

TOWN OF HARTLAND

N4058 Highline Road
Bonduel, WI 54107
Clerk's Phone: 715-851-3107
Zoning Administrator Phone: 920-785-7332

ZONING PERMIT APPLICATION FORM

(office use only)
Permit Number: _____
Date Received: _____
Filing Fee: Consult Town Fee Schedule (fee is nonrefundable after application is submitted)

APPLICATION:

Project Address: _____

Description of Work: _____

Estimated Cost of Construction: _____

PERMIT TYPE:	BUILDING DIMENSIONS (LENGTH/WIDTH/HEIGHT)
<input type="checkbox"/> Residential Construction:	
<input type="checkbox"/> Addition to Existing Structure	
<input type="checkbox"/> Interior Alterations	
<input type="checkbox"/> New Building	
<input type="checkbox"/> Non-Residential Construction	

DEVELOPMENT SITE: (In addition to the information below, please provide the Other Requirements-pg. 2)

Legal Description: _____

Zoning District: _____ Acreage of Site Parcel: _____

Setbacks: Sideyard 1 _____ ft from _____ lot line; Sideyard 2 _____ ft from _____ lot line;
Rearyard _____ ft from _____ lot line; _____ ft from centerline of _____ (Road/Highway)

Tax Parcel Number: _____

Are you splitting an existing Parcel? Yes No

Are you combining Parcels? Yes No

APPLICANT:

Primary Applicant:

Owner Owner's Agent Lessee Contractor Licensed Architect Licensed Engineer

Address: _____

City / State: _____ Zip: _____

Cell / Telephone Number(s): _____ Fax Number: _____

Email: _____

Owner (if not primary applicant listed above): _____

Address: _____

City / State: _____ Zip: _____

Cell / Telephone Number(s): _____ Fax Number: _____

Email: _____

TERMS AND AUTHORIZATION:

I understand that this form does not constitute a complete application or permit. Other submittal documents may be required for each permit application, as required by the Zoning Administrator. Page 2, and all submitted documents, are part of this application.

Applicant Signature

Date

Other Requirements for Zoning Permit Application

Site Plan:

See Zoning Ordinance Section 2.5 (3) E. for site plan requirements; attached certified survey map, if available

Building Plans:

See Zoning Ordinance Section 2.5 (3) F. for building plan requirements

Setbacks:

Note all setbacks on Site Plan. See Zoning Ordinance Sections 2.8, 5.1, and 5.2

Height:

Note all building heights on Site Plan. See Zoning Ordinance Sections 2.8

Staking:

See Zoning Ordinance Section 2.5 (3) I. for staking requirements

Modifications:

Note any modifications as outlined in Zoning Ordinance Section 6 (if none, so state)

Signs:

Signs require a separate Sign Permit. See Zoning Ordinance Section 7

Applicant Notes:

1. Applicant has been provided copies of Sections 2, 5, and 6 of the Zoning Ordinance. If applicant's parcel is zoned FP, applicant has also been provided a copy of Section 14 of the Zoning Ordinance and must review this Section for restrictions not listed above.
2. It is the applicant's responsibility to address all deed restrictions and/or covenants governing the parcel.
3. The applicant is responsible for contacting the U. S. Army Corps of Engineers, and the Wisconsin Department of Natural Resources, for additional permits or determinations of wetlands in the project area.
4. The applicant is responsible for contacting Shawano County to determine all applicable County ordinances related to the project.
5. Applicant is responsible for following all Town Ordinances, including the Driveway Ordinance #2001-02.
6. Project must not adversely affect surface water drainage to neighboring parcels.
7. Applicant is responsible for contacting the Building Inspector for the issuance of a building permit, when applicable.
8. Applicant authorizes Town of Hartland designated official to inspect the premise for conformity to the permit.
9. Applicant is responsible to contact Zoning Administrator, within 10 days of completion of the project (before occupancy or use), to request a Certificate of Compliance.

Office Notes:

Date of first site inspection: _____ Initial _____
 Date permit issued: _____ Initial _____
 Certificate of Compliance date: _____ Initial _____
 Comments:

Revised 7/10/23