



# Zoning Permit Application Help Sheet

(It is important to carefully read and complete all applicable sections of the zoning permit application form).

## 1.) OWNER AND AGENT INFORMATION:

**Owner:** Print or type the name(s) of the current property owner(s). Be sure to include the full name of the property owner including the middle initial if applicable. Designate which owner will be considered the primary contact for the project by checking the applicable box.

**Agent:** Print or type the name of agent (the entity that is applying for the permit on behalf of the owner(s)). If you are acting as your own agent, you may write or type "self".

**Contractor:** Print or type the name of contractor (entity that is hired to construct the project).

## 2.) PROPERTY/SITE INFORMATION:

**Project Site Address:** Write or type the current address of the project site. If there currently is not an address in place and you have submitted a Marathon County Uniform Site Address Application, write "TBD" (To Be Determined). If the address is not known, write or type "unknown".

**Legal Land Description:** This is the general legal description and can be obtained from a tax bill for the property or the deed (e.g. \_\_1/4 \_\_1/4 Sec \_\_, T\_\_N, R\_\_E). The lot, block, and subdivision information is available when the land has been platted but may also be used when a Certified Survey Map (CSM) has been approved for the parcel of land (e.g. Lot 2, Block 12, Subdivision Sunny Park, or Lot 4, Block N/A, Subdivision CSM Vol.94, Pg. 6).

**Parcel Pin #:** This 14-digit number appears on the tax bill for the parcel.

3.) **PROPOSED DEVELOPMENT:** (\*Note: You may apply for two projects at once. The required zoning permit fee will reflect the fee amount that is highest. You will not be charged twice.)

**Project Description:** Check or click the appropriate box that describes the type of project you are pursuing.

**Type of Structure:** Check or click the appropriate box that describes the type of structure you are applying for.

**Size:** Write or type the length and width of the development. Also include the total square footage, height, and estimated value of the development.

## 3.) LAND USE INFORMATION:

**Zoning District:** Check or click the appropriate box that reflects the current zoning district classification of the property being developed. If unknown, leave blank.

**Intended Use of Structure(s):** Check or click the appropriate box that best reflects the intended use of structure.

**Overlay:** Check or click the shoreland box if your development is proposed within 300-feet of a navigable creek, river, or stream and/or within 1000-feet of a navigable lake, pond, or flowage. Check the wetland box if your development is proposed within 35-feet of a DNR Mapped Wetland Area. Check the floodplain box if your proposal is within mapped floodplain. These layers can be viewed on the Marathon County Land Information Mapping System.

3.) **LAND USE INFORMATION: (continued)**

**Lot Area:** Insert the total net area of the lot either in square feet or acres.

**Land Divisions That May Affect Proposal:** Check the appropriate box.

**Number of Dwelling Units:** Insert the number of proposed dwelling units. If your project does not involve a principle structure (house) then you may write/type "N/A" (Not Applicable).

**Total Number of Bedrooms:** Insert the number of proposed bedrooms. If your project does not involve a principle structure (house) then you may write/type "N/A" (Not Applicable).

**Number of Bedrooms Changing:** Check the appropriate box. Check "No" if there will be no change.

**Will the structure be used to house livestock?:** Check the appropriate box.

4.) **SIGNATURE AND CERTIFICATION:** (*\*Note: the signatures of the property owner and person responsible for the work are required prior to permit issuance.*)

**Please take time to read the certification statement:** The two main points of the certification statement are that the applicant agrees that the work described on the permit will be conducted in a compliant manner and that Marathon County Zoning Staff will be granted permission to enter the property for site inspection purposes. Please include a proposed start date and date of completion.

5.) **SITE PLAN REQUIRED:** (*\*Note: all zoning permit applications are required to be accompanied by a complete site plan.*)

**Requirements of a complete site plan:** The setback distances from property lines, roads (either from the right-of-way line or centerline) septic systems (tanks and/or drain fields), other structures, and unique site features. It is the responsibility of the applicant to furnish a completed site plan.

6.) **SUBMITTAL:**

**Review the application and site plan:** Take time to read and review your application and site plan to ensure that both are complete.

**Contact Marathon County CPZ:** You may either schedule an appointment to review your completed application materials with Zoning Staff, e-mail the materials, or mail the materials to our Department for review.

**Fee Payment:** The appropriate zoning permit fee must be paid prior to zoning permit issuance. You may include the fee payment when submitting the zoning permit application. Once your zoning permit application has been reviewed by staff, you will be notified as to if more information is needed.

7.) **ISSUANCE:** (*\*Note: CPZ will print off a permit for you and will supply you with copies of all applicable application materials that have been submitted.*)

**Permit Timelines:** From the date that your zoning permit is issued, you will have six months to begin construction and a total of two years to complete the project.

**Post Permit in Plain View:** The permit that is issued must be visible from the road fronting the lot during construction.

**Permit Closure:** After a final site inspection, you will receive a letter stating that the permit is closed.