

LAND USE PERMIT APPLICATION INSTRUCTIONS

Please use attached application to request a land use permit for new construction, relocation of a structure, and/or alterations/additions to a structure. A permit is also required for a change of use of an existing building on a property. Zoning and other applicable ordinances can be accessed on the Planning and Zoning Department’s website, <https://www.bayfieldcounty.wi.gov/227/Ordinances>. A **site plan, floor plan/s, side views/building elevations and applicable fees must be submitted** along with the Land Use Application for the Department to properly process. Please complete the application in ink or use the fillable pdf form. Email or mail the application packet to the above email/address or submit to the office located in the Bayfield County Courthouse.

A letter of authorization is needed **if an agent** is seeking permits on the property owner/s behalf or if there are **multiple owners** and they are not able to sign the permit application. If the property is **owned by a trust or business entity**, an affidavit of authority (form available on website), will need to be signed/notarized and submitted with this application. Upon review, additional documents may be needed including impervious surface, deeds, etc. Information related to a property’s legal description may be researched/obtained from the Bayfield County Register of Deeds. If the project is located **within 300 feet of river/lake/navigable waterway**, please contact the Department as an **impervious surface form may be required**. All documents submitted must be legible and the authorized individual/s must sign bottom of page 8. Providing an accurate legal description is the responsibility of the applicant.

If the required information is missing the applicant will be given four (4) months from written notification to formally submit the missing information/make the necessary corrections, otherwise application will be deemed invalid. An incomplete or unfinished application shall expire twelve (12) months from the date received by the Planning and Zoning Department, if not completed within such time period unless otherwise already invalid.

Property information, such as Tax ID #, zoning district, aerial photos, etc. can be found on the County’s Geographical Information System (GIS) at <https://maps.bayfieldcounty.wi.gov/BayfieldWAB/>.

FEE SCHEDULE			
*Based on fair market value upon completion	*0—less than \$50,000	*\$50,000—less than \$100,000	*\$100,000+
Structure Type			
Principal Structure/Dwelling/Residence/Mobile Home	\$125.00	\$250.00	\$3.00/\$1,000.00
	*\$0—less than \$25,000	*\$25,000+	
Additions/Alterations to Residences—Dwellings	\$75.00	\$3.00/1,000.00	
Residential Accessory Structures	\$75.00	\$3.00/1,000.00	
Additions/Alterations to Residential Accessory Structures	\$75.00	\$3.00/1,000.00	
	*\$0—less than \$100,000	*\$50,000+	*\$100,000+
Commercial/Industrial/Municipal/Institutional--Principal Structures	\$250.00		\$2.50/\$1,000
Commercial/Industrial/Municipal/Institutional--Additions/Alterations	\$125.00	\$2.50/\$1,000	
Commercial/Industrial/Municipal/Institutional--Accessory Structures	\$125.00	\$2.50/\$1,000	
Boathouse	\$300.00		
Gazebo(s)	\$215.00		
Shoreland – Impervious Surface	\$25.00		

NOTE: Above fee schedule is not comprehensive, see Sec. 13-1-21(e) for the complete fee schedule.

SITE PLAN: Minimum document size of 8 1/2" x 11" and shall not exceed 11"x17"

