

# 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 filling or grading occur with this project?      Yes      NO

**\*\*As of March 6, 2026 Shawano County no longer requires a "Fill Permit", It is the property owner's responsibility to follow all Filling and Grading (land use) performance standards as established in Sec. 40-265 of the Shawano County Code of Ordinances, and/or requirements and permitting of Ch.40, Art.X, Div.7 if ground disturbance activity to occur within 300 feet of navigable water.\*\***

### GENERAL CONSTRUCTION INFORMATION (check all that apply):

USE:      Single Family      Sign      Number of bedrooms prior to construction \_\_\_\_\_

Multiple Family      Pond      Number of bedrooms after construction \_\_\_\_\_

Commercial

Impervious Surface (sidewalk, driveway, etc.)      **\*\*Estimated Total Cost of Project: \$** \_\_\_\_\_

Accessory (shed, garage, deck, etc.)

**\*\* 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.

<b>PROJECT 1 DESCRIPTION:</b> _____		
Dimensions: *Length: _____ feet	*Width: _____ feet	Height to Peak: _____ feet
*if overhang is $\geq 3$ feet measure from overhang.	<b>ESTIMATED COST OF PROJECT:</b> _____	
Number of stories including basement: _____	Plumbing: YES NO	<b>POND DEPTH IF APPLICABLE:</b>
<b>FOUNDATION:</b>	<b>DISTANCE FROM PROJECT TO:</b>	
Basement (no walkout)	Septic Tank: _____ feet	_____ 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

<b>PROJECT 2 DESCRIPTION:</b> _____		
Dimensions: *Length: _____ feet	*Width: _____ feet	Height to Peak: _____ feet
*if overhang is $\geq 3$ feet measure from overhang.	<b>ESTIMATED COST OF PROJECT:</b> _____	
Number of stories including basement: _____	Plumbing: YES NO	<b>POND DEPTH IF APPLICABLE:</b>
<b>FOUNDATION:</b>	<b>DISTANCE FROM PROJECT TO:</b>	
Basement (no walkout)	Septic Tank: _____ feet	_____ 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

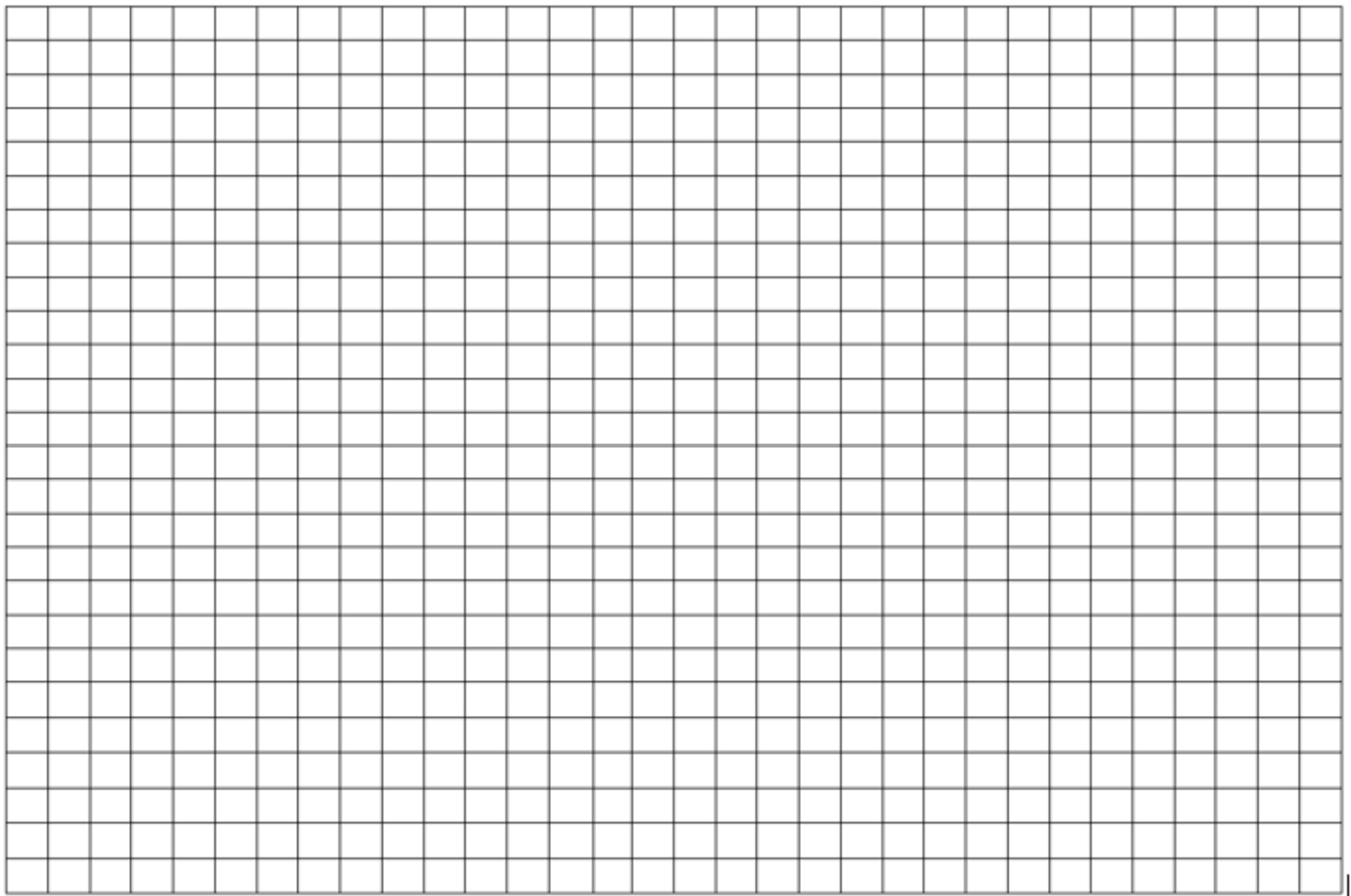
<b>PROJECT 3 DESCRIPTION:</b> _____		
Dimensions: *Length: _____ feet	*Width: _____ feet	Height to Peak: _____ feet
*if overhang is $\geq 3$ feet measure from overhang.	<b>ESTIMATED COST OF PROJECT:</b> _____	
Number of stories including basement: _____	Plumbing: YES NO	<b>POND DEPTH IF APPLICABLE:</b>
<b>FOUNDATION:</b>	<b>DISTANCE FROM PROJECT TO:</b>	
Basement (no walkout)	Septic Tank: _____ feet	_____ 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 _____