

# POLK COUNTY LAND USE PERMIT APPLICATION

|     |  |
|-----|--|
| NO. |  |
|-----|--|

**MAKE CHECKS (black ink) PAYABLE TO:**

Polk County Land Information Department  
 100 Polk County Plaza, Suite 130  
 Balsam Lake, WI 54810  
 715-485-9111, Mon- Fri, 8:30am-4:30pm

**COMPLETE ALL UNSHADED AREAS  
 INCOMPLETE APPLICATIONS MAY BE RETURNED  
 PLEASE PRINT – BLACK INK AND RETURN ORIGINAL FORM  
 PLEASE ALLOW 2 WEEKS TO PROCESS APPLICATION**

Property Address (Number & Street or Ave)

Property Owner \_\_\_\_\_  
 Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email (optional): \_\_\_\_\_

Phone number: \_\_\_\_\_

|                      |                           |  |
|----------------------|---------------------------|--|
| Contractor/ Surveyor |                           |  |
| Address              |                           |  |
| City                 | State                     | Zip  |
| Phone Number         | Mail permit to Contractor | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Previous owner       | Date purchased            |  |
| Adjoining owner      |                           |  |
| Adjoining owner      |                           |  |

**LEGAL DESCRIPTION OF PROPERTY – SEE TAX BILL**

|   |       |   |           |
|---|-------|---|-----------|
| Parcel # / Computer # -- See tax bill             | Lot # | Subdivision/CSM #                               | Gov't Lot |
| _____ ¼, _____ ¼, Sec _____ / T _____ N/R _____ W |       | Town of _____                                   |           |
| Size of Parcel<br>X = SQ FT <b>OR</b> Acres       |       | Name of Lake/Pond/River/Flowage (if applicable) |           |

**PERMIT REQUESTED FOR: Fill in appropriate line(s) (BE SPECIFIC)**

|   |  |  |   |                                      |                 |  |   |
|---|--|--|---|--------------------------------------|-----------------|--|---|
| <input type="checkbox"/> New Dwelling         | <input type="checkbox"/> Stick Built Seasonal Y N<br><input type="checkbox"/> Manufactured, year _____<br><input type="checkbox"/> Bunkhouse | Walk out<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Attached Garage<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Size of Proposed Structure<br>X = SF | Height          | Number of Bedrooms   |   |
| <input type="checkbox"/> Addition to Dwelling | Deck, Garage, Bedrooms, Vertical expansion, etc...   |  |   | Size of Proposed Structure<br>X = SF | Height          | Existing Bedrooms  | Additional Bedrooms   |
| <input type="checkbox"/> Accessory Building   | Garage, Boathouse, Shed, Farm Bldg, Seasonal Travel Trailer (1yr)  |  |   | Size of Proposed Structure<br>X = SF | Height          | STORAGE ONLY NO HUMAN HABITATION   |   |
| <input type="checkbox"/> Other                | Landscape, Retaining Wall, Patio, Stairs, Sign, Tourist Rooming house, etc...  |  |   | Size of Proposed Structure<br>X = SF | Height          | Number of Bedrooms   |   |
| <input type="checkbox"/> Subdivision Review   | Minor Subdivision, Major Subdivision, Metes & Bounds Review  |  |   | # of Existing Lots                   | # Proposed Lots | Town Checklist<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Surveyor Review<br><input type="checkbox"/> Yes <input type="checkbox"/> No |

**ADDITIONAL INFORMATION**

|                         |  |  |
|-------------------------|--|--|
| Sanitary Permit Number: | Type of road your driveway is off of:<br><input type="checkbox"/> US or State Hwy <input type="checkbox"/> County Rd<br><input type="checkbox"/> Town Rd <input type="checkbox"/> Private Rd | Is project within 300' of the ordinary high-water mark? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, please indicate total impervious area within 300' of water: _____ sq ft and divide by total lot size : _____ sq ft = _____ %<br>If over 15%, please calculate the land use runoff rating to determine the amount of mitigation . |
|-------------------------|--|--|

A PLOT PLAN MUST BE PROVIDED (SEE BACK SIDE OR USE 8 1/2 X11 SHEET OF PAPER)  
**I AGREE THAT THIS PERMIT IS SUBJECT TO ALL CONDITIONS AND APPLICABLE ORDINANCES**

**PROPOSED STRUCTURE LOCATION MUST BE STAKED FOR OPTIONAL ONSITE VERIFICATION**

Contact your township for other requirements as a building or driveway permit and/or inspections may be required.

