

POLK COUNTY LAND USE PERMIT APPLICATION

MAKE CHECKS (black ink) PAYABLE TO:

Polk County Zoning Department
100 Polk County Plaza, Suite 130
Balsam Lake, WI 54810
715-485-9111, Mon- Fri, 8:30am-4:30pm

NO.

COMPLETE ALL UNSHADED AREAS
INCOMPLETE APPLICATIONS MAY BE RETURNED
PLEASE PRINT – BLACK INK AND RETURN ORIGINAL FORM
PLEASE ALLOW 2 WEEKS TO PROCESS APPLICATION

Property Address (Number & Street or Ave)

Property Owner
Mailing Address

City	State	Zip
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Email (optional):

Phone number:

Contractor/ Surveyor	
Address	
City	State Zip
Phone Number	Mail permit to Contractor <input type="checkbox"/> Yes <input type="checkbox"/> No
Previous owner	Date purchased
Adjoining owner	
Adjoining owner	

LEGAL DESCRIPTION OF PROPERTY (Parent Parcel) – SEE TAX BILL

Parcel # / Computer # -- See tax bill	Lot #	Subdivision/CSM #	Gov't Lot
1/4, 1/4, Sec / T N/R W		Town of	
Size of Parcel X = SQ FT OR Acres		Name of Lake/Pond/River/Flowage (if applicable)	

PERMIT REQUESTED FOR: Fill in appropriate line(s) (BE SPECIFIC)

<input type="checkbox"/> New Dwelling	<input type="checkbox"/> Stick Built Seasonal Y N <input type="checkbox"/> Manufactured, year <input type="checkbox"/> Bunkhouse	Walk out <input type="checkbox"/> Yes <input type="checkbox"/> No	Attached Garage <input type="checkbox"/> Yes <input type="checkbox"/> No	Size of Proposed Structure X = SF	Height	Number of Bedrooms	
<input type="checkbox"/> Addition to Dwelling	Deck, Garage, Bedrooms, Vertical expansion, etc...			Size of Proposed Structure X = SF	Height	Existing Bedrooms	Additional Bedrooms
<input type="checkbox"/> Accessory Building	Garage, Boathouse, Shed, Farm Bldg, Seasonal Travel Trailer (1yr)			Size of Proposed Structure X = SF	Height	STORAGE ONLY NO HUMAN HABITATION	
<input type="checkbox"/> Other	Landscape, Retaining Wall, Patio, Stairs, Sign, Tourist Rooming house, etc...			Size of Proposed Structure X = SF	Height	Number of Bedrooms	
<input type="checkbox"/> Subdivision Review	Minor Subdivision, Major Subdivision, Metes & Bounds Review			# of Existing Lots	# Proposed Lots	Town Checklist <input type="checkbox"/> Yes <input type="checkbox"/> No	Surveyor Review <input type="checkbox"/> Yes <input type="checkbox"/> No

ADDITIONAL INFORMATION

Sanitary Permit Number:	Type of road your driveway is off of: <input type="checkbox"/> US or State Hwy <input type="checkbox"/> County Rd <input type="checkbox"/> Town Rd <input type="checkbox"/> Private Rd	Is project within 300' of the ordinary high water mark? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate total impervious area within 300' of water: sq ft and divide by lot size within 300' : sq ft = % If over 15%, please calculate the land use runoff rating to determine the amount of mitigation .
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A PLOT PLAN MUST BE PROVIDED (SEE BACK SIDE OR USE 8 1/2 X11 SHEET OF PAPER)

I AGREE THAT THIS PERMIT IS SUBJECT TO ALL CONDITIONS AND APPLICABLE ORDINANCES

Cost of Project

PROPOSED STRUCTURE LOCATION MUST BE STAKED FOR OPTIONAL ONSITE VERIFICATION

Contact your township for other requirements as a building or driveway permit and/or inspections may be required.

I declare that this application (including any accompanying documents) has been examined by me and to the best of my knowledge and belief it is true, correct, and complete. I agree to permit county officials charged with administering county ordinances or other authorized person to have access to the above-described premises at any reasonable time for the purposes of inspection.

