



Columbia County

# Zoning Permit Application

*Structures/Alterations within the Shoreland/Wetland Zone*

**Planning & Zoning Department**

Pursuant to Columbia County Ordinance 12.560.06

Please do not staple checks to this form.

Phone: (608) 742-9660

[www.co.columbia.wi.us](http://www.co.columbia.wi.us)

112 E. Edgewater St.  
Portage, WI 53901

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

Parcel #: \_\_\_\_\_ Permit #: \_\_\_\_\_

Is Mitigation Required? ☐ Yes ☐ No  
Notes:

**1. Proposed Structure/Alteration:** (please check the appropriate boxes)

- ☐ \$610.00 Primary Structure      ☐ \$260.00 Addition/Alteration      ☐ \$160.00 Accessory Structure/Deck

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

Commercial and industrial structures require construction cost-based fee. If the cost is less than \$300,000 the fee remains \$610.00. An Additional \$2.00 is required for each \$1,000 of construction costs over \$300,000.

Total Fee: \$ \_\_\_\_\_

- ☐ \$200.00 Additional Impervious Surface Calculation Fee  
\*Fee waived if impervious surface survey attached to application

Please note: Shoreland/Wetland permits expire 12 months from the issue date if no substantial work has commenced.

Primary Structure

- ☐ Residential  
    ☐ Single Family Dwelling  
    ☐ Other  
☐ Industrial  
☐ Commercial  
☐ Other: \_\_\_\_\_

Additions/Alterations

- ☐ Attached Garage  
☐ Bathroom  
☐ Bedroom  
☐ Enclosed Porch/Screened Deck  
☐ Living Room  
☐ Lateral Expansion of Nonconforming Principal Structure  
☐ Filling/Grading (If filling/grading exceeds 10,000 square feet, a CUP is required.)  
☐ Other: \_\_\_\_\_

Accessory Structure/Deck

- ☐ Boathouse  
☐ Stairs/Walkway  
☐ Storage Building/Shed  
☐ Retaining Wall(s) (Requires Variance)  
☐ Deck (No windows)  
☐ Patio  
☐ Gazebo  
☐ Detached Garage  
☐ Other: \_\_\_\_\_

**2. Cost and Use:**

Cost of Construction: \$ \_\_\_\_\_ Intended Use of New Structure(s): ☐ Personal ☐ Commercial

☐ Industrial ☐ Agricultural

Will this structure be used to house farm animals, livestock, or store feed? ☐ Yes ☐ No

3. **Size:**

<i>Applicant to Complete</i>				<i>-----For County Use Only-----</i>		
Proposed Structure	Length	Width	Peak Height	Footprint	Lot Coverage	Bldg. Coverage
Existing Structures on Property	Length	Width	Peak Height	Footprint	Lot Coverage	Bldg. Coverage

\*If adding onto an existing primary structure, the total square footage of the finished interior living space is required

Before: _____ square feet	After: _____ square feet
<i>-----For County Use Only-----</i>	
Lot Area: _____ Total Footprint: _____ Total Lot Coverage: _____	

4. **Acknowledgements:**

Do you understand the applicable conditions of Subchapter 12.500? (*Attached*) ☐ Yes ☐ No

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

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

Print Name \_\_\_\_\_

5. **Site Plan** *(Instructions on following page)*

NOTE: YOU NEED TO BOTH FILL OUT THE SETBACK NUMBERS, AND DRAW OR ATTACH SITE PLAN.

Setback To:		-For County Use Only-	
<i>Note: These distances must be shown on your site plan.</i>		Measured	Verified
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.	



*Note: If any proposed structure is within 5 feet of any minimum required yard area or setback, a foundation survey by a registered land surveyor is required.*





# Columbia County General Information

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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.



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## 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](http://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

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**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: \_\_\_\_\_

