for temporary use.
4. Establishments of temporary festival, concert, carnival, races, assemblage of campers or similar activity on any site may require a conditional use regardless of the zoning of the property and shall be made to comply with all applicable public assembly and sanitary standards as well as with any conditional use standards addressing noise, traffic, health and public safety or requirements placed on the temporary permit by the Zoning Administrator.
5. Within the A-1 District, temporary structures and uses shall also be subject to applicable limitations of Wisconsin Statutes Chapter 91.