

## APPLICATION FOR ZONING PERMIT(S)

**TO THE ZONING ADMINISTRATOR:** The undersigned hereby makes application for ZONING PERMIT (S) for the work described and located as shown herein. The undersigned agrees that all work shall be done in accordance with the requirements of the applicable Door County Zoning Ordinance(s).

**1. OWNER NAME AND MAILING ADDRESS**

Name \_\_\_\_\_  
 No. \_\_\_\_\_ Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Cell Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Email: \_\_\_\_\_

**2. BUILDING SITE LOCATION**

Fire # \_\_\_\_\_ Road \_\_\_\_\_  
 Town of \_\_\_\_\_

**3. BUILDER NAME AND MAILING ADDRESS**

Name \_\_\_\_\_  
 No. \_\_\_\_\_ Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Cell Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Email: \_\_\_\_\_

**4. SURVEYOR/ENGINEER CONTACT INFORMATION**  
 (If applicable)

Name \_\_\_\_\_  
 No. \_\_\_\_\_ Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Cell Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Email: \_\_\_\_\_

**5. PROPERTY IDENTIFICATION**

Parcel No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**6. PROPOSED USE OR PROJECT**

\_\_\_\_\_  
 \_\_\_\_\_

**7. SANITARY PERMIT**

Type of System \_\_\_\_\_  
 Sanitary Permit No. \_\_\_\_\_  
 Date of Issuance \_\_\_\_\_  
 Approximate Date of Installation \_\_\_\_\_

**8. TOTAL NUMBER OF BEDROOMS**

Existing \_\_\_\_\_ + Proposed \_\_\_\_\_ = Total \_\_\_\_\_

**9. BUILDING PLANS & SITE PLAN - REQUIRED**

***Must be drawn to scale***

*(For requirements see forms attached)*

**FLOODPLAIN ZONING PERMITS ONLY:  
 Site Plan with Surveyed Elevations**

**10. FEE SCHEDULE:**

Note: The footprints of multiple structures shall be added together to arrive at one total square footage.

***Please complete a), b), and/or c) as appropriate.***

a) Comprehensive Zoning and/or Shoreland Zoning (waterfront lot)

Footprint of structure/use - please check.		
≤ 120 sq. ft.	\$100.00	_____
121 - 999 sq. ft.	\$175.00	_____
1,000 - 1,999 sq. ft.	\$250.00	_____
2,000 - 4,999 sq. ft.	\$350.00	_____
5,000 sq. ft. and greater	\$500.00	_____
Misc. uses/activities	\$150.00	_____
Land Disturbance	\$250.00	_____
Permit Renewal/Revision	\$100.00	_____

b) Shoreland Zoning Only (Non-waterfront lot)

	\$100.00	_____
Permit Renewal/Revision	\$100.00	_____

c) Floodplain Zoning \$100.00 \_\_\_\_\_

**Note: Double fee will be charged for comprehensive & shoreland zoning permit(s) for projects started without permit(s).**

**Make check payable to the Door County Treasurer in the amount of \$ \_\_\_\_\_.**

**Receipt # \_\_\_\_\_ Fee \_\_\_\_\_ Date \_\_\_\_\_**

**11. AUTHORIZATION FOR INSPECTION**

I hereby authorize the Zoning Administrator(s) to enter and remain in or on the premises for which this application is made at any reasonable time for all purposes of inspection relative to this petition.

