



# LAND USE PERMIT APPLICATION

File #: \_\_\_\_\_  
**Office Use Only**  
Revised May 2016

## 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  RURAL RES.  RESIDENTIAL  COMMERCIAL  INDUSTRIAL  
Overlay District (Check all that apply):  SHORELAND  RIVERWAY  FLOODPLAIN  ADULT ENTERTAINMENT

Type of Land Use Permit Request (Check one): **Please refer to the current fee schedule on our website.**

- Lower St. Croix Riverway District
- Shoreland
- Signage
- Floodplain
- Grading & Filling, 12-24.9% Slopes
- Permit processed in conjunction with a Land Division, Special Exception or Variance
- Wireless Communication Tower (Co-location)
- Temporary Occupancy
- Nonmetallic Mining Operation
- Animal Waste Storage Facility
- Livestock Facility
- 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;
- ***Submitted Original plus 2 copies*** of the **entire packet** including all supporting information, maps & diagrams;
- Resolved any land use violations and paid any outstanding fees owed to the Community Development 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 Community Development Department and will remain in the file.

## CHECKLIST FOR COMPLETE APPLICATION

- Completed and signed application form with fee.
- Original plus 2 copies** needed of the **entire** packet including **ALL** supporting information, maps & diagrams.
- 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 11x17. No covers, binders, or envelopes. Staple or paperclip your application in the upper left-hand corner.**