

PART I

COUNTY USE ONLY

Parcel/Tax ID # _____ - _____ - _____ Date Issued _____ Permit # _____

PART II (Black or blue ink only)

Owner _____ **Contractor** _____
 Name _____ (Applicant) Name _____
 Address _____ Address _____
 City _____ State _____ Zip _____ City _____ State _____ Zip _____
 Home Phone _____ Work/Cell Phone _____ Home Phone _____ Work/Cell Phone _____

Site Address _____ **Parcel/Tax ID#** _____ - _____ - _____
Township _____ $\frac{1}{4}$, $\frac{1}{4}$, **Sec** _____, **T** _____ **N**, **R** _____ **E**
Lot _____ **Block** _____ **Subd/Plat** _____ **CSM #** _____
Proposed Project(s) _____

Use of Project(s) ☐ Agricultural ☐ Commercial ☐ Industrial ☐ Recreational ☐ Residential ☐ Other _____

Type of Project	Project #1 Dimensions	Distances to Lot Lines (ft)	Type of Project	Project #2 Dimensions	Distances to Lot Lines (ft)
<input type="checkbox"/> Principal	Lth/Wth _____ x _____	Front _____	<input type="checkbox"/> Principal	Lth/Wth _____ x _____	Front _____
<input type="checkbox"/> Accessory	Area _____ ft ²	Front _____	<input type="checkbox"/> Accessory	Area _____ ft ²	Front _____
<input type="checkbox"/> New	Height _____ ft	Side _____	<input type="checkbox"/> New	Height _____ ft	Side _____
<input type="checkbox"/> Addition	Stories _____	Side _____	<input type="checkbox"/> Addition	Stories _____	Side _____
<input type="checkbox"/> Grade/Fill	Bedrooms _____ (new)	Rear _____	<input type="checkbox"/> Grade/Fill	Bedrooms _____ (new)	Rear _____
<input type="checkbox"/> Sign	Bedrooms _____ (total)	Shore _____	<input type="checkbox"/> Sign	Bedrooms _____ (total)	Shore _____
Cost of Construction w/Labor* \$ _____			Cost of Construction w/Labor* \$ _____		

PART III COUNTY USE ONLY

COUNTY USE ONLY

Zoning District _____

Yes No

- ☐ ☐ **Shoreland***
☐ ☐ Wetland
☐ ☐ Floodway
☐ ☐ Flood Fringe
☐ ☐ General Floodplain
☐ ☐ Wall Insp. Req.
☐ ☐ Final Insp. Required
☐ ☐ Other Insp. (see notes)

Yes No

- ☐ ☐ After the Fact
☐ ☐ BOA _____
☐ ☐ P&Z _____
☐ ☐ ETZA _____
☐ ☐ POTW _____
☐ ☐ POWTS _____
☐ ☐ DWF _____

Data by _____ Date _____

Yes No

- ☐ ☐ Existing Nonconforming
 Equalized Assessed Value
 \$ _____
 Construction Cost w/Labor
 \$ _____
 % of assessed value
☐ ☐ >50% of Eq. Assessed Val.

NOTES

*Shoreland may have additional requirements.

PART IV

The owner, or contractor acting on behalf of the owner, hereby certifies that the information submitted on and with this application, is true and correct to the best of their knowledge. The owner hereby grants Green Lake County Zoning staff permission to enter the subject property to inspect the above-described project(s) for compliance with all applicable conditions and ordinances. This permit is valid for one year from the date of issuance. This permit may be renewed prior to expiration and if so will be subject to the rules in force at the time of renewal.

Permit Fee \$ _____ Owner/Contractor Signature _____ Date _____

Check # _____ Zoning Official Signature _____ Date _____

Receipt # _____ **All Checks Payable to "Green Lake County"** PZZ-001 (06/23)

APPLICATION INSTRUCTIONS

- Part I**
- To be completed by County Staff. Leave Blank.
- Part II**
- Complete as much of **Part B** as possible.
 - Proposed Project(s).** Two blank lines are provided to describe the nature of the project(s).
 - Use of Project(s).** Choose one category that best describes the primary use of the project once it is finished.
 - Dimensions.** Provide the length, width, area and height (to peak) of the proposed project.
 - #Bedrooms.** For residential structures report the total number of bedrooms including existing and proposed.
 - Distances to Lot Lines.** Measured from the property line to the closest point of the proposed project, but exclude eaves and windows that project one (1) foot or less from the wall.
 - Front.** The second space provided for **Front** lot lines only applies to corner lots or lots with two frontages.
 - Shore.** Refers to the Ordinary High Water Mark (OHWM) of the water body in question. This distance is always measured as the shortest distance between the proposed project and the OHWM. County Staff is available to assist in determining the location of the OHWM.
 - Cost of Construction w/Labor.** Refers to the total cost of all materials and labor to complete the project(s). This includes the market value of donated materials and unpaid labor.
- Part III**
- To be completed by County Staff. Leave Blank.
- Part IV**
- Permit Fee** must be submitted by cash or check payable to Green Lake County.
 - See **Table 1** below to determine the appropriate permit fee.
 - For multiple projects the Permit Fee is based on the combined construction costs of for all projects.

SITE PLANS, BUILDING PLANS, AND ADDITIONAL INFORMATION

- All applications must be accompanied by a site plan. **Figure 1** below is an example of an acceptable plan.
- Site plans must be submitted on a separate sheet of paper (8½" x 11" minimum).
- All site plans must be signed and dated by the owner or the owner's contractor.
- The Zoning Office reserves the right to require the submittal of a Certificate of Survey prior to permit issuance.

Site plans must be drawn to scale and show:

Location and dimensions of the proposed project
 Location and dimensions of existing structures
 Dimensions of the property
 Location and names of abutting roads, lakes & streams
 North arrow

Distances must be shown from the project to:

Lot lines
 Road right-of-ways
 Water bodies
 Septic tanks, holding tanks & soil absorption systems
 Nearby structures (within 50 feet)

- Building plans & side elevation drawings must be submitted for all new homes and other principal structures.**
- Finished yard grades within 20 feet of the proposed structure must be shown on the side elevation drawings.**
- For Shoreland Zoning additional information such as impervious surface treatment may be required. Contact the Department to determine if any additional requirements apply.**

Table 1 - Fee Schedule

Cost of Construction	Fee
\$0 - \$999.....	\$50
\$1,000 - \$99,999.....	\$150
\$100,000 - \$199,999.....	\$300
\$200,000 - \$299,999.....	\$400
\$300,000 - \$399,999.....	\$500
\$400,000 - \$499,999.....	\$600
\$500,000 - \$599,999.....	\$700
\$600,000 - \$699,999.....	\$800
\$700,000 - \$799,999.....	\$900
\$800,000 - \$899,999.....	\$1,000
\$900,000 - Or more	\$1,250

Application fees are non-refundable.

Renewal fee is the same as initial fee.

Fee for after-the-fact permit is doubled.

Figure 1 - Sample Site Plan