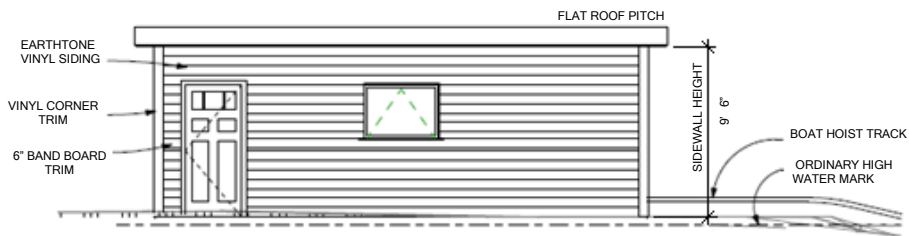
## SITE PLAN

### Instructions:

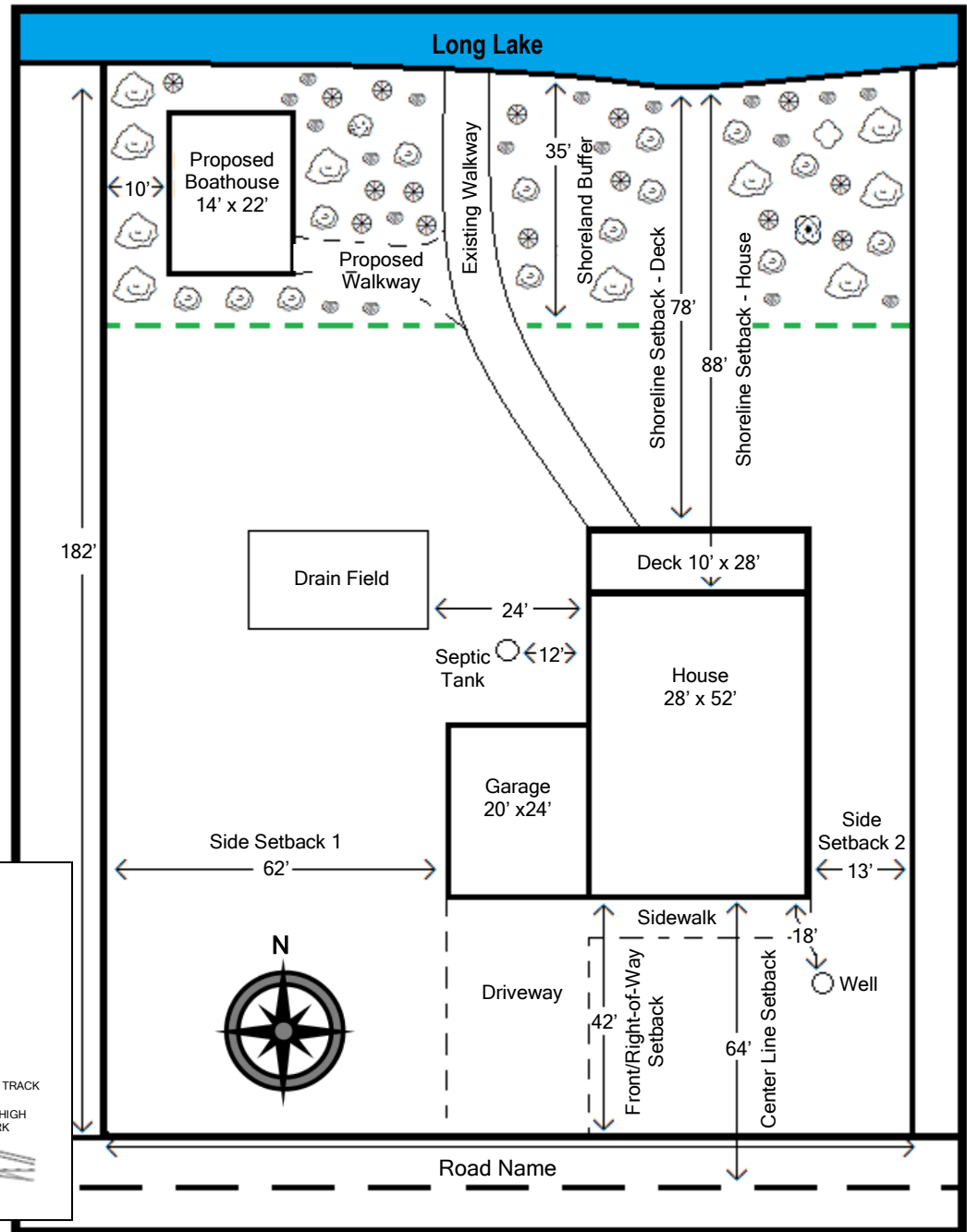
If a survey is available, sometimes it works well to sketch your proposal directly on a copy of the survey. Be sure to use a ruler. Freehand drawings are often of questionable accuracy, and can easily distort the relationship between various physical features on the property. **This application should 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.*

