



## APPLICATION FOR A ZONING PERMIT

(Requirements per Zoning Ordinance Section 18.1209)

Applicant name: \_\_\_\_\_

Applicant address: \_\_\_\_\_

Applicant phone number: \_\_\_\_\_

Address of subject site: \_\_\_\_\_

Architect: \_\_\_\_\_

Site owner: \_\_\_\_\_

Engineer: \_\_\_\_\_

Contractor: \_\_\_\_\_

Zoning district of subject site: \_\_\_\_\_

Written description of the site, attached on a separate sheet, including following:

Type of structure: \_\_\_\_\_

Existing and proposed operation or use of the structure or site: \_\_\_\_\_

Number of employees: \_\_\_\_\_

### Requirements

- Legal description of the subject site.

*AND*

- Plat of survey prepared by a land surveyor registered in Wisconsin showing:
- Location, boundaries, dimensions, uses, and size of the subject site, structures, existing and proposed easements, streets and other public ways, off-street parking areas, loading areas and driveways.
  - Existing highway access restrictions.
  - High water, channel floodway, and floodplain boundaries.
  - Existing and proposed front, street side, rear, interior side, and shore yards.
  - Type, slope, and boundaries of soils shown in the Walworth County Soils Survey prepared by the United States Department of Agriculture Soil Conservation Service.
  - Location, elevation, and use of any abutting lands and their structures within 40 feet of the site.

(The Zoning Administrator may waive the plat of survey requirement for accessory buildings and additions to single-family and two-family dwellings when the building or addition is less than 250 square feet in area.)

*OR*

- Sketch plan showing the information generally required on the plat of survey.

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- Proposed Sewage Disposal Plan if municipal sewerage service is not available. This plan shall include a copy of the permit issued by the Walworth County Health Department for the installation of an onsite soil absorption sanitary sewage disposal system, or other appropriate means of waste disposal. The Village Engineer shall certify that satisfactory, adequate, and safe sewage disposal is possible on the site as shown in the private sewage disposal plan.
  - Proposed Water Supply Plan if municipal water service is not available. This plan shall be in accordance with Chapter NR-112 of the Wisconsin Administrative Code and shall be approved by the Village Engineer who shall certify in writing that an adequate and safe supply of water will be provided.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

Respectfully submitted,

\_\_\_\_\_  
(Signature of Applicant)

### Record of Administrative Procedures for Village Use

- |   |                       |
|---|-----------------------|
| <input type="checkbox"/> Application form filed with Village Clerk                          | Date: _____ By: _____ |
| <input type="checkbox"/> Application fee of \$_____ received by Village Clerk               | Date: _____ By: _____ |
| <input type="checkbox"/> Reimbursement of professional consultant costs agreement executed  | Date: _____ By: _____ |
| <input type="checkbox"/> Certification that application is complete by Zoning Administrator | Date: _____ By: _____ |
| <input type="checkbox"/> Evaluation report prepared by Zoning Administrator                 | Date: _____ By: _____ |
| <input type="checkbox"/> Review and recommendation by Village Plan Commission               | Date: _____ By: _____ |
| <input type="checkbox"/> Review and action by Village Board                                 | Date: _____ By: _____ |