



Planning and Development Department

Planning, Parks & Solid Waste * Zoning & Landuse Control * Property Listing * Land Conservation

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Building Site Plan Instructions

Abbreviations

- T = Township (#)
- N = North
- R = Range (#)
- E = East
- OHWM = Ordinary High Water Mark
- ROW = Right of Way

How to Complete the Building Site Plan

1. Fill in property owner's name
 2. Fill in property address
 3. Fill in parcel ID # – can be found on property taxes
 4. Fill in legal description – if not a complete 40 acre parcel write “part of” in description
 5. Fill in the acreage of parcel
 6. Draw a North arrow indicating direction
 7. Label the road(s) – if lot is at a road intersection, show other road and setback
 8. List the minimum required setback from the centerline or road ROW (circle one) on line provided
 9. List the minimum required setback from the rear yard lot line or OHWM of a navigable body of water on line provided
 10. List the minimum required setback from the side yard lot lines on line provided
 11. Draw in and label all structures currently located on the property
 12. Draw in and label any new structures and/or additions to existing structures being proposed on the property – write dimensions
 - a. Draw in the approximate distance from the centerline or road ROW (circle one)
 - b. Draw in the approximate distance from the rear yard lot line or OHWM of a navigable body of water
 - c. Draw in the approximate distance from the side yard lot lines
 - d. Draw in the approximate distance from the well, septic tank, and drainfield
 13. Draw in and label all navigable bodies of water associated with the property
 14. Sign and date the bottom of the form acknowledging the minimum required setbacks
- If you believe that your property may qualify for an average road setback or average ordinary high water mark setback, please contact our department to set up a time when an onsite can be completed
 - In order for our department to be able to issue a land use permit we need to know the length, width, height to the peak, and approximate cost of the project.