

Help Sheet for Filing an
"APPLICATION FOR ZONING PERMIT"

Be sure to complete all applicable items

Carefully read the sentences under the Title.

- **Parcel ID #.** This number appears on the tax bill for the parcel. If this is a newly created parcel contact the Property Description Department (715) 261-1160. (1-800-236-0153 for long distance within Marathon County).
- **Permit No.** Leave blank if no number appears. To be assigned by issuing agent.
- **Town of.** This is the political town that the building site located it, e.g. Knowlton, McMillan, Hewitt, etc.
- **___¼ ___¼, Sec __, T_N, R_E.** This is the general legal description and can be obtained from a tax bill for the property or the deed.
- **Lot, Block, Subdivision.** This space is designed for use when the land has been platted but may also be used when a Certified Survey Map (CSM) has been prepared for the parcel of land, e.g. Lot 2, Block 12, Subdivision Sunny Park, or Lot 4, Block NA, Subdivision CSM Vol. 94, Pg. 6.
- **Owner.** Print the Owner name(s).
- **Agent.** Print name of agent (who is applying for permit on behalf of owner).
- **Today's date,** and **Phone Number,** including area code
- **Mailing Address.** Don't forget to include the City, State and Zip Code.
- **Property Address.** All of Marathon County now has an addressing system. Fill in or indicate 'unknown'.
- **Builder.** Name, address and **telephone number** of primary contractor, or 'owner' if owner constructed.
- **Signature.** Either the Owner or Agent may sign.

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1. **Zoning District.** If known, fill in, e.g. RS-1/40, A-1/1, Shoreland, etc. If unknown, leave blank.
 - **Existing Land Use.** Fill in, e.g. farm, residential, commercial, etc.
 2. **Proposed Land Use.** Fill in, e.g. farm, residential, commercial, etc.
 3. **Purpose of Project.** In a word or two explain what you need this permit for, e.g. barn enlargement, home construction, etc.
 4. **Other Required Permits.** Sanitary permits must be issued before a zoning permit can be issued for any dwelling, or for any other structure which is to have a water supply and/or plumbing fixtures. Additions or modifications to existing structures may require issuance of a sanitary permit, or submittal of an evaluation of the existing private sewage system.
 - **Town UDC Permit.** All towns must issue either a UDC (Uniform Dwelling Code) permit or complete a UDC application for all new 1 & 2 family homes and some home additions.
 - **Other.** Some towns also issue 'building permits'.
 5. **Structure.** Check the appropriate box(es).
 6. **Use.** Check the appropriate box. A principal building is the primary structure on the property, e.g. the house on a residential lot, a hunting shack, or the main barn on an agricultural parcel. An accessory building is a subordinate or supplemental building incidental to the principal building, e.g. a detached garage accessory to the house, or a silo accessory to the main barn.
 7. **Type.** Check the appropriate box or fill in behind Other, e.g. pole, log, concrete, etc.
 8. **Size.** Fill in.
 - **Height.** The average grade to peak of the roof or top of the structure.
 - **Other buildings.** When two structures are being constructed at the same time, e.g. house and detached garage.
 9. **Floor Area.** Square feet - calculate the gross area for all floors including the basement.
 - **Stories.** Fill in when appropriate.
 - **Value.** This is not construction cost, but how much this project will increase the value of the property.
 10. **Lot Area.** Fill in the appropriate line with total net square feet or acres (net area excludes road right-of-way and other easements 20 feet wide or wider).
 11. **Site Map.** This is a very important component of your application. Fill it out carefully. You may choose to draw the site map on a separate sheet or directly on a survey map, but if you do, be sure all of the components required on the application are on your map.
 - 12 – 17. **Setbacks.** Fill in actual setbacks.
 18. **On-Site Inspection.** As of 1993, all construction sites which are to have a structure built within 100 feet of any navigable water must be inspected by personnel from the CPZ Department **BEFORE** a permit can be issued. Follow the instructions on the form for permit applications where no construction is to take place within 100 feet of navigable water.

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- **FEE.** Include the fee. Failure to pay constitutes an incomplete application.

Check over the application before mailing or bringing it in. Make sure the fee and site map (if separate) are attached.

If applying by mail, your copy will be mailed to you when the permit is issued.

**CHECKLIST FOR APPLICANT
WHEN APPLYING FOR A COUNTY ZONING PERMIT**

1. Be sure to complete all applicable items on the application, including the legal description.
2. If you do not know what the 'Zoning District' is, leave it blank, but be sure to fill in 'Existing Use' (what the land is being used for now i.e. farmstead, one family residence, vacant, etc.) and 'Proposed Use' (the way in which the new structure will be used).
3. If you propose to build a home or addition to an existing home it is likely that a Sanitary Permit or a septic system evaluation will be required. There are also areas in the County where the County and Town have overlapping jurisdiction and more than one permit will be required before construction may begin.
4. The site map is a very important section of the application. Be as accurate with the map measurements as is physically possible.
5. When the word '**or**' is encountered on the application, cross off the selection which does not apply.
6. Double-check the application prior to submitting it. The intent should be clear to the person reviewing it of what you are proposing to do and where the construction is to take place. Be sure you signed the application and included the fee.
7. If you have any questions concerning the application, no matter how insignificant they may seem, please feel free to contact **Zoning & Regulatory Services**, at (715) 261-6020 or 6021, or stop in (call first to make sure zoning staff is in the office) and we will be happy to assist you.

**ZONING & REGULATORY SERVICES of the
Marathon County Conservation, Planning & Zoning Department
210 River Drive, Wausau, WI 54403-5449
(715) 261-6020 OR 6021
Fax: (715) 261-6016
Long Distance Within Marathon County: 1-800-236-0153**