



**Dunn County**  
**Planning & Zoning Division**  
 3001 US Hwy 12E, Suite 240 (715) 231-6521  
 Menomonie, WI 54751 www.co.dunn.wi.us

**FEE: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_**  
 General  Expedited  **After-The-Fact**  
 \*See Attached Fee Schedule  
 Cash **or**  Check# \_\_\_\_\_  
 \*Checks Payable to Dunn County Zoning

## Shoreland Zoning Permit Application

Instructions: Please fill out all sections of the application. Attach a Site Plan, floor plans, and Impervious Calculations worksheet.

### FOR OFFICE USE ONLY

PERMIT#: \_\_\_\_\_ - \_\_\_\_\_ App. Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Township: \_\_\_\_\_ Staff Initials: \_\_\_\_\_  
 App # \_\_\_\_\_ Date Onsite: \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_ Zoning Inspector's Initials: \_\_\_\_\_

Property Owner	Agent/Contractor <input type="checkbox"/> Same as owner
Name	Name/Business
Mailing Address	Mailing Address
City/State/Zip	City/State/Zip
Phone	Phone
Email	Email

### Property Information

Parcel ID # \_\_\_\_\_ Site Address \_\_\_\_\_  Same as owner  
 S \_\_\_\_\_ T \_\_\_\_\_ N R \_\_\_\_\_ W CSM/Subdivision \_\_\_\_\_ Lot# \_\_\_\_\_ Blk# \_\_\_\_\_

### Project

Type of Structures Proposed (House, Addition, Garage, Shed, Deck, Pool, Gazebo, Stairs, etc.)

Proposed Use (Personal, Agriculture, Commercial, Industrial, Mixed use, etc.)

Total Sq. Footage of Project \_\_\_\_\_ **\*See Site Plan for Individual Structure Dimensions and Setbacks**

Estimated Project Cost \$ \_\_\_\_\_ Sanitary Permit # \_\_\_\_\_ # of Bedrooms \_\_\_\_\_

Plumber's Name & Phone # \_\_\_\_\_

Name of closest Lake or Stream: \_\_\_\_\_ Located in Floodplain? Yes  No

Does this project involve a change in the amount of impervious surfaces on the property? Yes  No

\*See definition of Impervious surfaces on Page 4

#### Impervious Surfaces

Existing % \_\_\_\_\_ Proposed % \_\_\_\_\_ Mitigation Needed (Surfaces over 15%)? Yes  No

Has any portion of this project been started? Yes  No

Explain:

### General Requirements

Site Plan Completed  Proposed Structures Staked out  Impervious Surface Worksheet  Floor Plans

By signing this application, I certify that all information contained in or attached to this application is true and correct to the best of my knowledge. I authorize Dunn County Zoning Staff to access my property in order to verify that the standards of the Dunn County Shoreland and Zoning Ordinances are met. I understand that I am responsible for checking with the applicable township, building inspector, DNR, and any other entities that may have jurisdiction over my project. I understand that this application does not guarantee that a permit will be granted. I agree to contact the zoning office if there are any modifications to the application or site plan.

Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note: This is an application and does not guarantee a shoreland zoning permit will be issued. Shoreland zoning permits are valid for 2 years from the issue date, after which they become null and void.**

