

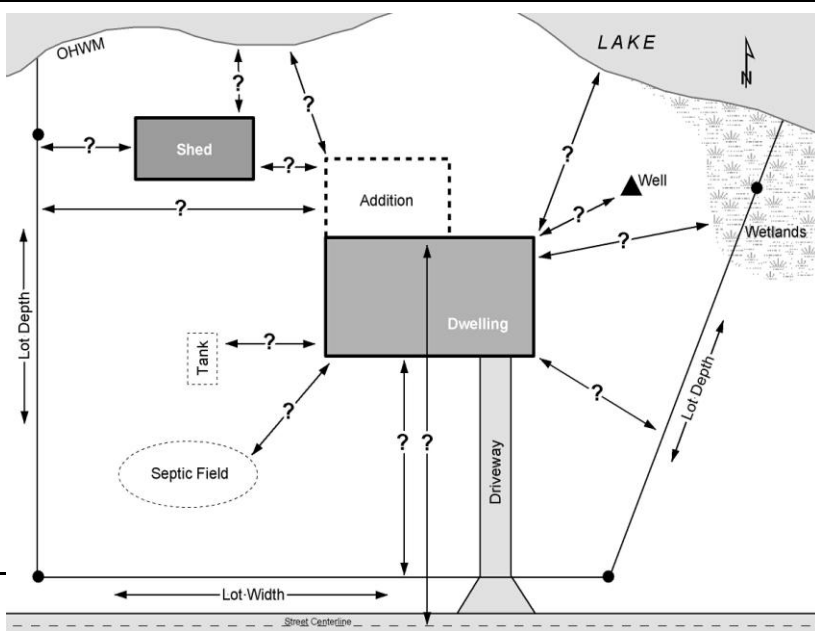
# Zoning Permit

## APPLICATION INSTRUCTIONS

1. Please use black or blue ink to complete this application form;
2. Fill in the **Name and Mailing Address** information for the applicant and owner and contractor's state certification number.
3. Fill in the **Property Description**, Parcel Identification Number (PIN) in the space provided. If your property contains more than one PIN number, please list all of the numbers. The PIN identification number is critical in the processing of this permit. Your PIN number can be found on your Tax bill or you may contact our office for assistance in finding your PIN number;
4. Complete the **Present Property Use** and **Proposed Property Use** sections. Choose the use(s) that best describes the current and proposed use of your property;
5. **Proposed Project(s)** Space is provided for 1 project. If more than one project will be completed, please attach a second application.
  - Is the project a new structure, an addition to an existing structure or a repair to an existing structure? Additions may include; porches, decks, attached garage, dwelling additions
  - Principal Structures: Structure in which the principle use of the lot is conducted. Examples: Home, commercial building, factory, restaurant/tavern, etc.
  - Accessory Structure: Any structure other than principle. Examples: Fence, detached garage, shed, barns, silo, granary, boathouse, pool, etc. (*porches and decks are principle structure additions*)(*Agricultural structures require the applicant to complete an animal units worksheet*).
  - Signs: Check all that apply and complete the size, height and lighting information. A detailed side profile of the sign must also be submitted with the application and site plan.
  - Other: If not listed, please describe. Examples: Wind turbine, antenna, water towers, grading, filling & dredging. (*NOTE, Most of these projects require additional information*). **(Please contact the Town Clerk)**.
6. Complete the Project Dimension information section.
  - Dimensions of the proposal: Length, width and area.
  - Height: Measured to the peak of said structure.
  - List the number of bedrooms before and after the project is completed (when applicable).
7. Provide an estimate of the cost of construction with labor included;
8. PLEASE NOTE: "The owner/agent is responsible to stake out the proposed project corners and the property corners. Failure to stake the project and the property corners will delay the issuance of this permit and may result in an additional inspection fee;
9. Attach a site diagram to this application in accord with the directions listed below;
10. Read the notice regarding construction near wetlands, lakes and streams;
11. Complete **Certification**, sign and date the application and provide a telephone number where you can be reached;
12. **Submit the application form, site diagram and appropriate application fee (Payable to Town of Elba) to the address listed on the front of the application**

## SITE PLANS AND BUILDING PLANS

- All applications must be accompanied by a site plan. Figure 1 below is an example of an acceptable plan.



