INFORMATION REQUIRED
FOR LAND USE PERMIT APPLICATION

1. Property corner stakes must be clearly visible, if not, owner will be required to have a Registered Land Surveyor locate and/or reset corner stakes.

2. A detailed legal description of the property.

3. A site plan drawn to scale containing the following information **(paper not to exceed 11"x17" in size)**:

   a. All property lines and corner stakes.
   b. Dimensions of existing and proposed buildings and their setback, from property lines, road and lake.
   c. Note all easements and utilities.
   d. All existing and proposed driveways, road and streets, sidewalks, decks, patios & all other impervious surfaces.
   e. Indicate percentage of the total lot area that is covered with impervious surfaces. Impervious surfaces include buildings, sidewalks, driveways, graveled areas, decks, patios, etc.
   f. North Arrow.
   g. Surface water drainage pattern indicating direction of flow. Surface water cannot be directed to a neighbor's property.
   h. Building plans: side, front and rear elevations/cross section of structure **(paper not to exceed 11"x17" in size)**.

For additions to existing buildings serviced by a private on-site wastewater treatment system (POWTS), locate the septic tank and drainage disposal field. Indicate separating distances between proposed construction and the septic tank and drainage disposal field.

For new construction that is to be serviced by a newly constructed POWTS, a valid sanitary permit is required at the same time to the issuance of a Fond du Lac County land use permit.

See fee schedule attached. Make check payable to Fond du Lac County, to accompany land use application.

For additional information you may contact the Code Enforcement Office at (920) 929-3139 or Fax (920) 929-7655.

MAIL TO:

FOND DU LAC COUNTY CODE ENFORCEMENT OFFICE
160 S. MACY ST.
FOND DU LAC, WI 54935

9/21/2011

2012 FEE SCHEDULE
FOND DU LAC COUNTY CODE ENFORCEMENT OFFICE

LAND USE AND VARIANCE APPLICATION FEES	
LAND USE	
Footprint of Structure/Use < 120 sq. ft.	$75.00
Footprint of Structure/Use 121 - 999 sq. ft.	$175.00
Footprint of Structure/Use 1,000 – 1,999 sq. ft.	$250.00
Footprint of Structure/Use 2,000 – 4,999 sq. ft.	$350.00
Footprint of Structure/Use 5000 sq. ft. and greater	$500.00
(Structures include house, driveways, boathouses, garages, storage buildings, approaches, sidewalks, decks, patios, sheds, etc.)	
Ponds, scrapes, filling and grading	$100.00
Fences	$50.00
Miscellaneous uses and activities requiring a land use permit but with no measurable footprint (e.g., structural alterations/repairs)	$150.00
NOTE: Double fee for any of the above projects started without permit.	
VARIANCES	
Variance	$500.00
Variance (after-the-fact)	$1,000.00

SANITARY PERMIT FEES				
	PLAN REVIEW	**COUNTY**	**STATE**	**TOTAL**
Conventional	$60	$250	$100	$410
Mound		$400	$100	$500
In-Ground Pressure		$400	$100	$500
At-Grade		$400	$100	$500
New Holding Tank	$60	$600	$100	$760
Replace Holding Tank	$60	$400	$100	$560
Reconnection		$200		$200
Repair	$60	$200	$100	$360
Renewals		$250 or $400		$250 or $400
Privy		$150		$150
Transfer Permit		$75		$75
Revisions		$75		$75
NOTE: Double fee for any of the above projects started without permit.				
Soil Evaluation Filing & Review Fee		$10.00		$10.00
Wisconsin Fund Grant Administrative Fee		$100		$100

FOND DU LAC COUNTY

LAND USE APPLICATION

PERMIT FEE_____

TOWNSHIP _____ PERMIT NUMBER _____

NAME _____ TELEPHONE NO#_____
(owner)

ADDRESS
_____
(Mailing Address)

LOCATION OF PROJECT TAX PARCEL NO#_____

_____1/4_____1/4, Sec_____T_____N,R_____E, CSM or Subdivision_____

Lot Width_____ Lot Depth _____ Fire# & Road Name_____

Zoning _____ Sewage Disposal_____ Floodplain_____

Township Zoning_____

PROJECT Size & Height

Single Family Dwelling
_____

Additions/Alterations
_____

Accessory Building
_____

Filling, Grading, Lagooning, Dredging
_____
(Explain Use)

You are responsible for complying with state and federal laws concerning construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetland identification web page at www.dnr.wi.gov/wetlands/delineation.html or contact a Department of Natural Resources service center.

