



# Land Use Planning & Zoning Department

County Government Center  
571 County Road A  
Green Lake, WI 54941-8630

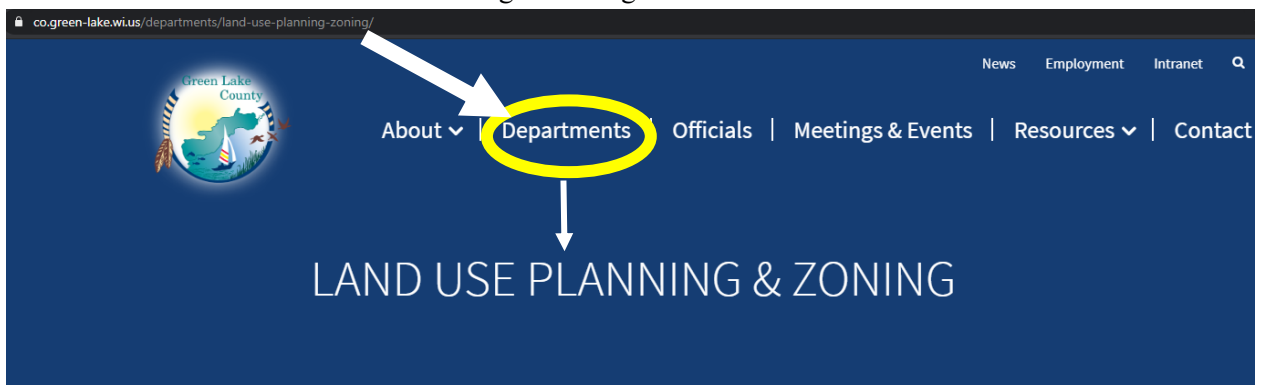
Phone 920-294-4156 Website: <http://www.greenlakecountywi.gov>

Land Development Code Enforcement County Surveyor GIS Land Information

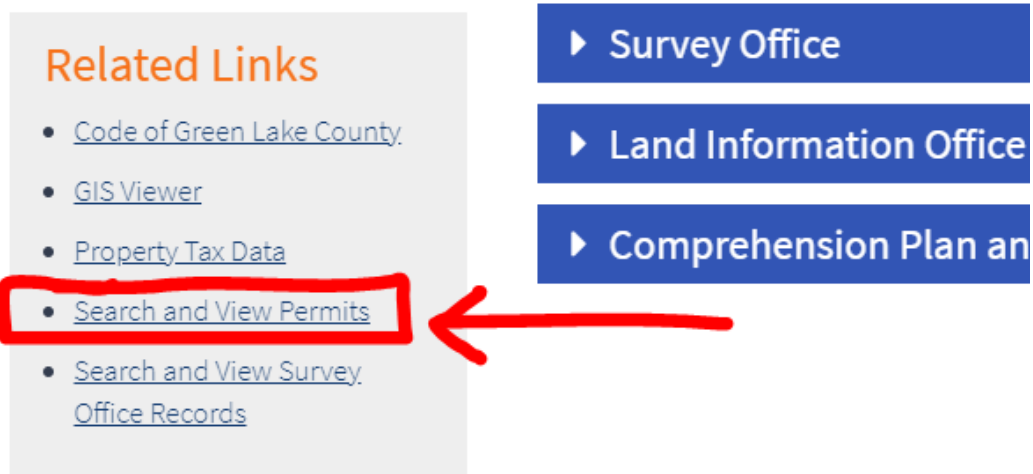
## How-to: Find issued permits and application materials

(and filter based on municipality and permit issue date)

1. Find the Green Lake County Land Use Planning & Zoning Department page
  - Type this into your internet browser:  
<http://www.greenlakecountywi.gov/departments/land-use-planning-zoning/>
  - OR -- Internet search for 'Green Lake County WI', find the 'Departments' page, and select 'Land Use Planning & Zoning'



2. From the Land Use Planning & Zoning Department page, scroll to the bottom of the page. On the left side, there is 'Related Links'. Select the 'Search and View Permits' link.