**12. SIGNATURE OF APPLICANT OR AGENT**

\_\_\_\_\_  
 Date \_\_\_\_\_



# EXAMPLE

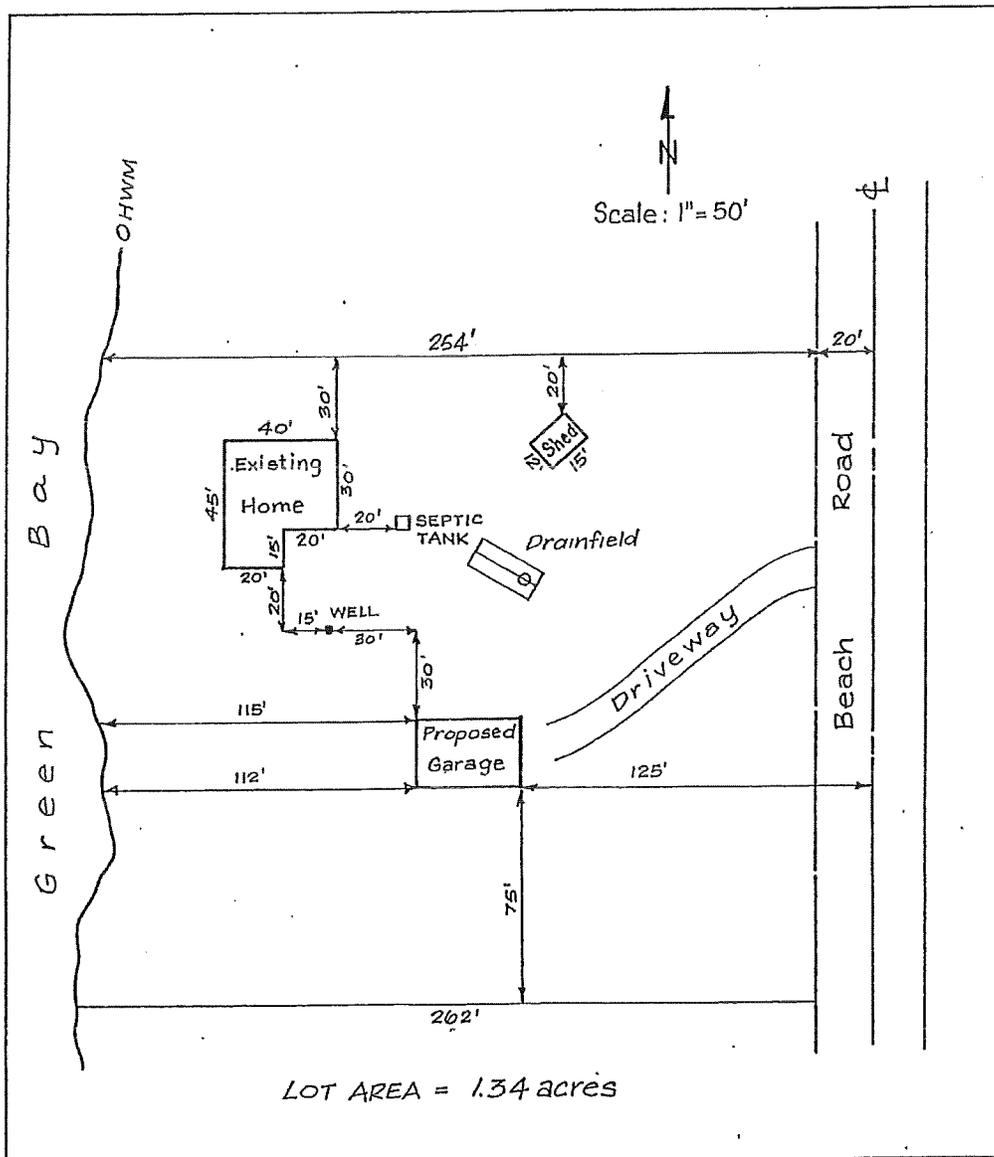
## SITE PLAN

OWNER: \_\_\_\_\_

Date: \_\_\_\_\_

Below or on a separate sheet attach a scale drawing showing each of the following as applicable:

- Boundaries, dimensions, and area of the site.
- Location of public roads and right-of-ways.
- Location of private roads.
- Location of easements.
- Location of navigable waters.
- Location and dimensions of all existing structures.
- Location of existing or proposed well and waste water disposal system.
- Location and dimension of all proposed structures and additions.
- Location of rockholes.
- Location of proposed and existing road access points, parking and loading areas, and driveways.
- Distances from proposed project to:
  - Abutting public roads and right-of-ways.
  - Private roads.
  - Property lines.
  - Well
  - Waste water disposal system.
  - Ordinary high water mark (OHWM) of navigable waters.
- Indicate North arrow.



