

# LAND USE APPLICATION FOR PERMIT

Please make check payable and mail to:

*Town of Big Flats*  
1104 County Road C, Arkdale, WI 54613  
p: 608-564-7754 e: zoning@bigflatswi.com

New construction (150 sq. ft and larger) and requested zoning changes require this permit. Land Use Applications should be filed with the Town Clerk for the Zoning Administrator at the above address and require a **\$50 fee**. The fee is doubled to **\$100** if a building is added prior to an issued permit. Zoning Amendments and Conditional Use Applications should be filed with the Town Clerk for the Plan Commission and will require a **\$350 fee**. The following information is required for all applications and subject to Plan Commission approval. This form and the Land Use and Zoning Ordinance can be downloaded online at: [www.bigflatswi.com](http://www.bigflatswi.com)

**1. Project Address or Location:** \_\_\_\_\_

**1b. Project Description and Use:** \_\_\_\_\_

(Attach additional pages if more space is needed)

**2. This is an application for** (Check all that apply):

Land Use Permit

Conditional Use Permit

Zoning Map Amendment from \_\_\_\_\_ to \_\_\_\_\_

(Land divisions require the Land Division Application)

**3. Applicant & Property Owner Information:**

Applicant Name: \_\_\_\_\_ Property Owner (if not applicant): \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Contact Person (if not applicant):** \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Failure to provide ALL the Project Information below will delay approval of this application.**

**4. Project Information** (Please provide **ALL** of the following):

Project Starting Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Letter of Intent (stating what you plan to do)

Site Plan sketch (project details including all lot lines, setbacks to buildings, driveways, etc). Use Site Plan on page 2.

Attach Building Elevation drawings, floor plans and square footage (example 24 x 26) and height.

Filing Fee (Make checks payable to Town of Big Flats).

Proposed building site must be **staked prior to inspection**.

**5. Applicant's Signature and Consent:** Applicant's Signature and Consent: I hereby certify that the above information is accurate and I agree to comply with all applicable ordinances of the Town of Big Flats and with the conditions imposed by this application. I understand that it is my responsibility to determine if my use is subject to regulations of any other entity such as Adams County, the State of Wisconsin, or a homeowners association. I understand this form is not in itself a Land Use Permit but only an application for a Permit and is valid only with procurement of applicable approvals. The issuance of this Application creates no legal liability, express or implied, on the Town of Big Flats. I further grant consent for department staff to enter the premises.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## FOR OFFICE USE

Amt. Paid \_\_\_\_\_ Ck # \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Rec'd by \_\_\_\_\_ Zoning District \_\_\_\_\_ Receipt No. \_\_\_\_\_

