

## WHAT TO INCLUDE IN YOUR PERMIT APPLICATION

- The special exception permit application must be completed and signed by the property owner(s), as well as anyone acting as agent for or behalf of the property owner.
- To avoid duplication, the application may reference information already on file with the Zoning Administrator.
- In addition to the information requested on the special exception permit application, you must also provide the following information:
  - Length of Airstrip
  - Types or Models of all Aircraft Presently Owned or Proposed to Purchase
  - Legal Description and Approximate Acreage
  - Statement from WI DOT with Approval or Disapproval
  - Statement from applicant indicating:
    - Private or Personal airstrip
    - Actual or foreseeable intentions concerning the usage of the airstrip
    - Stating the applicant shall be strictly liable for any or all damage caused to any person or property by operation of any aircraft to or from the airstrip
  - Names and addresses of all adjoining property owners that is located closer than ½ mile from each boundary.
  - Attach a drawing on plain white paper at least 15"x20" in size, drawn at a scale of one inch equals 250', with the proposed airstrip to be located at the center of the drawing containing the following:
    - Boundaries of the real estate owned by applicant
    - All section lines and quarter section lines in the vicinity of the airstrip
    - Location and length of the proposed airstrip
    - Distances from the proposed airstrip to any fixed object or structure within 500'
    - Indicate the heading and elevation of proposed airstrip
    - Indicate location of all public roads, overhead utility lines, waterways or other natural obstacles.
    - Indicate the names of owners of all real estate shown on drawing

- Indicate approx. location of any turkey or mink commercial operations, or any other livestock operation
  - Indicate present use of all lands
- Attach copy of aerial ASCS photograph.
  - Attach to the application, proof that you have sufficient liability insurance for any and all airplanes presently owned. All future airplanes owned shall also be insured, and proof of insurance should be filed within 30 days.
  - The airstrip should be located as close as possible to the center of the real estate owned.
  - The airstrip shall be of sufficient length to enable safe takeoffs and landings by any and all airplanes that have been approved to land at such airstrip. The airstrip must also be of sufficient length to be approved by the Wisconsin DOT Bureau of Aeronautics, and safely and reasonably comply with Title 14 of the Cod of Federal Regulations, Chapter 1 of the Federal Aviation Administration.
  - Each application shall be signed by all owners of the real estate on which the proposed airstrip is to be located, and shall be dated as of the date on which the applicant shall file the application with County Zoning Administrator.

**QUESTIONS? Please contact:  
St. Croix County Community Development Department, 715-386-4680**