



Columbia County

# Temporary Occupancy Permit

*Mobile Home for Farm Labor*

**Planning & Zoning Department**

Pursuant to Columbia County Ordinance 12.125.02(3)(b)

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 #: \_\_\_\_\_

Notes:

\$150.00 Temporary Occupancy Permit  
(Requires Annual Town Approval and Renewal)

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

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This application is for those individuals who have a mobile home on an operating farm for the purpose of providing housing for farm labor. The application must be complete in its entirety, including a notarized signature of the farm operator, before a Temporary Occupancy Permit will be issued. In addition, since the permit authorizes occupancy, the mobile home must have a connected private sewage system prior to issuance of the permit. Incomplete applications will be returned. Your property tax bill should contain all the information necessary to complete this form. You may also contact the Land Information Department at (608) 742-9616 or the Planning & Zoning Department at (608) 742-9660 for this information.  
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The Zoning Ordinance allows mobile homes for farm labor as follows:

1. It must be on an operating farm and no more than one is permitted
2. The Town Board must verify the need for such housing for farm labor on the farm annually. A written statement, resolution or copy of the Town Board minutes must be submitted.
3. The farm operator, on forms provided by the County, must submit a sworn (notarized) statement annually that the occupant of the mobile home is employed in the farm operation.
4. Any mobile home permitted under this section that is found to be occupied other than as permitted by ordinance will be deemed to be in violation and shall be removed from the farm within 90 days of receiving notice of such violation.

### **This form MUST be completed by farm operator only**

Name of Farm Operator: \_\_\_\_\_

Occupant of Mobile Home: \_\_\_\_\_

Date Mobile Home placed on property: \_\_\_\_\_

Description of Mobile Home (Size, Color): \_\_\_\_\_

*I, \_\_\_\_\_ (print name), do hereby swear that the information given above is correct to the best of my knowledge and that the mobile home located on the above-described lands will be occupied by a person or persons employed in my farm operation.*

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

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

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*Subscribed and Sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.*

\_\_\_\_\_  
*Notary Public, State of Wisconsin  
My Commission Expires/Is: \_\_\_\_\_*



# 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: \_\_\_\_\_



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**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.