I declare that this application (including any accompanying documents) has been examined by me and to the best of my knowledge and belief it is true, correct, and complete. I agree to permit county officials charged with administering county ordinances or other authorized personnel, including the assessor, to have access to the above-described premises at any reasonable time for the purposes of inspection.

**Sign Here:** \_\_\_\_\_ Date: \_\_\_\_\_  Cash  Credit  Check # \_\_\_\_\_

COMMENTS:

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_ Fee \_\_\_\_\_

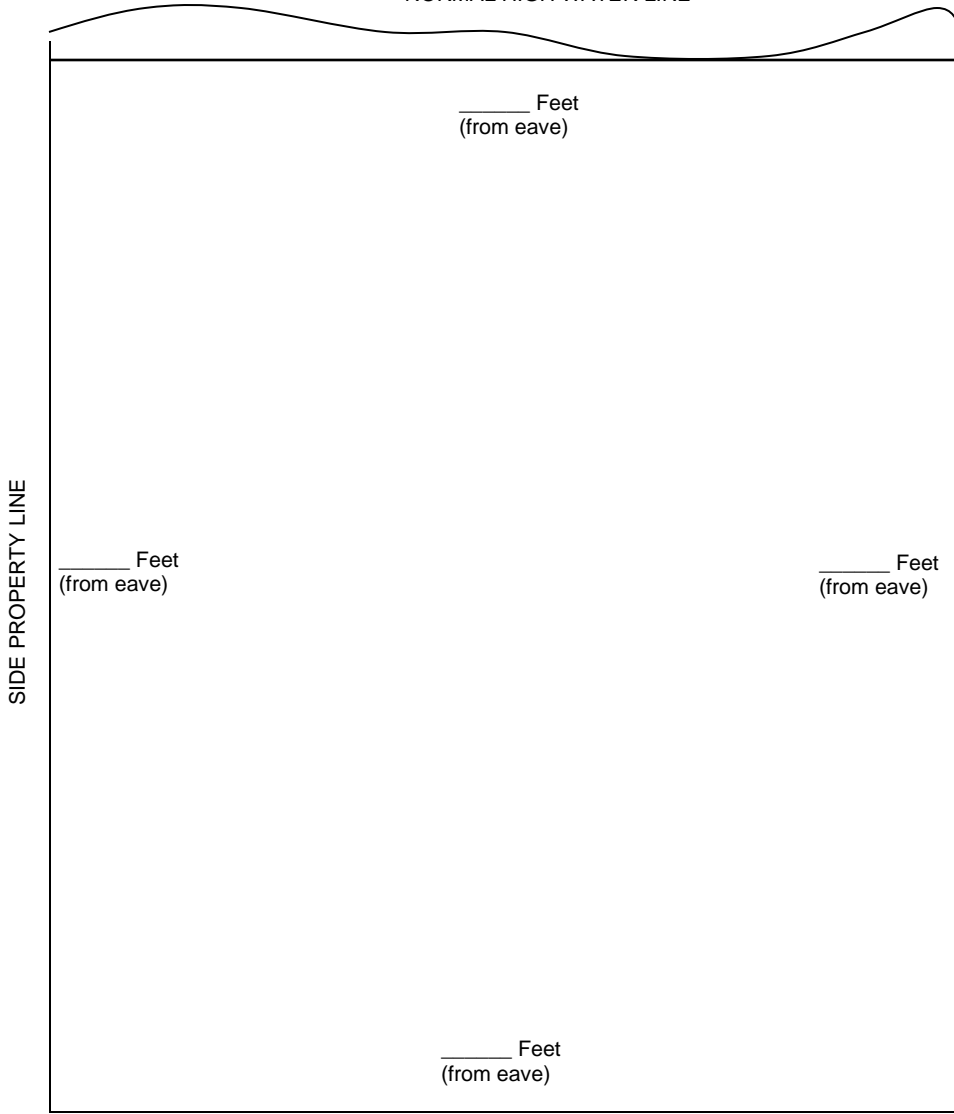
|                |  |                        |                            |                            |
|----------------|--|------------------------|----------------------------|----------------------------|
| Date Received: | Mitigation Required:<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Date Mitigation Filed: | Date Mitigation Completed: | UDC Report filed: Y N      |
|                |  |                        |                            | Travel Trailer removed Y N |