## Staking of Proposed Structures

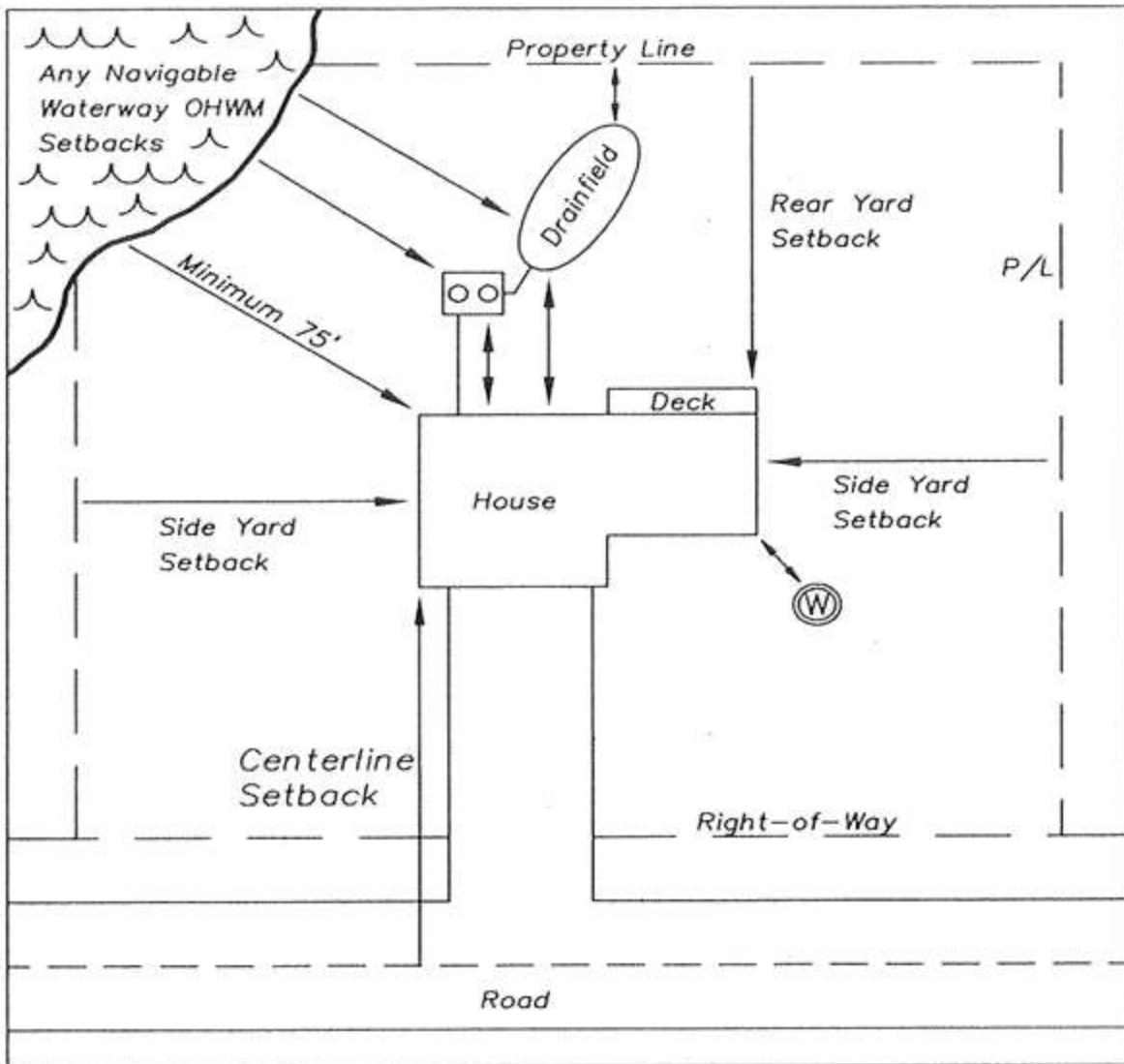
The location of all proposed structures must be staked out with accurate dimensions. It is the applicant's responsibility to notify the Zoning Office when the structures are staked and ready for inspection. Failure to stake the proposed structure footprint can result in delay of permit issuance.

## Floor Plans

Floor plans must be submitted for all new structures and additions. If the contractor does not provide a structure floor plan, applicant must draw out all internal walls and label all rooms with their proposed use (Bedroom, kitchen, bathroom, office, laundry room, etc.). This is separate from the Site Plan (See below).

## Site Plan

### Site Plan Example



**Using either the grid provided on the following page or your own paper, please show all of the following:**

1. Direction of North
2. Location and dimensions of all existing and proposed structure(s) on your property.
3. Location of proposed/existing septic tank, septic drainfield, and well.
4. Distance in feet\* from the proposed structure to:
  - All lot lines (and shoreline Ordinary High Water Mark, if applicable)
  - Centerline of the road or road R/W. Indicate road name.
  - Existing structures, septic tank, septic drainfield, and any well.