**PLEASE STAKE LOCATION OF PROPOSED STRUCTURE**

# EXAMPLE

## BUILDING PLANS

OWNER: \_\_\_\_\_

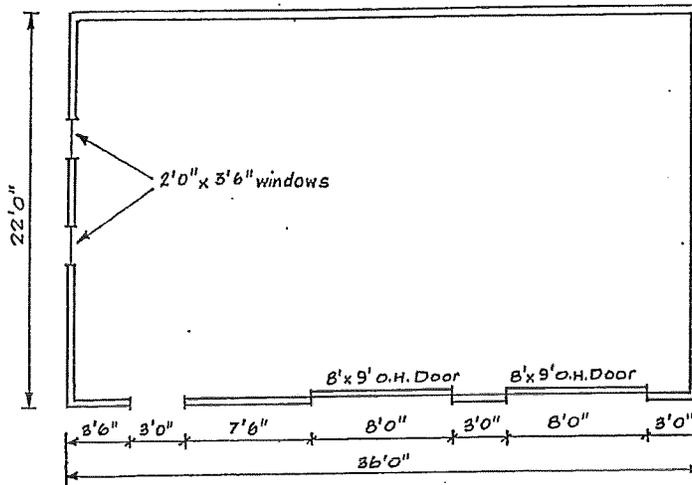
Date: \_\_\_\_\_

Below or on separate sheet(s) attach scale drawings showing the following:

- All floor plans.
- At least two elevation views.

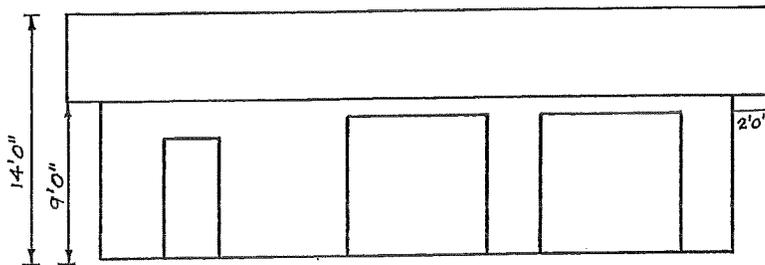
### FLOOR PLAN

Scale:  $\frac{1}{8}'' = 1'0''$



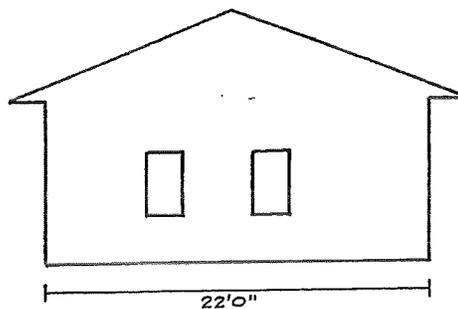
### FRONT ELEVATION VIEW

Scale:  $\frac{1}{8}'' = 1'0''$



### END ELEVATION VIEW

Scale:  $\frac{1}{8}'' = 1'0''$





# County of Door LAND USE SERVICES

County Government Center  
421 Nebraska Street  
Sturgeon Bay, WI 54235

Phone: (920) 746-2323

FAX: (920) 746-2387

Website: [www.co.door.wi.gov/164/Land-Use-Services](http://www.co.door.wi.gov/164/Land-Use-Services)

## Grade Sheet for Regular Zoning Permit Application

Complete and submit this form for **NEW PRINCIPAL STRUCTURES ONLY**.

This form is needed for: building(s) or other structure(s) which house(s) a primary use on a property, such as a new home or other new building containing any sort of dwelling unit, a commercial building, or an agricultural building, if the property contains an agricultural use.

This form is **not** needed for: additions to principal structures or for new accessory structures such as decks, garages, and sheds.

Owner of property: \_\_\_\_\_

Tax parcel number: \_\_\_\_\_

1. Benchmark.

a. Describe benchmark and location.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Elevation of benchmark: \_\_\_\_\_