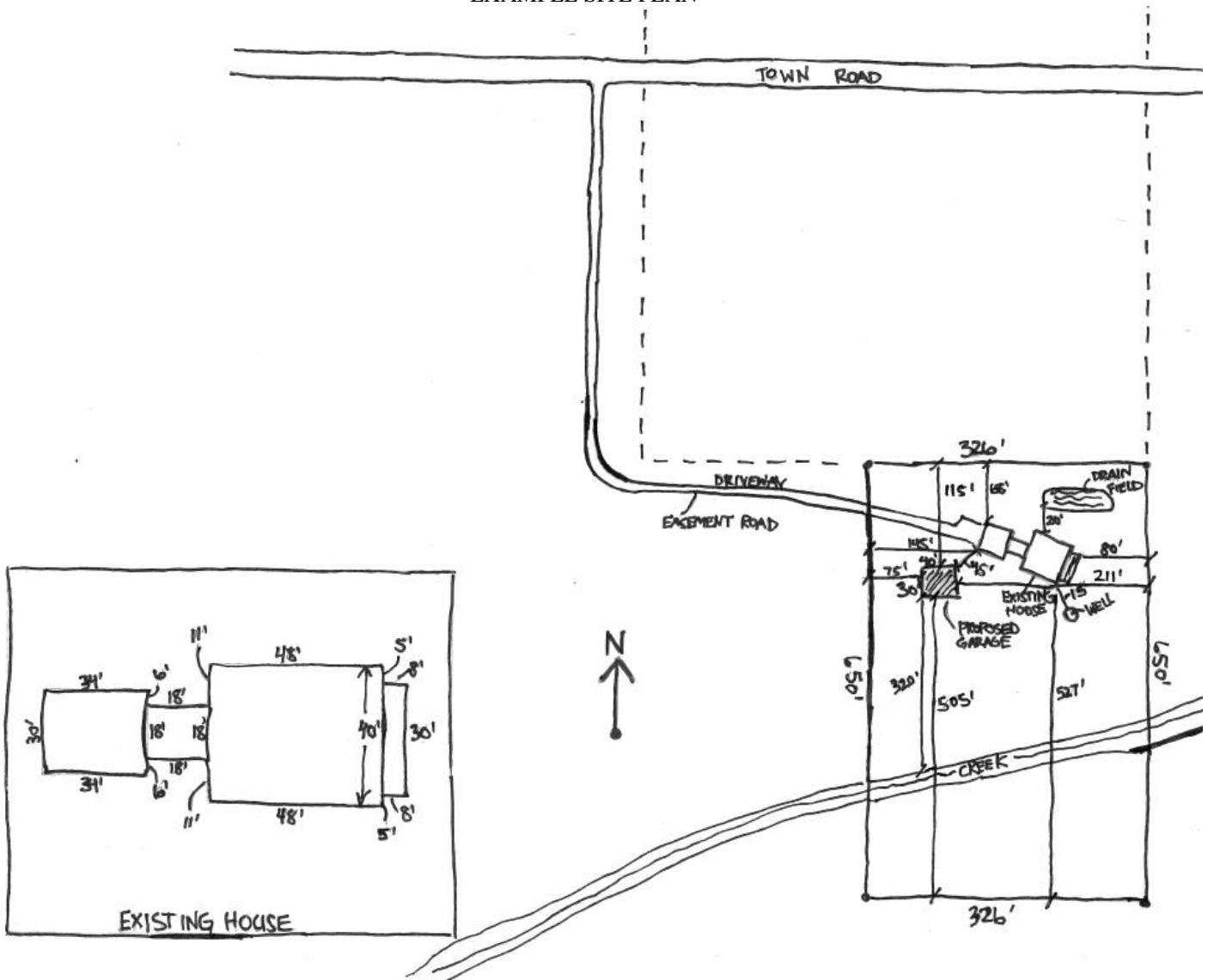
Use the attached site plan template (page 6) or provide your own that meets the minimum requirements.

The following information is required to be provided on the site plan, if applicable:

- The site plan shall be dimensioned or scaled (must be engineering scale ie: 1 inch = 10 foot) and indicate North.
- The existing and proposed structures/additions/alterations.
- The existing features including wetlands, floodplain, rivers, streams, creeks, flowages, lakes, ponds, and slopes greater than 20%.
- The existing and/or proposed driveways, sanitary system components and well.
- The distance of the proposed structure/addition from the property/lot lines, the road right-of-way/centerline, well, septic system, and all other structures located on the property. Generally, distances greater than 100 feet can be estimated.
- The location of lots lines and their dimensions.
- All setbacks shall be measured horizontally. Structural setbacks shall be measured from the furthest extension of the structure (including eaves and decks) to the closest point of the line in question.

Please note: A location survey by a licensed surveyor, is required at the property owner's expense if your project is within 10 feet of the required setback line. Property/applicant should mark the property line if your project is within 30 feet of the required setback.

