



Columbia County

# Temporary Use Application

**Planning & Zoning Department**  
Pursuant to Columbia County Ordinance 12.130.05

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 -----

Notes:

Parcel #: \_\_\_\_\_ File ID #: \_\_\_\_\_



\$250.00 Temporary Use

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

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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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## 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

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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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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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		
	<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		
	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 Chapter 12 Subchapter 100  
12.130.05 Temporary Use Permits – Review Procedure and Standards

## 12.130.05 Temporary Use and Structure Descriptions and Standards

### (1) Description and Purpose.

- (a) A temporary structure is a structure without a foundation or footings that is present on a property for 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.
- (b) 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.
- (c) The temporary use regulations in this Subsection 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.

### (2) Authority to Approve.

- (a) Except as expressly stated in this Subsection, all temporary structures and uses are subject to County zoning permit requirements and, if applicable, town permits.
- (b) The Zoning Administrator is authorized to approve temporary structures and uses that comply with the provisions of this Subsection and to impose conditions on the operation of 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 purposes of this chapter.
- (c) 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 a temporary use.
- (d) Establishment of a 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.
- (e) Within the A-1 district, temporary structures and uses shall also be subject to applicable limitations of Wisconsin Statutes Chapter 91.