Site plans must be drawn to scale and/or all dimensions given, such as:

- Location and dimensions of the project
- Location and dimensions of existing structures
- Dimensions of the property
- Location and names of abutting roads, lakes & Streams
- North arrow
- Owner's name

Distances must be shown from the project to:

- Lot lines
- Road right-of-ways & centerline
- Water bodies Ordinary High Water Mark (O.H.W.M.)
- Septic & holding tanks
- Soil absorption systems
- Nearby structures (within 50 feet)

# Zoning Permit

Town of Elba  
N3799 County Hwy T  
Columbus, WI 53925

Office Use: Date Received \_\_\_\_\_  
Fee Received \_\_\_\_\_  
Check Number \_\_\_\_\_

Please complete in duplicate:

Mail 1 copy and fee to: Tracy Roche, clerk  
N3432 County Rd BB  
Columbus, WI 53925

Mail 1 copy to: Pat Watters, Zoning Administrator  
N4277 Temkin Road  
Columbus, WI 53925

**Application Fees: \$75 (Payable Town of Elba)**

NAMES & MAILING ADDRESSES		PROPERTY DESCRIPTION			
Applicant (Agent / Contractor)		Contractor's State Cert. #		Parcel Identification Number (PIN)	
Street Address		Town		T	N R E
City • State • Zip Code		1/4	1/4	Section	Acreage Lot (Block)
Property Owner (If different from applicant)		Subdivision or CSM (Volume/Page/Lot)			
Street Address		Address Of Property (DO NOT Include City/State/ZipCode)			
City • State • ZipCode		Is this property connected to public sewer? <input type="checkbox"/> No <input type="checkbox"/> Yes Is this property located within a sanitary district or is the property accessible to public sewer? <input type="checkbox"/> No <input type="checkbox"/> Yes			

PRESENT PROPERTY USE	PROPOSED PROPERTY USE
<input type="checkbox"/> Vacant <input type="checkbox"/> Working Farm <input type="checkbox"/> Other _____	<input type="checkbox"/> Vacant <input type="checkbox"/> Working Farm <input type="checkbox"/> Other _____
<input type="checkbox"/> Residence <input type="checkbox"/> Single <input type="checkbox"/> Duplex <input type="checkbox"/> Multi <input type="checkbox"/> Business, Industrial, Commercial	<input type="checkbox"/> Residence <input type="checkbox"/> Single <input type="checkbox"/> Duplex <input type="checkbox"/> Multi <input type="checkbox"/> Business, Industrial, Commercial

## PROPOSED PROJECT

**\*\*\* PROJECT AND PROPERTY CORNERS MUST BE STAKED \*\*\***

**A SITE DIAGRAM IS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION, SEE REVERSE SIDE FOR INSTRUCTIONS**

**Project:**  New structure;  New addition to an existing structure;  Repair to an existing structure;

**PRINCIPAL STRUCTURE** -  DWELLING;  INDUSTRIAL;  COMMERCIAL;  OTHER \_\_\_\_\_

**ACCESSORY STRUCTURE** -  DET. GARAGE/SHED;  BARN/AG STRUCT  
 OTHER \_\_\_\_\_

**SIGN – TYPE:**  Off-Premise;  On-Premise;  Wall;  Ground;  Single Sided;  Double Sided;  
Length \_\_\_\_\_; Width \_\_\_\_\_; Area \_\_\_\_\_; Height \_\_\_\_\_; **Lighted**  YES  NO; **Moving parts**  YES  NO;

**OTHER** \_\_\_\_\_

**Project Dimensions**  
Length \_\_\_\_\_; Width \_\_\_\_\_; Area (LthXWth) \_\_\_\_\_; Height \_\_\_\_\_; Stories \_\_\_\_\_;  
# Bedrooms - Before \_\_\_\_\_; After \_\_\_\_\_

Cost of Construction with labor: \$ \_\_\_\_\_

**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 ([www.dnr.state.wi.us](http://www.dnr.state.wi.us)) OR CONTACT A DEPARTMENT OF NATURAL RESOURCES SERVICE CENTER.**



# Zoning Permit

## OFFICE USE ONLY

Notes		Zoning Section #
		Parcel #
		BOA APPEAL DATE
		BOA P/H DATE
		BOA DECISION DATE
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	<b>Town of Elba</b>  _____ Date _____ Zoning Administrator
		<input type="checkbox"/> APPROVE <input type="radio"/> CONDITIONS <input type="checkbox"/> DENIED