2. Preconstruction Grade.

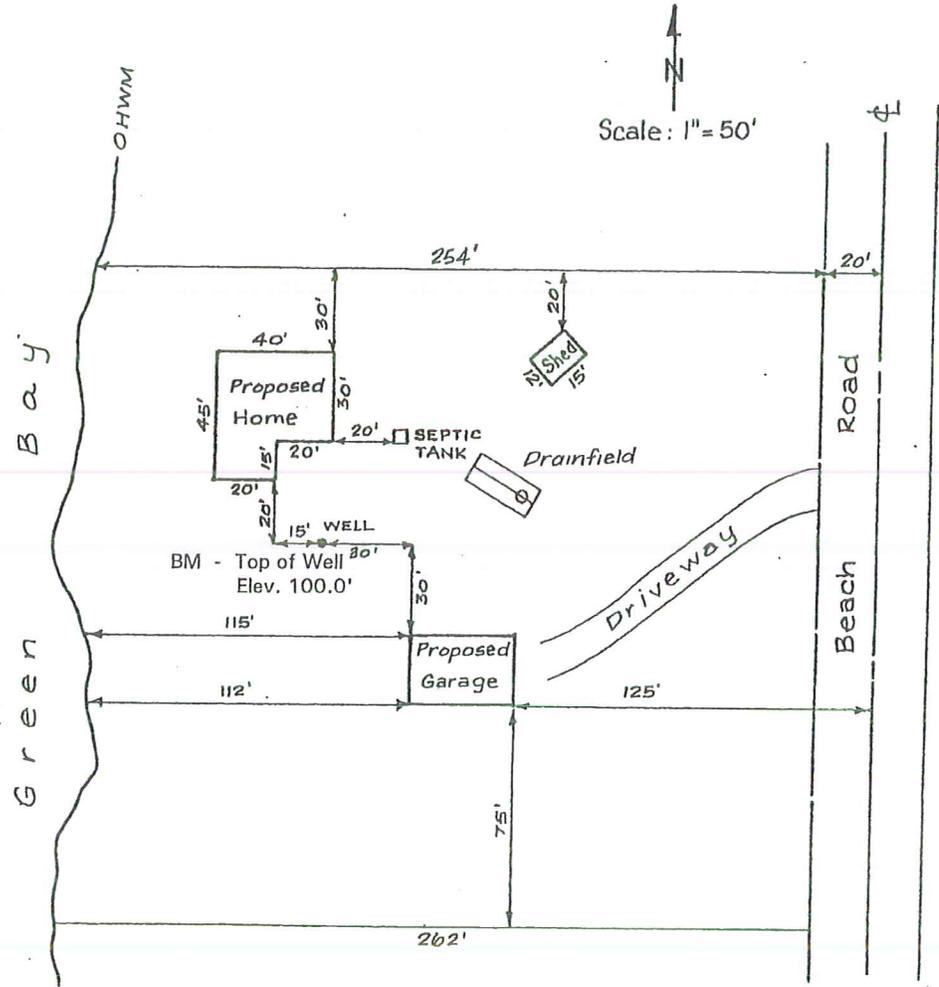
Elevation of highest natural grade around footprint of new structure: \_\_\_\_\_

3. Plans.

a. Show benchmark location and elevation on site plan.