Review Required by Plan Commission

Zoning Administrator Approval \_\_\_\_\_ Date \_\_\_\_\_

REV 3/24

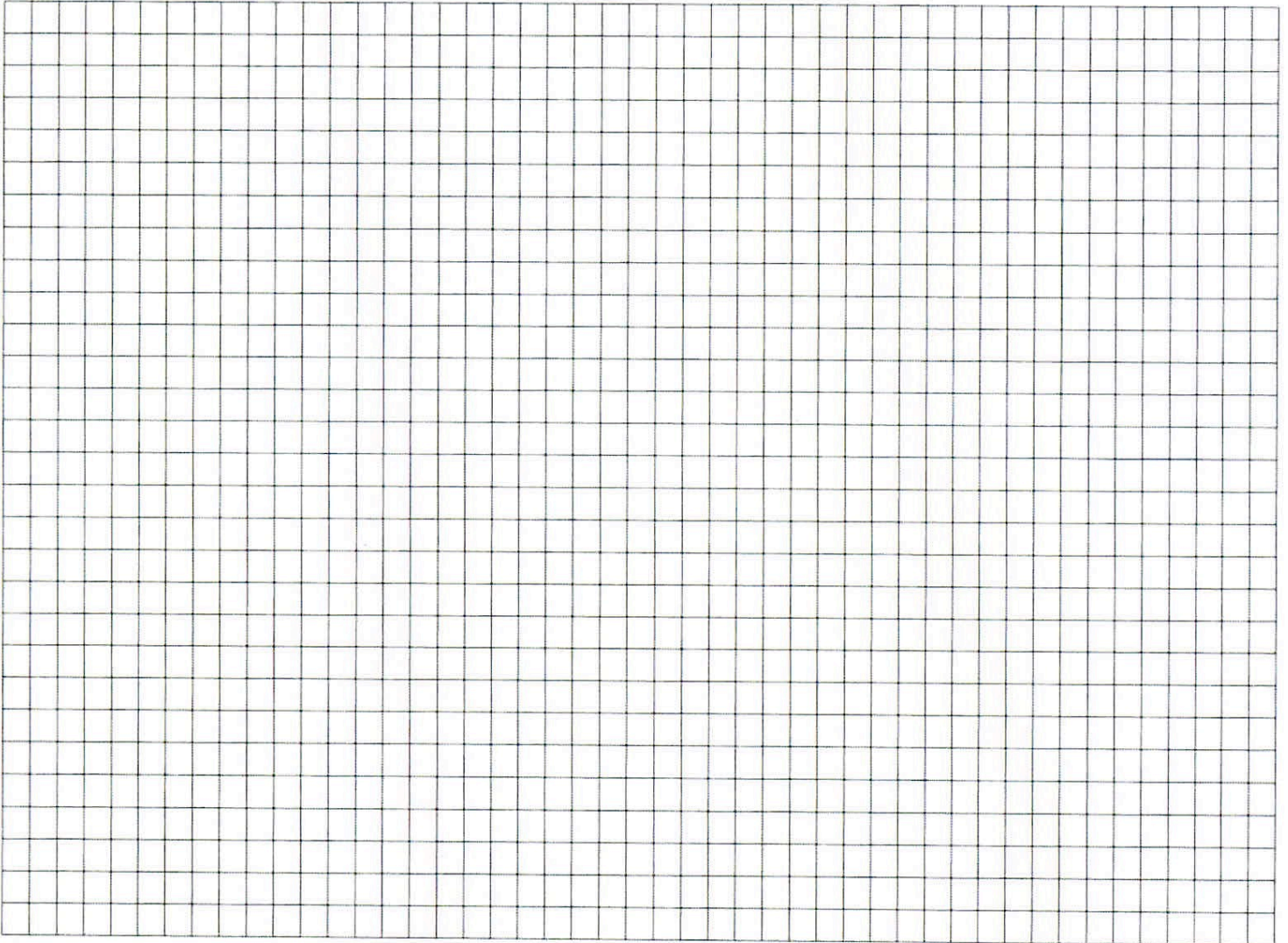
(Zoning Administrator signature signifies Town Board Approval)

Adams County permit(s) required *before proceeding if line is checked*.

## Site Map / Plot Plan

PLEASE NOTE: All setbacks must be clearly and accurately shown or the map will be returned to you for clarification which will result in a delay of your project.

- Clearly show which direction is north with a North Arrow (N↑).
- Site map must be either drawn to scale or be dimensionally accurate.
- Show all roads that abut the parcel.
- Clearly indicate whether measurements from a road are from the lot line or the road centerline.
- Show all water-bodies abutting and/or within the parcel with setbacks from the Ordinary High-Water Mark.



### **IMPORTANT NOTICE TO PERMIT APPLICANTS REGARDING WETLANDS**

- AS OWNER AND / OR AGENT, 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 OR CONTACT A DEPARTMENT OF NATURAL RESOURCES SERVICE CENTER. (WIS STATS 59.691)
- [HTTP://DNR.WI.GOV/WETLANDS/MAPPING.HTML](http://DNR.WI.GOV/WETLANDS/MAPPING.HTML)