EXAMPLE SITE PLAN

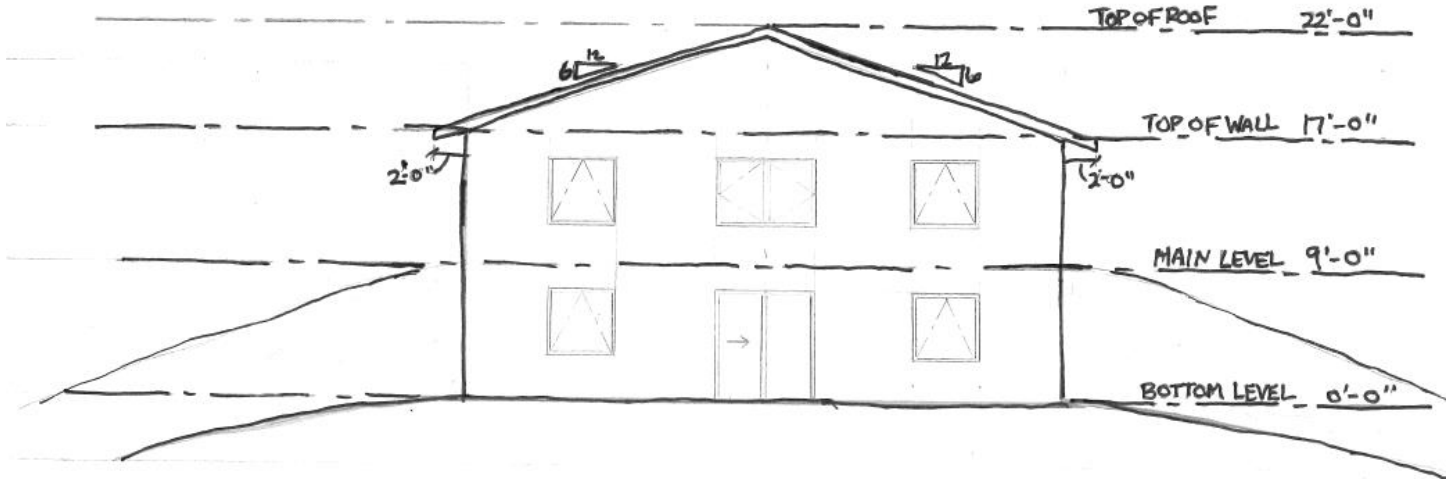


SIDE VIEWS/BUILDING ELEVATIONS: Minimum document size of 8 1/2" x 11" and shall not exceed 11"x17"

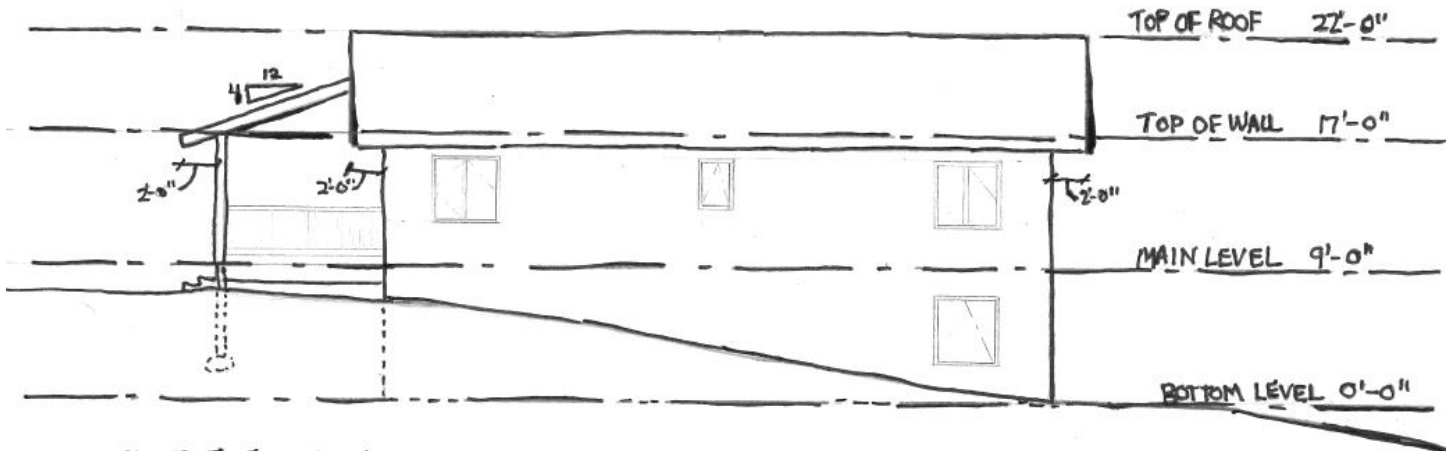
Provide side views/building elevations of all sides of the exterior of the proposed structure. Elevations drawings must be:

- Dimensioned or scaled using an engineering scale (ie: 1 inch = 10 foot) or architect scale (ie: 1/4 inch = 1 foot)
- Elevations show the level at which the ground (finished grade) meets the building and the overall height to the peak. Walkout basements should be shown and included in the overall height from the finished grade to peak of the roof.
- The views shall accurately reflect the overall size/dimensions, wall height, roof pitch, appearance, doors/windows, etc.

EXAMPLE ELEVATIONS



① BACK ELEVATION (WALK-OUT BASEMENT)
1/8" = 1'-0"



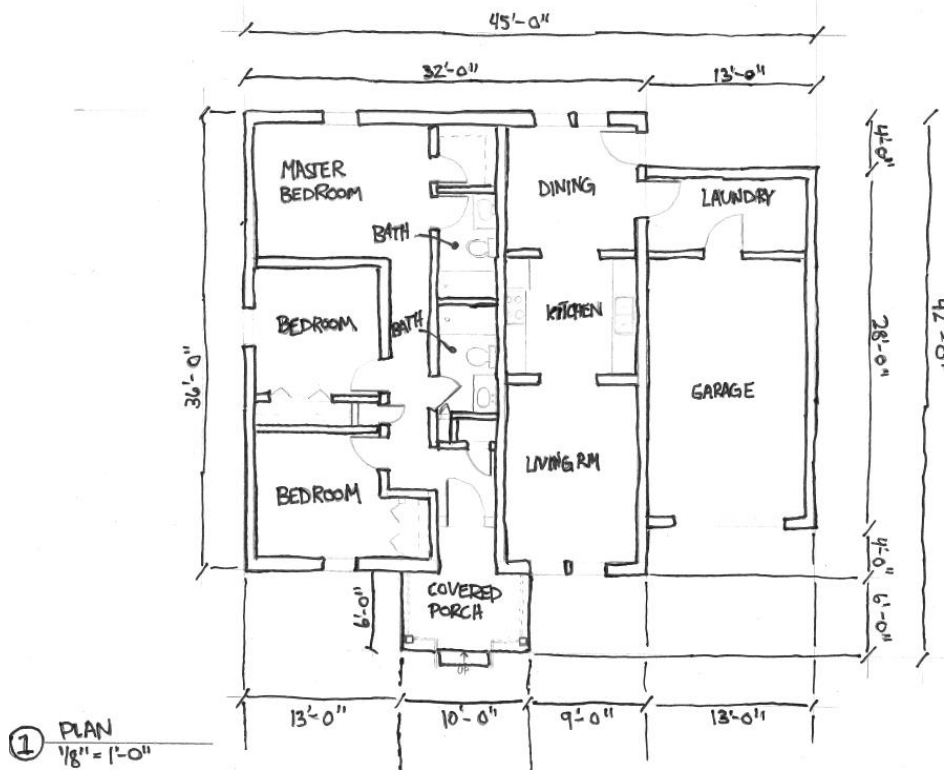
② SIDE ELEVATION
1/8" = 1'-0"

FLOOR PLAN: Minimum document size of 8 1/2" x 11" and shall not exceed 11"x17"

Use the attached floor plan template (page 7) or provide your own that meets the minimum requirements. The following information is required to be provided on the floor plan, if applicable:

- One floor plan for each level of building on which work is being done (print/submit completed page 6 for each level proposed or attach applicable floor plans)
- The floor plan shall be dimensioned or scaled using an engineering scale (ie: 1 inch = 10 foot) or architect scale (ie: 1/4 inch = 1 foot).
- Labeling of all internal rooms.
- Provide exterior dimensions sufficient to calculate floor area (square feet) for each story and basement.
- Include any attached exterior components (ie: decks, porches, attached garages, etc.) and their corresponding dimensions.
- Floor plan/s for one- and two-family dwellings shall be submitted as per the Uniform Dwelling Code (UDC) size requirements.

EXAMPLE FLOOR PLAN



NOTE: Table below is for reference purposes. Additional requirements, standards and exceptions may be applicable.

MINIMUM SETBACK REQUIREMENTS				
ZONING DISTRICT	R-RB, R-1, R-4, M	F-1, F-2, R-2, A-1, A-2, M-M	R-3	I, C
Principal Structure Setbacks				
Side/Rear Yards	10 Feet	75 Feet	20 Feet	5 Feet
From Other Structures	5 Feet	5 Feet	5 Feet	5 Feet
Accessory Structure Setbacks				
Side/Rear Yards	10 Feet	30 Feet	20 Feet	5 Feet
From Other Structures	5 Feet	5 Feet	5 Feet	5 Feet
Road/Street/Highway Setbacks (From Centerline or Right-of-Way Line, whichever is greater)				
	Centerline		Right-of-Way Line	
State & Federal	110 Feet		50 Feet	
County	75 Feet		42 Feet	
Town	63 Feet		30 Feet	
Private/Driveway Easement	40 Feet			
Cul-de-sac	75 Feet		30 Feet	
Septic System (POWTS) Setbacks				
Septic/Holding Tank			5 Feet	
Drainfield			10 Feet	
Privy			15 Feet	
Other Setbacks				
Wetland			25 Feet	
Ordinary High-Water Mark (lake, river, etc.)			75 Feet	
Bluff/Bank			75+ Feet	
Note Lake Superior lots may require a greater setback due to active/potential erosion				

BAYFIELD COUNTY PLANNING AND ZONING – LAND USE PERMIT APPLICATION

Property Owner:		Authorized Agent (if applicable):	
Telephone Number:		Telephone Number:	
E-Mail Address:		E-Mail Address:	
Mailing Address:		Mailing Address:	
City, State, Zip:		City, State, Zip:	
Contractor:	Telephone Number:	E-Mail Address:	
Project Address (if different from mailing address):			
Legal Description (if additional space is needed, attach a separate sheet):			
Section, Township, Range:		Town of:	
Tax ID #:		Lot Size (Acres/Square Feet):	
Project Description (Detached garage, deck, bunkhouse, mobile home, etc.):			
Proposed Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Municipal	Proposed Project: <input type="checkbox"/> New Construction <input type="checkbox"/> Addition/Alteration <input type="checkbox"/> Change/New Use <input type="checkbox"/> Relocate (existing structure)	Structure Type: <input type="checkbox"/> Residence <input type="checkbox"/> Accessory <input type="checkbox"/> Other (explain) _____	Foundation Type: <input type="checkbox"/> Basement <input type="checkbox"/> Crawlspace <input type="checkbox"/> Slab <input type="checkbox"/> Other _____
Area to nearest square foot (Outside dimensions including unfinished area, attached garages and above grade decks or porches)			
Basement:	1 st Floor:	2 nd Floor:	3 rd Floor:
Total Square Footage:	Overall Height (finished grade to peak):	Fair Market Value of project upon completion (to nearest dollar):	