### EXAMPLE ELEVATION ILLUSTRATION:



### EXAMPLE SITE PLAN



REQUIREMENTS FOR PERMIT SUBMITTAL			
Owner's Check List	ITEMS NEEDED	Staff Check List	Info Needed
	Completed General Information Sheet		
	Completed Zoning Permit Application		
	Review fee (Subsection 7.13 of the Columbia County Code of Ordinances)		
	Elevation illustration showing sidewall height and roof pitch (for boathouses only)		
	Exterior color sample (for boathouses only)		
	Permit for highway access from the appropriate highway authority (if applicable)		
	Sanitary Permit (if applicable)		
	Other approvals and permits (if applicable)		
	<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		
	Foundation Survey (if a structure is proposed to be within 5 feet of any minimum required Yard area or setback)		
	Location of existing/proposed sewage disposal system (include both tank and drain field)		
	Location of existing/proposed well		
	Diagram of how boat(s) will get in and out of water (for boathouses only)		
	Building plan set to verify footprint, bedrooms & height elevations (if applicable)		
	<b>IN ADDITION, IF LOT IS LESS THAN ½ ACRE, INDLUDE ON SITE PLAN:</b>		
	Location of neighbor's septic system & well		
	<b>FOR NEW/EXPANDED MULTIPLE FAMILY DWELLINGS; CIVIC AND INSTITUTIONAL; RETAIL, SERVICE AND RECREATIONAL; UTILITY, COMMUNICATION AND TRANSPORTATION; OR INDUSTRIAL USE, INCLUDE:</b>		
	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 (for commercial or industrial uses only)		
	Overhead landscape plan (including existing and proposed landscaping with locations, species and size at planting and maturity) (if applicable)		
	Grading and drainage plan (include existing and proposed surface elevations)		
	Erosion control and stormwater management provisions		
	Exterior building elevations (include dimensions, colors and materials to be used on all sides)		
	Sign plan (including locations, height, dimensions, colors, materials, lighting and copy of all signage)		
	Lighting plan (include locations, height, type, orientation and power of all proposed exterior lighting)		

\*Refer to Zoning Matrix for setback requirements.



## **Guidelines for Construction / Alterations Within the Shoreland/Wetland Zone**

### **Columbia County Zoning Ordinance Chapter 12 Subchapter 500**

#### **1. Boathouses**

- The interior of a boathouse must be open. Lofts are not allowed.
- The boathouse must be constructed above and to the landward side of the ordinary high-water mark (OHWN). The OHWN can be determined by the county, subject to DNR verification if necessary. Construction on or over the bed if navigable waters is prohibited by State Law.
- The boathouse must maintain applicable minimum setbacks.
- A boathouse must be designed solely for the purpose of storing boat and related equipment. Human habitation or non-boating related storage is prohibited.
- If a boathouse is flat-roofed, it may have a railing around the outer edge. Translucent or transparent panels are prohibited.
- A boathouse cannot exceed 600 square feet in area and cannot exceed 24 feet in width or 30% of the width of the lot as measured from the water's edge, whichever is less.
- All exterior surfaces of a boathouse shall be earth tone in color.
- Sidewalls of a boathouse cannot exceed 10 feet in height.
- The roof pitch of a boathouse cannot exceed 4/12.
- Permit applications for boathouses must contain both a site plan illustrating structure location and setback compliance, and also an elevation clearly illustrating compliance with sidewall and roof pitch requirements.
- No more than one boathouse per lot.
- Concrete aprons/boat launch pads are not allowed.
- Boathouse shall be located within the viewing and access corridor.

In reviewing permit applications for boathouses, the County may require information regarding construction details and may reject permit applications that include design features not essential to the permitted use of such structures, that is, the storage of boats and related equipment. Such features may include but are not limited to: porches, decks, sliding glass doors, picture windows, plumbing or heating systems and interior dividing walls. The modification of a boathouse to include such features may be deemed a violation of the ordinance since they enhance a boathouse for human habitation, and are not essential to the permitted use of a boathouse.

A permit from the Department of Natural Resources may be required if any part of the structure or related construction extends to the water's edge, such as a ramp or riprap along the shore.

It is the intent of these standards to minimize the impact of such structure on the scenic quality of the shorelands of navigable waters in Columbia County. You are strongly encouraged to seek review of your plans well in advance of the planned construction date so that we may insure that the plans and proposed site comply with the above standards.