_____ Date: _____
BY SIGNING THIS, I ACKNOWLEGE THAT I HAVE RECEIVED THIS NOTICE.

I the undersigned have been informed by the Code Enforcement Office, this permit is valid only for the project herein stated and for a period of (1) year. The project including setbacks as herein specified may **not** be altered without obtaining prior approval from the Fond du Lac County Shoreland Zoning Board of Appeals or Code Enforcement Office. I further agree I will complete the FEMA Post Construction Elevation Certificate when required. **Owner(s) shall notify the Code Enforcement Office within (10) days after completion of the project.** Any development causing surface water run-off problems to adjacent properties are to be corrected by applicant. This may include establishing a new drainage pattern, and/or maintaining existing ditches or swales. This permit does not exempt the applicant from obtaining permits required by Village, Township, State or Federal Government.

_____
(owner's signature) (please print name) (date)

REMARKS: **THIS PERMIT EXPIRES** _____.

CONDITIONS UNDER WHICH A FOND DU LAC COUNTY LAND USE PERMIT FOR DEVELOPMENT IS ISSUED

CONDITIONS ATTACHED TO FOND DU LAC COUNTY LAND USE PERMIT NO._____

This Development is located in an Environmentally Sensitive Zoned Jurisdiction; consequently, special precautions must be taken to insure compliance with local, state, and/or federal regulations.

You must allow free and unlimited access to your project site at any time to county personnel investigating the project construction, operation, or maintenance.

You must complete your project according to the plans you submitted. If you wish to make changes, you must submit new plans to the County Code Enforcement Office. New plans must be approved prior to commencing construction.

The lack of municipal storm sewers in the unincorporated limits of the county requires construction of storm water drainage swales to effectively convey stormwater runoff to a discharge point, either a roadside ditch or to a receiving body of water. Existing subsurface tile lines are not acceptable unless certified in accordance with section 44-7 of Fond du Lac County Shoreland Zoning Ordinance. The Code Enforcement Office may require a certified drainage plan.

Soil erosion must be controlled by using diversion berms, straw bale dikes or filter fabric fences. These devices must be properly installed and maintained until all soil is properly protected from erosion. Riprap, jute matting or other similar material must be used to stabilize newly exposed banks adjacent to waterways.

Placement of fill materials in wetlands or the floodway of any stream is prohibited.

Placement of fill materials within (5) feet of the shoreline of a navigable waterway is prohibited unless an approved stabilizing berm is constructed prior to fill placement to prevent erosion.

Fill materials, grading, landscaping or general development causing run off to adjacent properties is prohibited.

No fill can be placed if it will impair or impede roadside ditch drainage or otherwise obstruct drainage patterns.

My signature indicates I have read, understand and assume full responsibility for complying with conditions contained herein.

_____

(signature of owner or duly authorized agent) (please print name) (date)

NON-CONFORMING STRUCTURES

Date_____

Property address_____

Tax parcel number_____

Value of existing structure prior to proposed improvements (real estate tax assessment).
Contact township assessor breakdown on the assessment for the following items:

House_____

Garage_____

Shed_____

Boathouse_____

Well and Septic System_____

Miscellaneous_____

Ratio to establish equalized assessed value_____
(Ratio can be obtained from town assessor or from Code Enforcement Office)

Structure value	divided by	Ratio	=	Equalized assessed value
_____	divided by	_____	=	_____

50% of equalized assessed structure_____

Cost of proposed improvement including materials and labor_____
(include an itemized breakdown for the materials and labor).

No modification, alteration, addition or structural repair to any existing building or structure with a nonconforming use or any nonconforming building or structure may exceed 50% of its current equalized value over the life of the building or structure.