

CHIPPEWA COUNTY DEPARTMENT OF PLANNING & ZONING

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Land Management

Land Planning

Land Records & G.I.S.

POWTS & Wells

Zoning Application Instructions/Tips

Please use this application for requesting building and/or structure permits under Chippewa County's zoning, shoreland zoning and floodplain ordinances. All applicable sections of the Zoning Application shall be filled out completely. A site plan, floor plan, side views/building elevations and applicable fees must be submitted along with the Zoning Application in order for the Department to properly process.

If the required information is missing, the applicant will be given seven (7) days from notification to formally submit the missing information or to make the necessary corrections. If the information is not submitted or the necessary corrections are not made within seven (7) days from notification, all submitted information will be returned to the applicant stating the reason why. In addition, the applicable fees will be returned minus a \$25 service charge.

Property information, such as parcel identification number, zoning and aerial photos, can be found on the County's Geographical Information System (GIS) at <http://mapping.co.chippewa.wi.us/>

SITE PLAN: Minimum document size of 8½" x 11" and shall not exceed 11" x 17"

You may use the attached site plan template (page 4) or supply your own that meets the minimum requirements. The site plan shall be scaled, show the proposed location of the structure/addition, the overall size/dimensions of the structure/dimensions, the distance from your property/lot lines, the road right-of-way(s), well, septic system, and all other structures located on the property. Generally, distances greater than 100 feet can be estimated. Inaccurate, imprecise or missing information will result in the delay in the review and/or issuance of the applicable permit. Any changes to the original site plan submitted must be approved by the Department with the submission of a new site plan.

FLOOR PLAN: Minimum document size of 8½" x 11" and shall not exceed 11" x 17"

The floor plan shall show the overall size/dimensions of the proposed structure/addition and the location and size of all internal rooms or walls of the structure. All internal rooms shall be identified as their proposed use (e.g. bedroom, bathroom, open storage, office, deck, porch, etc). Note: Floor plans for one-and-two family dwellings shall be submitted as per the Uniform Dwelling Code (UDC) size requirements.

SIDE VIEWS/BUILDING ELEVATIONS: Minimum document size of 8½" x 11" and shall not exceed 11" x 17"

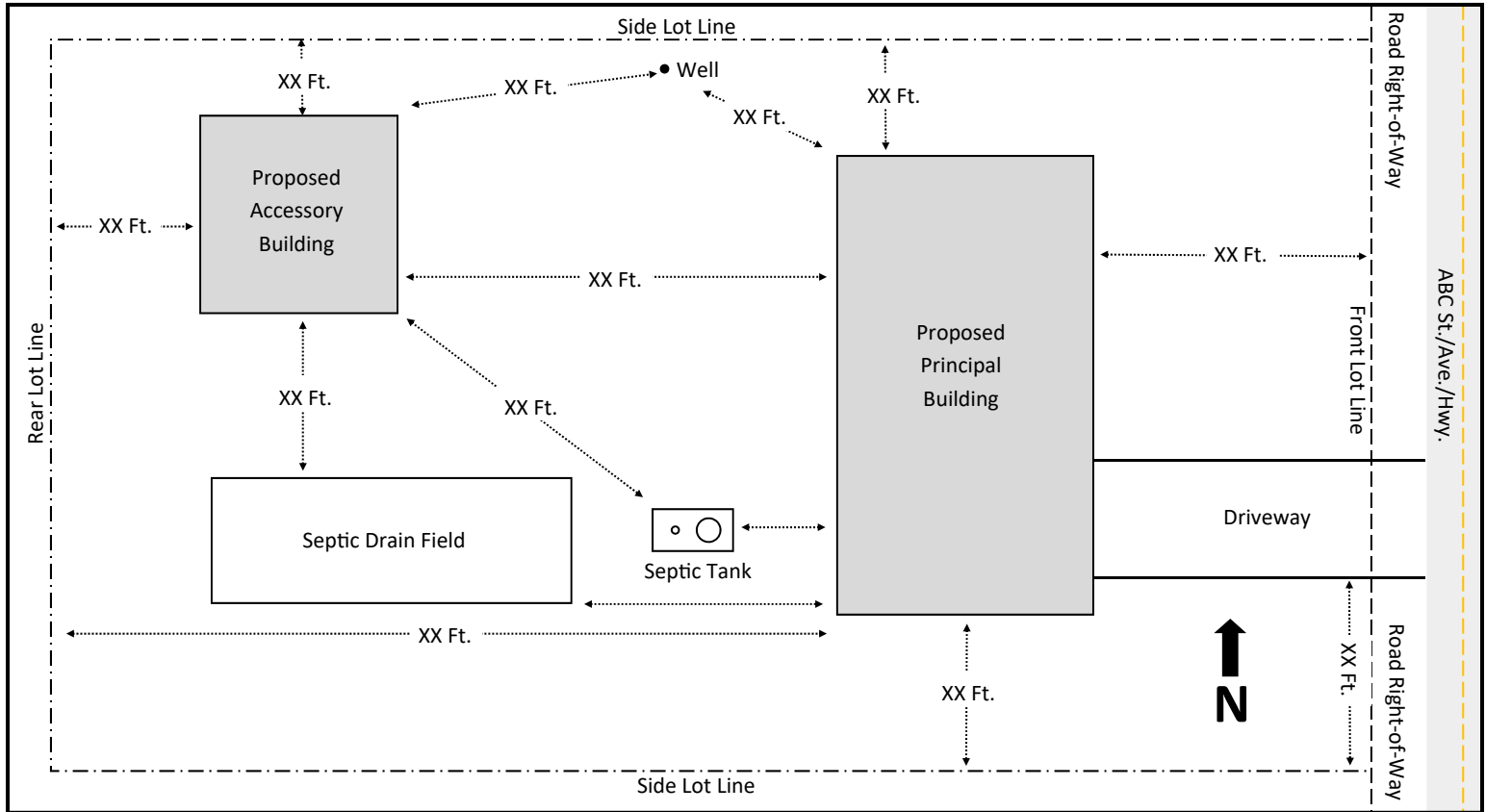
Submit the side views/building elevations for all sides of the proposed structure. The views shall accurately portray the overall size/dimensions, wall height, roof pitch, appearance, doors/windows, etc.

