

SHAWANO COUNTY

LAND USE PERMIT APPLICATION

Planning and Development Department
311 N. Main Street, Shawano, WI 54166
(Lower Level)
Main Line: 715-526-6766

Permit Fee: See [Fee Schedule](#)
Cash or Check Only
Make Checks Payable to:
Shawano County P&D

***Before visiting the office, please make an APPOINTMENT BY CALLING 715-526-6766 to ensure staff availability. ***

PERSONAL INFORMATION:

Owner's Last Name: _____ First: _____ MI: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____ E-Mail: _____

Name of Contractor: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____ E-Mail: _____

PROPERTY INFORMATION:

Property Address: _____ Parcel Number: _____

Township: _____ Parcel Size: _____ Acres

Property has a fire number issued: **YES** **NO** (*Fire No. is required for all structures)

Property has a sanitary permit issued: **YES** **NO** Sanitary permit No. if known _____

Will fill be brought onsite from different property: *YES NO

Type(s) of fill to be brought onsite: _____

Amount of fill outside of foundation brought from off site: _____ Cubic Yards

****Fill placed under foundation and for driveway does not count****

GENERAL CONSTRUCTION INFORMATION (check all that apply):

USE: Single Family Sign Number of bedrooms prior to construction _____

Multiple Family Number of bedrooms after construction _____

Commercial

Impervious Surface (sidewalk, driveway, etc.)

Accessory (Shed, garage, deck, etc.)

****Estimated Total Cost of Project: \$ _____**

**** DESCRIBE PROJECT(S) BELOW****

Each individual structure, or component are individual projects for description purposes below.
For Example: The living space of a house would be Project 1. The attached garage would be Project 2.
The covered porch of the house would be Project 3. The patio deck on the back would be Project 4.

If more Project Description Boxes are needed see the document [Additional Project Form \(Fillable\)](#) on the Planning and Development Forms and Documents Page.

PROJECT 1 DESCRIPTION: _____

Dimensions: *Length: _____ feet *Width: _____ feet Height to Peak: _____ feet
*if overhang is ≥ 3 feet measure from overhang. **ESTIMATED COST OF PROJECT:** _____

Number of stories including basement: _____ Plumbing: YES NO

FOUNDATION: **DISTANCE FROM PROJECT TO:**
Basement (no walkout) Septic Tank: _____ feet
Basement (with walk out) Drain Field: _____ feet
Crawl Space Centerline of Road: _____ feet
Slab Lot Lines - North _____ feet South _____ feet
Other _____ East _____ feet West _____ feet

PROJECT 2 DESCRIPTION: _____

Dimensions: *Length: _____ feet *Width: _____ feet Height to Peak: _____ feet
*if overhang is ≥ 3 feet measure from overhang. **ESTIMATED COST OF PROJECT:** _____

Number of stories including basement: _____ Plumbing: YES NO

FOUNDATION: **DISTANCE FROM PROJECT TO:**
Basement (no walkout) Septic Tank: _____ feet
Basement (with walk out) Drain Field: _____ feet
Crawl Space Centerline of Road: _____ feet
Slab Lot Lines - North _____ feet South _____ feet
Other _____ East _____ feet West _____ feet

PROJECT 3 DESCRIPTION: _____

Dimensions: *Length: _____ feet *Width: _____ feet Height to Peak: _____ feet
*if overhang is ≥ 3 feet measure from overhang. **ESTIMATED COST OF PROJECT:** _____