\*Distances greater than 100' can be estimated

## Site Plan (Cont'd)

### Setbacks

Setback Object (House, Garage, Deck, etc.)	Proposed Structure 1	Proposed Structure 2	Proposed Structure 3
Road Centerline/Front Lot line	ft	ft	ft
Side Lot Line 1	ft	ft	ft
Side Lot Line 2	ft	ft	ft
Rear Lot Line or OHWM	ft	ft	ft
Septic Tank	ft	ft	ft
Septic Drainfield	ft	ft	ft
Well	ft	ft	ft
House	ft	ft	ft
Other Structure(s): _____	ft	ft	ft

Use the grid below to draw and label all existing and proposed structures, lot lines, well, septic tank, drainfield, sidewalks, driveway, and location of shoreline OHWM. Please include all setback distances from above table.

The grid is a large square area composed of small squares, intended for drawing a site plan. A black arrow is located in the top-left corner of the grid, pointing upwards.

# Impervious Calculation Worksheet

Instructions: Calculate the area in square feet of all existing and proposed impervious surfaces on your lot. See definition of impervious surface below. This worksheet must be completed and submitted to the Zoning Office prior to a Shoreland Zoning Permit being issued.

Please Note: If your project involves Pervious surfaces only, this worksheet is not necessary. Examples of a Pervious structure include a deck or wooden stairs.

	<u>Existing (ft<sup>2</sup>)</u>	<u>Proposed (ft<sup>2</sup>)</u>
Driveway(s), [Concrete, Pavers, Gravel, etc.]	_____	_____
Garage(s), Pads [Concrete, Pavers, Gravel, etc.]	_____	_____
Walkway(s), [Concrete, Pavers, Gravel, etc.]	_____	_____
House or Mobile Home	_____	_____
Patio(s), Pool Apron(s)	_____	_____
Outbuilding(s), Any Slab(s)	_____	_____
Lean-to(s)	_____	_____
Other Impervious Area(s), [Retaining Walls, Block, etc.]	_____	_____
Other Proposed/New Impervious Area(s)	_____	_____
TOTAL Impervious Surfaces in SQUARE FEET	_____	_____
TOTAL Lot Area in SQUARE FEET	_____	_____

**OFFICE USE ONLY: TOTAL IMPERVIOUS %**      \_\_\_\_\_ %      \_\_\_\_\_ %  
(Existing + Proposed Impervious)

This sheet represents a true and accurate accounting of the existing and proposed impervious surfaces for:

Property Owner: \_\_\_\_\_

Located at Site Address: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:**

"Impervious Surface" means an area that releases as runoff all or a majority of the precipitation that falls on it. "Impervious Surface" excludes frozen soil but includes rooftops, sidewalks, driveways (paved or gravel), parking lots, and streets unless specifically designed, constructed, and maintained to be pervious. Roadways and sidewalks per S. 340.01(54) and (58) WI Statutes are not considered impervious surfaces.

## Fee Schedule

<b>SHORELAND ZONING</b>		
<b>Permit/Application</b>	<b>General Fee</b>	<b>Expedited Fee</b>
Shoreland Permit	\$300	\$470
Shoreland Accessory Structure Permit	\$200	\$370
Shoreland Pervious Surface Permit	\$125	\$300
Shoreland Filling & Grading Permit	\$200	\$370
Additional Site Inspection	\$100	\$170
After-The-Fact Permit	2x Fee	

General Fee is the estimated cost to process and issue a permit using "In-House" staff and resources. Applications under the General Fee will be processed as time permits.

Expedited Fee is the estimated cost to process and issue a permit using "Out of-House" (contracted) staff and resources. Applications under Expedited Fees will be processed within ten (10) working days of receiving a complete application.

Pervious Surface Fee is applicable for any of the following;

- Structure(s) and /or impervious surface(s) which are removed and replaced with similar materials such that the square footage of the proposal is less than or equal to what existed.
- The parcel is non-riparian (does not have a shoreline) and the entire parcel is not within 300 feet of the Ordinary High Water Mark.
- All proposed surfaces are constructed with approved pervious materials, such as; pervious pavement, decks, etc.

Processing of all Permit/Applications includes one site inspection, except for Shoreland Permit/Applications, which includes up to two site inspections. If additional site inspections are necessary, the Zoning Division will notify the applicant who must then deposit the required additional fee. No further processing of the application shall occur until the additional fee has been received.