FEES

Application fees must be paid at the time of submission by either cash or check. Please do not send cash through the mail. Checks shall be payable to the **Chippewa County Treasurer**. Additional fees may be applicable depending on the project scope (e.g. Uniform Dwelling Code, Electrical Inspections, POWTS, Well, etc.). *If the project has started without the issuance of the applicable permits, after-the-fact fees will be assessed for the project.*

Commercial Structure 0-12, 499 Cubic Feet	\$ 100.00	Structure - Accessory - Addition to Existing	\$ 50.00
Commercial Structure 12,500 to 24,999 Cubic Feet	\$ 200.00	Structure - Accessory - 0 to 120 Square Feet	\$ 25.00
Commercial Structure 25,000 to 49,999 Cubic Feet	\$ 300.00	Structure - Accessory - 121 to 500 Square Feet	\$ 50.00
Commercial Structure 50,000 or over Cubic Feet	\$ 400.00	Structure - Accessory - 501 to 1,500 Square Feet	\$ 75.00
Livestock Facility Siting	\$ 1,000.00	Structure - Accessory - 1,501 or Greater Square Feet	\$ 100.00
Return Inspection	\$ 75.00	Structure - Principal	\$ 100.00
Sign - Commercial Off-Premises	\$ 200.00	Structure - Principal - Addition to Existing	\$ 75.00
Sign - On-Premises	\$ 100.00	Structure - Principal - Deck Or Uncovered Porch Addition	\$ 50.00
Sign - Other	\$ 25.00	Tourist Rooming House	\$ 100.00
Zoning Permit Renewal	\$ 25.00	Electrical Inspections/Miscellaneous UDC Inspections	\$ 70.00

Example Site Plan



Minimum Setback Requirements

DISTRICT	Residential 1, 2, 2-TH, 3	Agricultural, Industrial	Local/Highway Commercial
Principal Structure Setbacks			
Side Yard	10 Feet	20 Feet	10 Feet
Rear Yard	25 Feet	40 Feet	25 Feet
From Other Structures	10 Feet	15 Feet	10 Feet
Accessory Structure Setbacks			
Side Yard	10 Feet	15 Feet	10 Feet
Rear Yard	10 Feet	20 Feet	15 Feet
From Other Structures	10 Feet	15 Feet	10 Feet
Front Property Line/Road Right-of-Way Setbacks			
State/Federal Highway	50 Feet		
County Highway	40 Feet		
Town Road	30 Feet		
(POWTS) Septic System Setbacks			
Septic/Holding Tank	5 Feet		
Dispersal Area (Drainfield)	10 Feet		
Driveway Setbacks (See Section 70-109(e) of Chippewa County Zoning Ordinance)			

NOTE: Table is for reference purposes. Additional requirements, standards and exceptions may be applicable.