Number of stories including basement: _____ Plumbing: YES NO

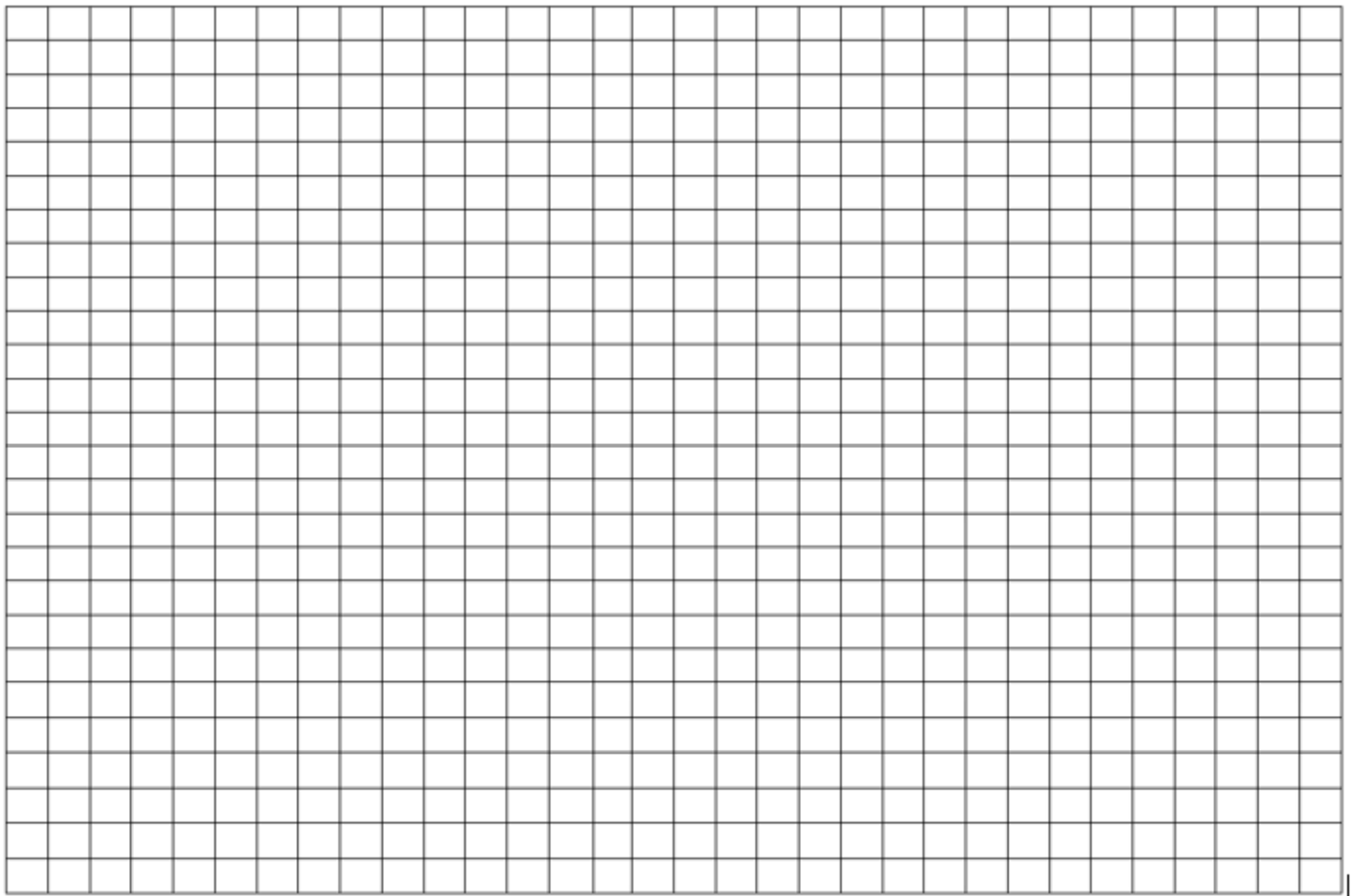
FOUNDATION: **DISTANCE FROM PROJECT TO:**
Basement (no walkout) Septic Tank: _____ feet
Basement (with walk out) Drain Field: _____ feet
Crawl Space Centerline of Road: _____ feet
Slab Lot Lines - North _____ feet South _____ feet
Other _____ East _____ feet West _____ feet

SITE PLAN IS REQUIRED for REVIEW – Use the grid below OR on a separate sheet; please include:

1. Exterior boundaries of property (property lines, roads, and ordinary high-water mark)
2. All existing and proposed development which includes, but is not limited to: driveways, sidewalks, patios, well, private onsite sewage system, and structures (principal and accessory)
3. Setbacks of proposed development to: drain field, septic tank, lot lines, centerline of road, wetlands, and estimated ordinary high-water mark if applicable. ****The ordinary high water mark will be established by County Staff.**
4. Arrow indicating North.

For Shawano County GIS Mapping please visit: <https://maps.co.shawano.wi.us/scgisviewer/>

SITE PLAN



LAND USE PERMIT EXPIRATION: A Land Use Permit shall expire one year from date of issuance, with the opportunity to renew for one year by contacting the Planning and Development Office before expiration.

****BUILDING PLANS FOR STRUCTURES MAY BE REQUIRED. IF YOU HAVE BUILDING PLANS PLEASE SUBMIT THEM WITH THIS APPLICATION.****

APPLICANT CERTIFICATION: The undersigned hereby applies for a permit to do work according to the above description and plans submitted herewith. The undersigned agrees that such work will be done as described and that it will comply with all applicable Statutes of Wisconsin, the Shawano County Zoning Ordinance, Shoreland/Wetland Ordinance, Floodplain Ordinance, and Sanitary Ordinance of Shawano County. The undersigned agrees to allow free and unlimited access to the property between 8 a.m. and 4 p.m., Monday through Friday, by a county employee who is investigating compliance with the Statutes or County Ordinance(s). The undersigned acknowledges that he/she has fully read and understands this is an initial application. More documentation may be requested by the Planning and Development Department to receive issuance of the permit(s) being applied for.

Print Name (owner) _____

Signature (owner) _____ Date: _____

Next Steps:

- After reviewing the information provided above, a staff member from the Shawano County Planning and Development Department will contact you to complete the next steps for the proposed project(s) and request additional information, if needed.
- Before visiting the office, please make an **APPOINTMENT BY CALLING 715-526-6766** to ensure staff availability.

OFFICE USE ONLY

- Is the proposed development within 1000 ft of the OHWM of a lake, pond, or flowage or within 300 ft. of the OHWM of a navigable river, stream.
YES NO
- Is the proposed development in a mapped wetland or wetland indicator soil area?
YES NO
- Is the proposed development in a flood plain?
YES NO

Is the proposed development within 300 feet of the OHWM of navigable water and has surface drainage toward the water and:

- There will be any filling or grading on slopes more than 20% YES NO
- There will be filling or grading of more than 1,000 sq. ft. on slopes of 12% - 20% YES NO
- There will be filling or grading of more than 2,000 sq. ft. on slopes less than 12% YES NO

PERMITS REQUIRED

911 Address Issuance	Shoreland Disturbance
Sanitary Permit	Shoreland Use
Land Use	Fill
Conditional Use Permit	Other _____