District: \_\_\_\_\_  
 Floodplain: Y N

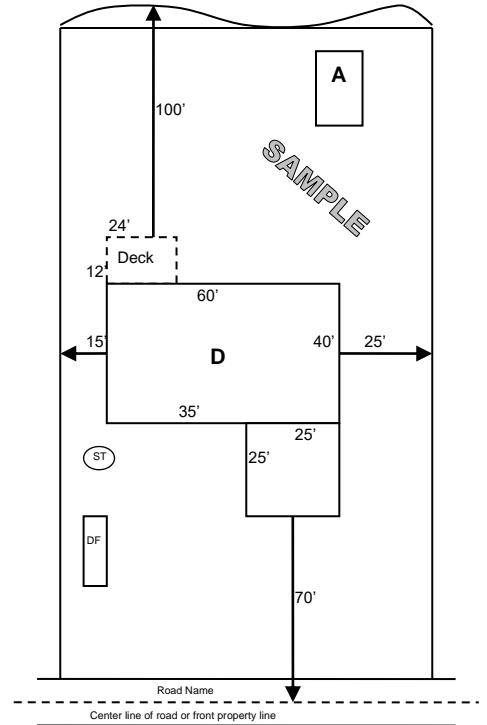
Revised 1/1/2023

Lake Classification  
 1  2  3

**LOT LAYOUT**  
NORMAL HIGH WATER LINE



- Show location of **ALL EXISTING STRUCTURES** in **SOLID LINES**
- Show dimensions, location and setbacks of **PROPOSED STRUCTURE** in **DOTTED LINES**
- Indicate: "D" dwelling, "A" accessory building, "ST" septic tank, "DF" drainfield



Centerline of road or front property line

| SHORELAND AREAS<br>(Land within 1,000' of lakes, ponds & flowages or within 300' of rivers or streams) |                          |                          |         |         |                | H-1, R-1<br>or RA-5 | A-1, A-2<br>or A-3 | Incomplete applications may be returned.<br><br>Allow us 2 weeks to process your application.<br><br>PLEASE check with your Town building inspector to see if a building permit is required for your project.<br><br>Permit information is public record and is available on Polk County's GIS Website. |
|--|--------------------------|--------------------------|---------|---------|----------------|---------------------|--------------------|---|
| STRUCTURES – Minimum setback from eaves  |                          | Class 1 & non-Waterfront | Class 2 | Class 3 | Rivers/Streams |                     |                    |   |
| Dwelling   | Ordinary High Water Mark | 75 ft                    | 75 ft   | 75 ft   | 75 ft          |                     |                    |   |
|  | Side lot line            | 10 ft                    | 15 ft   | 25 ft   | 15 ft          | 10 ft               | 25 ft              |   |
|  | Rear lot line            | 25 ft                    | 25 ft   | 25 ft   | 25 ft          | 25 ft               | 25 ft              |   |
| Accessory Building   | Ordinary High Water Mark | 75 ft                    | 75 ft   | 75 ft   | 75 ft          |                     |                    |   |
|  | Side lot line            | 5 ft                     | 10 ft   | 25 ft   | 10 ft          | 5 ft                | 25 ft              |   |
|  | Rear lot line            | 10 ft                    | 10 ft   | 10 ft   | 10 ft          | 5 ft                | 25 ft              |   |
| Boathouse  | Ordinary High Water Mark | 10 ft                    | 10 ft   | 10 ft   | 10 ft          |                     |                    |   |

| ROAD                            | Private Road                            | Town Road          | County Road              | State or US Hwy |
|---------------------------------|---|--------------------|--------------------------|-----------------|
| Minimum setback                 |   |                    |                          |                 |
| From center line                | 35 ft                                   | 63 ft              | 75 ft                    | 110 ft          |
| From right-of-way               | --                                      | 30 ft              | 42 ft                    | 50 ft           |
| SEWER                           | Dwelling /Accessory Building            |                    | Ordinary High Water Mark |                 |
| Minimum setback                 |   |                    |                          |                 |
| Drainfield                      | 10 ft                                   |                    | 50 ft                    |                 |
| Septic Tank                     | 5 ft                                    |                    | 10 ft                    |                 |
| HEIGHT LIMITS                   | Dwelling                                | Accessory Building | Boathouse                |                 |
| Measured to the Peak (lakeside) | 35'                                     | 35'                | 14' side wall            |                 |
|                                 | Farm Buildings Exempt from Height Limit |                    |                          |                 |

**Wetlands Notice: (WI Statute 59.691)**  
You are responsible for complying with state and federal laws concerning the 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 wetlands identification web page or contact a Department of Natural Resources service center.  
<http://dnr.wi.gov/topic/wetlands/>