3. The Green Lake County Ascent Permit Management Suite page will load.

**Green Lake County**  
Ascent Permit Management Suite

Access Type: **Public** Choose Category: **Permit Management** What do you want to do? **Permit Search** Help ?

[Browser Setup Help](#)

[Clear Search](#)

Municipality: **<All Municipalities>** Owner Name: First Name, Last Name

Issue Date: Original Owner:

Parcel ID: Permit No: Application No:

Site Address: Permit Type: **<All Types>** Permit Status: **<All Statuses>**

Mailing Address: System Status: **Active** Sort By: **Permit No.**

Additional Info: Records/Page: **20**  Include Deleted **Find Now**

4. Use the drop down arrow in the 'Municipalities' field to select your Town.

**Green Lake County**  
Ascent Permit Management Suite

Access Type: **Public** Choose Category: **Permit Management** What do you want to do? **Permit Search** Help ?

[Browser Setup Help](#)

[Clear Search](#)

Municipality: **<All Municipalities>** Owner Name: First Name, Last Name

Issue Date: Original Owner:

Parcel ID: Permit No: Application No:

Site Address: Permit Type: **<All Types>** Permit Status: **<All Statuses>**

Mailing Address: System Status: **Active** Sort By: **Permit No.**

Additional Info: Records/Page: **20**  Include Deleted **Find Now**

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- Set the 'Issue Date' to a range you want, usually including the last month. You can type in the date manually, or click the field and a small calendar will pop up that you can click on days.

**Green Lake County**  
Ascent Permit Management Suite

Access Type: Public    Choose Category: Permit Management    What do you want to do? Permit Search    Help ?

[Browser Setup Help](#)

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Clear Search

Municipality: <All Municipalities>    Owner Name: First Name, Last Name

Issue Date: 01/01/2020    Original Owner: \_\_\_\_\_

Parcel ID: \_\_\_\_\_    Application No: \_\_\_\_\_

Site Address: \_\_\_\_\_    Permit Type: <All Types>    Permit Status: <All Statuses>

Mailing Address: \_\_\_\_\_    Active    Sort By: Permit No.


Additional Info: \_\_\_\_\_    20     Include Deleted    **Find Now**

Jan 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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- Use the drop down for 'Permit Type' to select 'Land Use Permits'.

**Green Lake County**  
Ascent Permit Management Suite

Access Type: Public    Choose Category: Permit Management    What do you want to do? Permit Search    Help ?

[Browser Setup Help](#)

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Clear Search

Municipality: <All Municipalities>    Owner Name: First Name, Last Name

Issue Date: \_\_\_\_\_    Original Owner: \_\_\_\_\_

Parcel ID: \_\_\_\_\_    Permit No: \_\_\_\_\_    Application No: \_\_\_\_\_


Site Address: \_\_\_\_\_    **Permit Type**: <All Types>    Permit Status: <All Statuses>

Mailing Address: \_\_\_\_\_    System Status: Land Use    Sort By: Permit No.

Additional Info: \_\_\_\_\_    Records/Page: \_\_\_\_\_     Include Deleted    **Find Now**

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7. Use the 'Permit Status' drop down to select 'Approved'.

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Ascent Permit Management Suite

Access Type: **Public** Choose Category: **Permit Management** What do you want to do? **Permit Search** Help ?

[Browser Setup Help](#)

Clear Search

Municipality: **<All Municipalities>** Owner Name:  First Name  Last Name

Issue Date:   Original Owner:

Parcel ID:  Permit No:  Application No:


Site Address:  Permit Type: **<All Types>** Permit Status: **<All Statuses>**

Mailing Address:  System Status: **Active** Sort By: **<All Statuses>**

Additional Info:  Records/Page: **20**  Include Deleted

- <All Statuses>
- Approved**
- Denied
- Pending
- Expired
- Permit not Required

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8. Select the red 'Find Now' button to search. Results will show below the search fields.

**Green Lake County**  
Ascent Permit Management Suite

Access Type: **Public** Choose Category: **Permit Management** What do you want to do? **Permit Search** Help ?

