



ZONING PERMIT

FOR OFFICE USE ONLY

Zoning Permit No. _____ Date: __/__/__ Fee* (\$25.00)_____pd.

*Zoning permit fees are included with development review fees for CUPs, PIPs, and SUPs, although completion of a zoning permit application form is still required.

A Zoning Permit is required prior to any of the activities listed below:

Proposed activity (indicate type):

- | | |
|---|---|
| <input type="checkbox"/> New construction | <input type="checkbox"/> Addition of use(s) |
| <input type="checkbox"/> Commercial Building addition/expansion | <input type="checkbox"/> Reactivation of prior use |
| <input type="checkbox"/> Parking lot expansion/Site alterations | <input type="checkbox"/> Home additions in Planned Developments |
| <input type="checkbox"/> Change of use | <input type="checkbox"/> Other (explain)_____ |

Property Address: _____ Zoning District: _____

Applicant Name: _____

Mailing Address: _____

City, State and Zip Code: _____

Phone Number: () - _____ e-mail address: _____

Property Owner Name (if other than applicant): _____

Property Owner Signature (if other than applicant): _____

Name of Business: _____

Proposed Use of Premises: _____

****SEE OTHER SIDE FOR SUBMITTAL REQUIREMENTS****

I understand that I must comply with current Wisconsin Building Codes through the Building Inspection Department and obtain any necessary permits; that I must comply with plans and information submitted in association with this application; and that falsifying information may result in my Zoning Permit being revoked.

Signature of Applicant: _____ Date: __/__/__

[] ZP Approved [] ZP Denied [] Other Approval Needed

Zoning Administrator: _____ Date: __/__/__

Unless otherwise requested, approvals will be returned via e-mail

SUBMITTAL MATERIALS REQUIRED FOR VARIOUS ZONING PERMIT APPLICATION TYPES:

New Construction/Building Addition (Includes *new* commercial buildings and *additions, new* single family (SF) homes, accessory buildings over 80 sq. ft., and SF home *additions* in Planned Development [PD] zoning; excludes building additions on single family homes [not in PD zoning] as long as no new dwelling units are being created.)

- Completed Zoning Permit Application
- Site Plan
- Building Elevations
- Landscaping Plan (Except SF)

Parking Expansion/Site Alteration

- Completed Zoning Permit Application
- Site Plan
- Letter of Intent (If needed to describe any aspect of the proposal.)
- Landscaping Plan (As determined by Zoning Administrator)

Change of Use/Addition of Use/ Reactivation of a Prior Use

- Completed Zoning Permit Application
- Site Plan (as determined by Zoning Administrator)
- Letter of Intent describing the proposed use(s) and nature of the changes.

Other

- Completed Zoning Permit Application
- Site Plan (as determined by Zoning Administrator)
- Letter of Intent
- Any other information deemed relevant to the proposed activity