Sign Here: Date: ☐ Cash ☐ Credit ☐ Check #

COMMENTS:

Issued by: Date: Fee

Date Received:	Mitigation Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Mitigation Filed:	Date Mitigation Completed:	UDC Report filed: Y N
				Travel Trailer removed Y N

District:
Floodplain: Y N

Revised 4/12/17

Lake Classification <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3

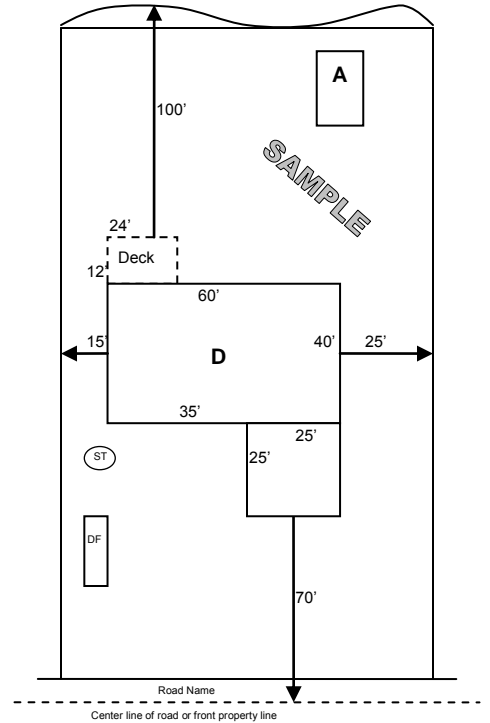
LOT LAYOUT
NORMAL HIGH WATER LINE

_____ Feet
(from eave)

_____ Feet
(from eave)

_____ Feet
(from eave)

- Show location of **ALL EXISTING STRUCTURES** in **SOLID LINES**
- Show dimensions, location and setbacks of **PROPOSED STRUCTURE** in **DOTTED LINES**
- Indicate: "D" dwelling, "A" accessory building, "ST" septic tank, "DF" drainfield



Centerline of road or front property line

SHORELAND AREAS (Land within 1,000' of lakes, ponds & flowages or within 300' of rivers or streams)						H-1, R-1 or RA-5	A-1, A-2 or A-3	Incomplete applications may be returned. Allow us 2 weeks to process your application. PLEASE check with your Town building inspector to see if a building permit is required for your project. Permit information is public record and is available on Polk County's GIS Website.
STRUCTURES – Minimum setback from eaves		Class 1 & non-Waterfront	Class 2	Class 3	Rivers/Streams			
Dwelling	Ordinary High Water Mark	75 ft	75 ft	75 ft	75 ft			
	Side lot line	10 ft	15 ft	25 ft	15 ft	10 ft	25 ft	
	Rear lot line	25 ft	25 ft	25 ft	25 ft	25 ft	25 ft	
Accessory Building	Ordinary High Water Mark	75 ft	75 ft	75 ft	75 ft			
	Side lot line	5 ft	10 ft	25 ft	10 ft	5 ft	25 ft	
	Rear lot line	10 ft	10 ft	10 ft	10 ft	5 ft	25 ft	
Boathouse	Ordinary High Water Mark	10 ft	10 ft	10 ft	10 ft			

ROAD	Private Road	Town Road	County Road	State or US Hwy	Wetlands Notice: (WI Statute 59.691) You are responsible for complying with state and federal laws concerning the 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 Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center. http://dnr.wi.gov/topic/wetlands/
Minimum setback					
From center line	35 ft	63 ft	75 ft	110 ft	
From right-of-way	--	30 ft	42 ft	50 ft	
SEWER	Dwelling /Accessory Building		Ordinary High Water Mark		
Minimum setback					
Drainfield	10 ft		50 ft		
Septic Tank	5 ft		10 ft		
HEIGHT LIMITS	Dwelling	Accessory Building		Boathouse	
Measured to the Peak (lakeside)	35'	25'		14' side wall	
Farm Buildings Exempt from Height Limit					