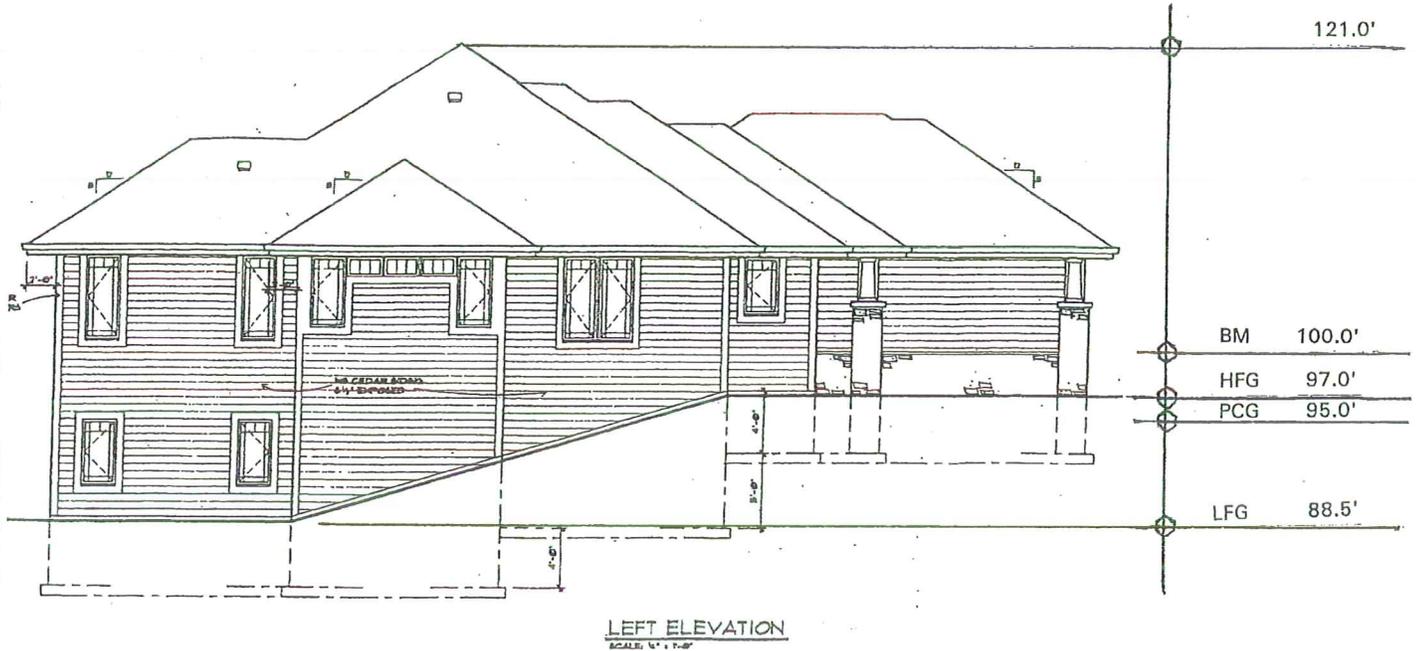
b. On side elevation view of building, show preconstruction grade elevation (#2 above) and highest and lowest finished grade elevations.

**SAMPLE**



LOT AREA = 1.34 acres

- BM - Bench Mark Elevation
- HFG - Highest Finished Grade
- PCG - Preconstruction Grade
- LFG - Lowest Finished Grade





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**PROJECT SCOPE DECLARATION  
[2017 Wisconsin Act 68; Effective November 29, 2017]  
and AUTHORIZATION FOR INSPECTION**

**Please provide a description of your project.**

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**§ 66.10015(2)(b), Wisconsin Statutes, provides as follows:**

“If a project requires more than one approval or approvals from one or more political subdivisions and the applicant identifies the full scope of the project at the time of filing the application for the first approval required for the project, the existing requirements applicable in each political subdivision at the time of filing the application for the first approval required for the project shall be applicable to all subsequent approvals required for the project, unless the applicant and the political subdivision agree otherwise.”

**Please check which of the following two statements applies to this project.**

- This is the first application filed for the project in which the full scope of the project has been identified. I acknowledge and understand that, for purposes of § 66.10015(2)(b), Wis. Stats., the full scope of the project is identified in this application.
- This is not the first application filed for this project where the full scope of the project was identified. The first application was filed with the Town/Village/City/County/State of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_. I acknowledge and understand that, for purposes of § 66.10015(2)(b), Wis. Stats., the full scope of the project was identified in the first application.

**This Declaration is incorporated into and made part of the associated Door County application.**

**By signing and submitting this form, I also hereby authorize the Zoning Administrator(s) to enter and remain in or on the premises for which this application is made at any reasonable time for all purposes of inspection relative to this application.**

Property Owner(s) Name(s):

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Signature \_\_\_\_\_

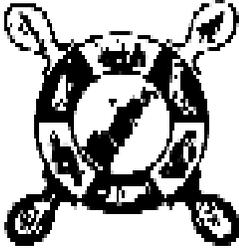
Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parcel Number (of Project): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Fire Number & Street Address (of Project): \_\_\_\_\_



# County of Door DOOR COUNTY LAND USE SERVICES

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## IMPERVIOUS SURFACE RATIO WORKSHEET

**IMPERVIOUS SURFACE (IS):** An area that releases as runoff all or a majority of the precipitation that falls on it which includes rooftops, sidewalks, driveways, parking lots, decks/patios, concrete asphalt, gravel, retaining walls pavers and private roads. *Public roads and public sidewalks within public rights-of-way are not considered impervious surfaces for calculation purposes.*

**COMPREHENSIVE IMPERVIOUS SURFACE RATIO (ISR):** A measure of the intensity of use of a parcel of land determined by dividing the total area of all impervious surfaces within the site by the total area of the site.

