



Columbia County

Zoning Permit Application

Please do not staple checks to this form.

Planning & Zoning Department

Pursuant to Columbia County Ordinance 12.150.08

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

112 E. Edgewater St.
Portage, WI 53901

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

Notes: Parcel #: _____ Permit #: _____

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

☐ \$510.00 Primary Structure ☐ \$160.00 Addition/Alteration ☐ \$60.00 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 \$510.00. An Additional \$2.00 is required for each \$1,000 of construction costs over \$300,000.

Total Fee: \$ _____

If waterfront property- please fill out "Zoning Permit-Shoreland Application" in lieu of this application.

<u>Primary Structure</u>	<u>Additions/Alterations</u>	<u>Accessory Structure/Deck</u>
<input type="checkbox"/> Residential	<input type="checkbox"/> Attached Garage	<input type="checkbox"/> Deck (No Windows)
<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Bathroom	<input type="checkbox"/> Detached Garage
<input type="checkbox"/> Other	<input type="checkbox"/> Bedroom	<input type="checkbox"/> Gazebo
<input type="checkbox"/> Industrial	<input type="checkbox"/> Enclosed Porch/Deck	<input type="checkbox"/> Shed
<input type="checkbox"/> Commercial	<input type="checkbox"/> Living Room	<input type="checkbox"/> Storage Building
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> 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>				-----For County Use Only-----		
Proposed Structure	Length	Width	Peak Height	Footprint	Lot Coverage	Bldg. Cvg
Existing Structures on Property	Length	Width	Peak Height	Footprint	Lot Coverage	Bldg. Cvg

*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
-----For County Use Only-----	
Lot Area: _____	Total Footprint: _____ Total Bldg. Coverage: _____

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

Property Owner Signature _____ Date _____

Print Name _____

4. **Site Plan** *(Instructions on next page)*

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

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



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

Planning & Zoning Department

Phone: (608) 742-9660
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:

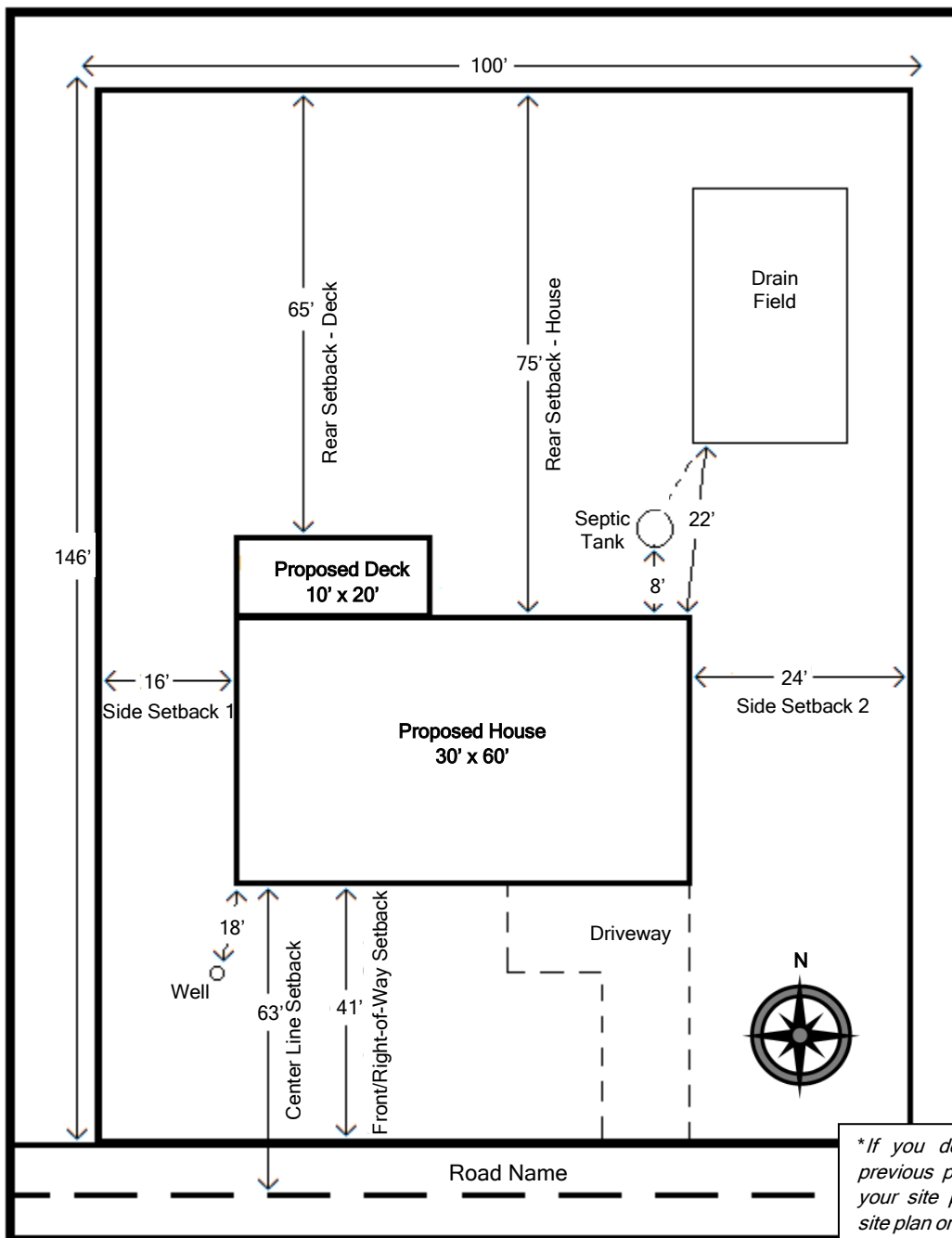
Department Signature _____ Date: _____

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.**

EXAMPLE SITE PLAN:



**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.*

REQUIREMENTS FOR PERMIT SUBMITTAL

Owner's Check List	ITEMS NEEDED	Staff Check List	Info Needed
	Completed General Information Application cover sheet		
	Completed Zoning Permit Application		
	Review fee (Subsection 7.13 of the Columbia County Code of Ordinances)		
	Other approvals and permits <i>(if applicable)</i> :		
	REQUIREMENTS FOR OVERHEAD SITE PLAN		
	Drawn to scale		
	Date of preparation		
	Landowner'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.)*		
	Locations of existing/proposed sewage disposal system (include both tank and drain field locations.)		
	Location of existing/proposed well		
	Building plan set to verify footprint, bedrooms & height elevations (if applicable)		
	IN ADDITION, IF LOT IS LESS THAN ½ ACRE, INCLUDE ON SITE PLAN:		
	Location of neighbor's septic system & well		
	FOR NEW/EXPANDED MULTIPLE FAMILY DWELLING; CIVIC AND INSTITUTIONAL; RETAIL, SERVICE AND RECREATIONAL; UTILITY, COMMUNICATION AND TRANSPORTATION; OR INDUSTRIAL USE, ALSO INCLUDE:		
	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 (include existing and proposed landscape with location, 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 used on all sides)		
	Sign plan (include location, height, dimensions, colors, material, lighting and copy area of all signage)		
	Lighting plan (include location, height, type, orientation and power of all exterior lighting)		

*Refer to Zoning Matrix for setback requirements.