- 1) Will this be the first structure on the site? Yes No
- 2) What is the total number of bedrooms on the property once this project is complete _____?
- 3) Is there a proposed/existing sanitary system on the property? Proposed - Type _____ Existing - Type _____
- 4) Will any of the following occur within the proposed project/structure?
 New Electrical Installation New Plumbing Installation Sleeping
- 5) Has the location of the proposed project been staked including structure, sanitary system, and well? Yes No
- 6) If required, who marked the property lines? Applicant/Property Owner Licensed Surveyor
- 7) Is the property in the shoreland, within 300 feet of a river/stream/landward side of floodplain or 1000 feet of a lake/pond/flowage? Yes No Unsure
- 8) Is there wetland located on or near the property? Yes No Unsure
- 9) Is there floodplain located on or near the property? Yes No Unsure
- 10) Is this project associated with any of the following: Rezone Conditional Use Special Use Variance
- 11) Did you contact the town to see if any permits/requirements apply to your project? Yes No

SITE PLAN



All applicable setbacks need to be shown on the site plan and noted below (in feet)		County Use Only – verified setbacks	
Road Centerline/Right-of-Way	ft.	ft.	Notes/Comments:
North Lot Line	ft.	ft.	
South Lot Line	ft.	ft.	
West Lot Line	ft.	ft.	
East Lot Line	ft.	ft.	
Septic/Holding Tank	ft.	ft.	
Drainfield	ft.	ft.	
Privy	ft.	ft.	
Well	ft.	ft.	
Existing Structure/Building	ft.	ft.	
Wetland	ft.	ft.	
Elevation of Floodplain	ft.	ft.	
Ordinary High-Water Mark (OHWM)	ft.	ft.	
Other: _____	ft.	ft.	

NOTE: Please indicate “see attached” on this page if submitting site plan as a separate document.

FLOOR PLAN

Indicate Floor: Basement 1st Floor Loft 2nd Floor 3rd Floor Other

All applicable dimensions need to be shown on the floor plan and noted below	County Use Only				
	Dimensions (in feet)	Square Footage	Dimensions (in feet)	Square Footage	
Floor	X	sq. ft.	X	sq. ft.	
with Porch 1	X	sq. ft.	X	sq. ft.	
with Porch 2	X	sq. ft.	X	sq. ft.	
with Deck 1	X	sq. ft.	X	sq. ft.	
with Deck 2	X	sq. ft.	X	sq. ft.	
with Attached Garage	X	sq. ft.	X	sq. ft.	
with _____	X	sq. ft.	X	sq. ft.	

NOTE: Please indicate “see attached” on this page if submitting floor plan/s as a separate document.

LAND USE PERMIT APPLICATION REVIEW

The following items are included with the application:

- Site Plan
- Building Elevations
- Floor Plan/s
- Fees

All Land Use Permits expire Two (2) Years from the date of issuance if construction or use has not begun. Sanitary Permit, if required, issuance needs to occur prior to Land Use Permit issuance. Failure to obtain a permit or starting construction without a permit will result in penalties.

The local Town, Village, City, State or Federal agencies may also require permits. The construction of one- & two-family dwellings and new plumbing/electrical installation for residential use structures (accessory/principal) require review and approval by the local Uniform Dwelling Code (UDC) authority. All municipalities are required to enforce the UDC.

If subject property is part of a Condominium Plat, applicant hereby certifies and represents that applicant has all necessary approvals and recorded documents required to complete the project for which this permit is sought including requirements set forth in Wisconsin statutes pertaining to condominium associations, the Declaration of the Condominium Association in which the property is located, and all other rules, regulations and requirements pertaining to that Condominium Association.

You are responsible for complying with state and federal laws concerning 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, dnr.wi.gov/topic/wetlands, or contact a Department of Natural Resources service center (715)685-2900.

I (we) declare that this application, including any accompanying information, has been examined by me (us) and to the best of my (our) knowledge and belief it is true, correct, and complete. I (we) acknowledge that I (we) am (are) responsible for the detail and accuracy of all information that I (we) are providing and that will be relied upon by Bayfield County in determining whether to issue a permit. I (we) further accept liability which may be a result of Bayfield County relying on this information I (we) are providing in or with this application. I (we) consent to county officials charged with administering county ordinances to have access to the above-described property at any reasonable time for the purpose of inspection.

Owner/s or Authorized Agent: _____ Date: _____

NOTE: If you are signing on behalf of the owner(s) a letter of authorization must accompany this application

Address to Send Permit: _____