#### **2. Open Sided & Screened Structures (Such as gazebos, decks and patios)**

- The base of the structure cannot be higher than 24 inches above preconstruction grade.
- The part of the structure nearest to the water must be at least 35 feet landward from the ordinary high water mark (OHWM).
- The floor area of all structures within the shoreland setback area (75 feet from OHWM) cannot exceed 200 square feet.
- The structure cannot have sides, unless they are screened.
- The structure must be earth tone in color
- The county must approve a plan that will be implemented by the property owner to preserve or establish a vegetative buffer zone that covers at least 70% of the half of the shoreland setback area that is nearest to the water. (see reverse side for guidelines for shoreland buffer restoration plans)
- An enforceable affidavit acknowledging the limitations on vegetation must be filed with the Register of Deeds before a permit can be issued.

#### **3. Stairs/Walkways**

- Walkways, stairs or lifts are allowed if slopes greater than 12% are present, or if deemed necessary by the Zoning Administrator.
- Walkways, stairs or lifts must be located within the access and viewing corridor.

- Walkways, stairs or lifts cannot exceed 60 inches (5 feet) in width.

#### **4. Retaining Walls**

Retaining walls built within 75 feet landward of the ordinary high water mark (OHWM) of a navigable body of water must obtain a variance through the Board of Adjustment. You must demonstrate that there is a current erosion problem that cannot be remedied by resloping and revegetating the area. Screening of the wall must be consistent with the natural shoreline aesthetics.

#### **5. Filling/Grading/Dredging**

- A Shoreland/Wetland Zoning permit is required for filling or grading of any area within 300 feet of the ordinary high water mark (OHWM) of a navigable waterway if it has a surface drainage toward that waterway and if there is:
  - Filling/Grading on slopes more than 20%
  - Filling/Grading over 1,000 square feet on slopes between 12% and 20%
  - Filling/Grading over 2,000 square feet on slopes less than 12%
- A Conditional Use Permit is required for any of the above situations if filling or grading exceeds 10,000 square feet.
- A Shoreland/Wetland Permit is also required if construction or dredging is to occur on an artificial body of water that is within 300 feet landward of the OHWM of a navigable waterway or where the purpose of construction/dredging is the connection with a navigable waterway.

### **Guidelines for Shoreland Buffer Restoration Plans**

1. A vegetative buffer should meet the density requirements of Wisconsin Biology Technical Note 1.
2. A good restoration plan relates to three levels of vegetation: Upper (tree canopy), Middle (shrubbery) and lower (ground cover plants). Elements of all three should be present.
3. Variety is favored over single-species planting (Example: a mixture of shrub types in a cluster-type planting rather than a row of a single species.) A solid row of trees such as spruce or arbor vitae may provide effective visual screening, which is one of the goals of shoreline restoration, but it may itself have an unnatural appearance, although it still might be an improvement over no trees at all.
4. A “no mow” area of lawn might be part of a restoration plan, but should not be relied on extensively because it only addresses one layer. In addition, unmowed grass is not considered native vegetation, and also does not provide the variety of species typical of a good buffer area. It can be an effective filter for stormwater dispersal and absorption, and a “no mow” area could provide a temporary benefit during the time required for other planting to take hold.
5. The access corridor to the shoreline can be maintained as mowed lawn. Keep in mind; however, that a narrower access corridor might result in less overall depth being subject to buffer restoration.
6. On shorelines that do not have or need extensive riprap to stabilize the shoreline, shrubs that will have branches hanging over the water may be desirable for fish habitat.
7. A buffer area is not intended to be maintained as a “manicured” planting or flower bed. Mulch may be necessary in the initial stages, but the intent is for the plants themselves to provide their own ground cover and a natural, stable mulch layer over time. Ideally, in a buffer area there should be a ground layer of plant debris and leaf litter that fills in the spaces between plants and protects the soil. Periodic removal of this layer, in a manner similar to the raking of leaves annually, should be avoided since this will expose the ground to continued runoff and soil erosion in the buffer area as well as washing away what little mulch is allowed to accumulate.
8. A good buffer area has the effect of moving areas of human activity farther away from the water and the edges of the banks that slope down to the water. Extensive activity directly adjacent to the edge of a sharp bank, even if the drop to the water is only a few feet, can lead to the start of an erosion problem at the bank’s upper edge, especially on sandy soils where grass cover is easily damaged by such activity.
9. Native vegetation is preferred; however, ornamentals can be included to a certain extent, as long as variety is provided for as described in #3 above.