*Example: 10,000 sq. ft. (IS area) / 40,000 Sq. ft. (lot area) = 0.25 or 25%*

**SHORELAND IMPERVIOUS SURFACE RATIO (ISR):** For waterfront (riparian) lots and non-waterfront (non-riparian) lots that are located fully within 300' of the ordinary high water mark (OHWM), ISR shall be calculated by dividing the total area of all impervious surfaces located within 300' of the OHWM within the site by the total area of the site.

*Example: 4,000 sq. ft. (IS area w/in 300' of OHWM) ÷ 40,000 Sq. ft. (lot area) = 0.10 or 10%*

**LOT AREA:** The area of a horizontal plane bounded by the front, side, and rear lot lines of a lot, but not including the area of any land below the ordinary high water mark of navigable waters.

**\*Complete the calculations below and make sure the site plan accurately reflects the impervious surfaces.**

**DIRECTIONS:**

If your lot is not located within 300' of navigable water, only complete the columns below pertaining to the entire lot (2 & 4).

If your lot is located fully within 300' of navigable water, only complete the columns within 300' of the OHWM (1 & 3).

If your lot fronts navigable water and extends inland more than 300' from that water, complete all 4 columns.

**TOTAL LOT AREA = \_\_\_\_\_ SQUARE FEET**

	EXISTING CONDITIONS (SQ. FT)	
	COLUMN 1 IMPERVIOUS SURFACE WITHIN 300' OHWM	COLUMN 2 IMPERVIOUS SURFACE WITHIN ENTIRE LOT
MAIN BUILDING =	_____	_____
DRIVEWAY =	_____	_____
PARKING =	_____	_____
DECKS/PATIOS =	_____	_____
WALKWAYS =	_____	_____
GARAGE =	_____	_____
SHED =	_____	_____
OTHERS (S) =	_____	_____
OTHERS (S) =	_____	_____
OTHERS (S) =	_____	_____
<b>TOTAL IS =</b>	_____	_____

FINAL/AS BUILT CONDITIONS (SQ. FT.)	
COLUMN 3 IMPERVIOUS SURFACE WITHIN 300' OHWM	COLUMN 4 IMPERVIOUS SURFACE WITHIN ENTIRE LOT
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL IS (WITHIN 300')	_____ ÷ lot area = _____ × 100 = _____ %
TOTAL IS (ENTIRE LOT)	_____ ÷ lot area = _____ × 100 = _____ %

_____ ÷ lot area = _____ × 100 = _____ %
_____ ÷ lot area = _____ × 100 = _____ %

I, (Signature) \_\_\_\_\_ certify that the calculations submitted above for the Impervious Surface Ratio are accurate and complete to the best of my knowledge. Date: \_\_\_\_\_.



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**WETLAND NOTICE & ACKNOWLEDGMENT**

According to 2009 Wisconsin Act 373, no permit may be issued until the property owner signs the statement below acknowledging that s/he received the following notice:

YOU ARE RESPONSIBLE FOR COMPLYING WITH STATE AND FEDERAL LAWS CONCERNING 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 at <http://dnr.wi.gov/topic/Wetlands/identification.html> OR CONTACT THE DEPARTMENT OF NATURAL RESOURCES SERVICE CENTER.

By signing this, I acknowledge I have received this notice.

PROPERTY OWNER NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

FIRE NUMBER & STREET ADDRESS OF PROJECT: \_\_\_\_\_

A brochure regarding wetlands may be found on the Land Use Services Department website at this link: <https://www.co.door.wi.gov/DocumentCenter/View/2975/Wetland-Brochure>.

For detailed information regarding wetland mapping, types, functions, identification, and boundary delineation, please visit the Wisconsin Department of Natural Resources website, <https://dnr.wi.gov/topic/Wetlands/>. The website contains educational information, maps, and videos, as well as lists of qualified wetland delineators.