[Browser Setup Help](#)

Clear Search

Municipality: **Town of Princeton** Owner Name:  First Name  Last Name

Issue Date: **01/01/2020** **01/31/2020** Original Owner:

Parcel ID:  Permit No:  Application No:

Site Address:  Permit Type: **Land Use** Permit Status: **Approved**

Mailing Address:  System Status: **Active** Sort By: **Permit No**

Additional Info:  Records/Page: **20**  Include Deleted


**Find Now**

Displaying records 1 - 1 of 1 total records.

Page 1

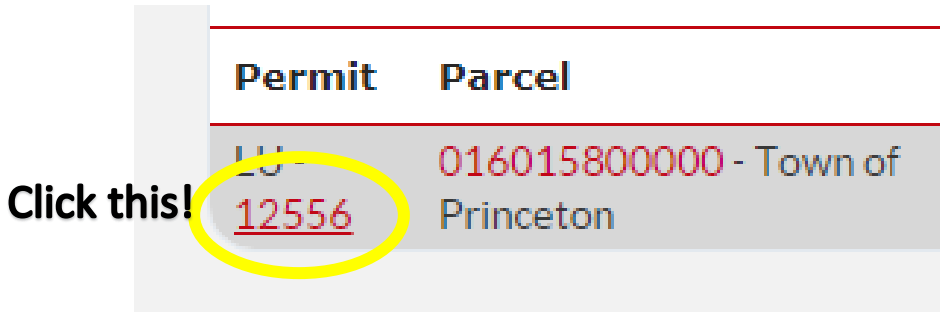
Permit	Parcel	Issued	Owner(s)	Site Address
LU - 12556	01601580000 - Town of Princeton	01/20/2020	DANIEL CURRAN DECLARATION OF TRUST; MARY CURRAN DECLARATION OF TRUST	N4854 N LAKESHORE DR

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To view permit details:

9. Click the red numbers under 'Permit' column to open that permit in a new page.



10. The permit page will open. This gives you options to view information supplied by the owner/contractor about the projects, including contact information, property description and address, setbacks applied to projects under this permit, and the projects described in the application. Click on any of the bottom bars to expand them to show details. Click again to hide.

[Return to search results](#)

**Permit**

Permit Type: Land Use | Permit No.: 12556 | Application No.: 15307

Permit Subtype: Land Use

Original Applicant: Dan & Mary Curran

Additional Info:

Flood Plain: <None> | Shore Land: Yes | Estimated Cost: \$50,000.00

Application Date: 1/20/2020 | Issued On: 1/20/2020 | Expires On: 1/18/2021

Permit Status: Approved | Permit Issuer: Krista Kamke |  Wetland

Contact Phone: | Contact Email: | [Document](#)

**Properties**

Parcel Number	District Name	Alt. Parcel #	Site Address	Receives Mail	Percent Ownership	Action
016015800000	Town of Princeton		N4854 N LAKESHORE DR	<input checked="" type="checkbox"/>	100%	<a href="#">View</a>

▸ Setback

▸ Projects

11. To view application materials submitted by the applicant, click on the red 'View' buttons.

The screenshot shows a sidebar on the left with three items: 'Fees', 'Hearings', and 'Upload Files'. 'Upload Files' is highlighted in red and has a black arrow pointing to it. Below the sidebar is a table titled 'Files Attached' with two columns: 'File Name' and 'Action'. The table contains three rows of data, each with a PDF filename and a 'View' button. The 'View' buttons are circled in yellow.

File Name	Action
curran-building-site-plans.pdf	View
curran-impervious-plan.pdf	View
curran-permit-information.pdf	View

12. This will open a new page showing the scanned in materials associated with this permit. Files are saved as PDFs to reduce the size of the download. Site plans, building plans, and other relevant documents we receive will be added to this location for each permit issued.

This is a new feature of our permit tracking system, so all 2020 permits and on will be added as part of the permit issuance process. We will be working on back-populating permit documents as staff time allows.