CHIPPEWA COUNTY PLANNING & ZONING—Zoning Permit Application

SECTION A: General Information

Property Owner:	Agent/Contractor:
Mailing Address	Mailing Address
City, State, Zip Code	City, State, Zip Code
Phone	Phone
Email	Email

SECTION B: Property Information

Parcel Identification #:	Project Location Address:
Town:	Zoning:

SECTION C: Proposed Project: Please note the location of the structure corners will need to be staked

Principal Structure: ☐ New ☐ Addition	Accessory Structure: ☐ New ☐ Addition
☐ Single-Family Home ☐ Two-Family Home ☐ Multi-Family Home ☐ Agricultural Building ☐ Commercial Building ☐ Industrial Building ☐ Deck/Porch ☐ Other _____ Proposed Use: _____ Total Area: _____ Dimensions: _____	☐ Shed or Garage ☐ Storage Building ☐ Lean-To ☐ Pool ☐ Shelter ☐ Gazebo ☐ Carport ☐ Stairways/Staircases ☐ Sign ☐ On-Premise ☐ Off-Premise ☐ Other: _____ Proposed Use: _____

NOTICE: Additional permit requirements may be applicable depending on project scope (e.g. Uniform Dwelling Code, Commercial State Plan Approval, Electrical Inspections, Septic System Verification, etc.)

Electricity ☐ Yes ☐ No
(If yes, additional permitting may be required)

Sewer/Water ☐ Yes ☐ No
(If yes, additional permitting may be required)

Bathrooms ☐ Yes ☐ No
(If yes, additional permitting may be required)

Width: _____ Length: _____

Wall Height: _____ Total Height: _____

Roof Pitch: _____

SECTION D: Application Submittal

This Application will not be reviewed until the following are properly completed and submitted to the Department of Planning & Zoning:

- ☐ Zoning Permit Application
☐ Site Plan ☐ Floor Plan ☐ Side Views/Building Elevations
- ☐ Stormwater, Erosion Control and Wetland Addendum ☐ Location of Structure Corners Staked
- ☐ Applicable Fee (Payable: **Chippewa County Treasurer**) ☐ On each page submitted: Print your name, signature and date.

SECTION E: Property Owner Authorization

- ☐ If the required information is missing, the applicant will be given seven (7) days from notification to formally submit the missing information or to make the necessary corrections. If the information is not submitted or the necessary corrections made within seven (7) days from notification, all submitted information will be returned to the applicant stating the reason why. In addition, the applicable fees will be returned minus a \$25 service charge.
- ☐ If the site is not staked, a re-inspection fee of \$75 will be charged.
- ☐ I, the undersigned, hereby apply for a Zoning Permit and certify that all information presented herein is true and correct to the best of my knowledge. I affirm that all work performed will be completed in accordance with the Chippewa County Zoning Ordinance and with all other applicable ordinances, laws and regulations. I hereby authorize permission for the Department of Planning & Zoning staff to access the property described herein, for the purpose of verifying or gathering information relating to this application and that compliance with the applicable ordinances, laws and regulations is or will be obtained. I further understand that an onsite inspection of the proposed structure or project may be made by the Chippewa County Department of Planning and Zoning between the hours of 8:00 am and 4:30 pm, Monday through Friday during the duration of the applicable permits.

Owner/Agent Signature: _____ Date: _____

Site Plan

Setbacks To:

NOTE: These distances must be shown on submitted site plan

		County Use Only	Notes/Comments/Restrictions
		Measured	
Front Lot Line/Road Right-of Way	ft.	ft.	
Rear Lot Line	ft.	ft.	
Side Lot Line 1	ft.	ft.	
Side Lot Line 2	ft.	ft.	
Septic/Holding Tank	ft.	ft.	
Septic Drain Field	ft.	ft.	
Well	ft.	ft.	
Principal Structure	ft.	ft.	☐ Approved Inspector: ☐ Denied Date:
Accessory Structure	ft.	ft.	
Edge of Driveway to Side Lot Lines	ft.	ft.	



Name: _____

Signature: _____

Date: _____