

LAND USE PERMIT APPLICATION

File #: _____
Office Use Only
 Revised 02-17-09

APPLICANT INFORMATION

Property Owner: _____ Contractor/Agent: _____
 Mailing Address: _____ Mailing Address: _____

 Daytime Phone: (____) _____ Daytime Phone: (____) _____
 Cell: (____) _____ Cell: (____) _____
 E-mail: _____ E-mail: _____

SITE INFORMATION

Site Address: _____
 Property Location: _____ 1/4, _____ 1/4, Sec. _____, T. _____ N., R. _____ W., Town of _____
 Computer #: _____ - _____ - _____ - _____ Parcel #: _____ . _____ . _____ . _____

LAND USE INFORMATION

Zoning District (Check one): () AG. () AG. II () AG. RES. () RESIDENTIAL () COMMERCIAL () INDUSTRIAL
 Overlay District (Check all that apply): () SHORELAND () RIVERWAY () FLOODPLAIN () ADULT ENTERTAINMENT

Type of Land Use Permit Request (Check one):

() Animal Waste Storage Facility	\$550	() Wireless Communication Tower (Co-location)	\$550
() Nonmetallic Mining Operation	\$550	() Lower St. Croix Riverway District	\$350
() Signage	\$350	() Shoreland	\$350
() Floodplain	\$350	() Temporary Occupancy	\$350
() Grading & Filling, 12-24.9% Slopes	\$350	() Livestock Facility	\$1,000
() Permit processed in conjunction with a Land Division, Special Exception or Variance	\$50	() Other: _____	

State the nature of your request: _____
 _____ Zoning Ordinance Reference _____

SIGNATURE

I attest that the information contained in this application is true and correct to the best of my knowledge.

Property Owner Signature: _____ **Date** _____
Contractor/Agent Signature: _____ **Date** _____

OFFICE USE ONLY	
Complete Application Accepted: ___/___/___	By: _____
Fee Received: ___/___/___ \$ _____	Receipt #: _____

GENERAL APPLICATION REQUIREMENTS

APPLICATION:

Applications will not be accepted until the applicant has:

- Met with the Zoning Administrator to review the application;
- **Original plus 2 copies** of the completed application submitted to the Zoning Administrator;
- Resolved any land use violations and paid any outstanding fees owed to the Planning and Zoning Department;
- Signed the application form (*the signatures of the property owners and agents acting on their behalf are required*); and
- Submitted the appropriate application fee (*nonrefundable*) payable to St. Croix County.

REVIEW:

The Zoning Administrator will review the application for completeness and assign a file number to the application. The Zoning Administrator may require additional information and will notify the applicant of this within 10 days. Upon receiving a complete application and supporting documents, the Zoning Administrator will:

- send copies of the applications to the appropriate reviewing agencies for comment. **Applicants are encouraged to contact their town to discuss their application and inquire about necessary building permits and approvals at the town level;**
- schedule a site visit to the applicant's property, at which time the applicant shall flag all applicable property/project corners and label the flags accordingly; and
- review the file and prepare findings for approval or denial of the permit within 60 days. Upon approval, the permit will be mailed to the applicant or to the applicant's agent.

If approved, the land use permit will be valid for one year from the date of the permit issuance. The applicant may also be required to apply through the Town for a local building permit. All site plans, pictures, and other materials submitted with the application become the property of the Planning and Zoning Department and will remain in the file.

CHECKLIST FOR COMPLETE APPLICATION

- Completed and signed application form with fee.
- Original plus 2 copies** needed.
- A general written statement that specifically explains the request.
- A statement indicating whether or not a private water or sanitary system is to be installed.
- Recorded Warranty Deed (*may be obtained at the Register of Deed's office*).
- A complete site plan showing:
 - project location in the town;
 - lot/parcel dimensions with total lot area, property lines, and all applicable setbacks;
 - location of existing access roads, right-of-way, road setbacks, and recorded easements;
 - location of all existing and proposed structures with their square footage and distance from setbacks;
 - location of existing and proposed POWTS, wells, driveways, parking areas, access, signs, and other features;
 - location of slopes 12% and greater (*minimum contours to be determined by the Zoning Administrator*);
 - all blufflines and slope preservation zones (*Riverway*) and setbacks from blufflines;
 - location of the OHWM of any abutting navigable waterways and all setbacks from the OHWM;
 - location and landward limit of all wetlands, specifications and dimensions for areas of proposed wetland alteration;
 - existing and proposed topographic and drainage features and vegetative cover;
 - location of floodplain and floodway limits on the property; and
 - any other unique limiting conditions of the property or information deemed necessary by the Zoning Administrator.

For projects that involve land disturbance requests, the following additional information may be required:

- Detailed drawings (*scale should not be greater than 1 inch to 200 feet*).
- Grading plan showing grading limits and pre and post contours.
- Project schedule and contractor list.
- Erosion control plan (*Best Management Practices*).
- Storm water management plan stamped by an engineer and including all runoff calculations.
- Vegetation plan including schedule, seeding rates, and species size, type and location.
- Other documents: _____

NOTE: All maps, plans, and engineering data shall be no larger than 11" x 17". No covers, binders, or envelopes. Staple or paperclip your application in the upper left-hand corner.