

You must obtain a **shoreland zoning permit** for all proposed improvements within 300 feet of a navigable stream or 1,000 feet of a navigable lake or pond prior to construction. If proposed project will disturb more than 10,000 square feet please contact the Zoning Department for additional application requirements.

To apply for a Monroe County Shoreland Zoning Permit please submit the following to the

**Monroe County Zoning Department**  
**14345 Co. Hwy B, Suite 5**  
**Sparta, WI 54656-4509**

1. Completed "**Application for Shoreland Zoning Permit.**" **Original signatures** required. No copies, faxes or emails will be accepted. (Complete the front side of the attached application.)
2. **Site Plan:** Either a certified survey map, plat of record or a sketch of the site showing the parcel of land for which the permit is requested on paper not less than 8 ½ x 11 inches in size. Site Plan must show:
  - a. Total Lot dimensions
  - b. Property lines and roads
  - c. Exact square footage of the area of the parcel that is within 300 feet of a navigable stream or 1,000 feet of a navigable lake or pond.
  - d. Location and square footage of all impervious surfaces including but not limited to the following:
    1. Driveways, parking areas, sidewalks, decks and patios
    2. All existing and proposed structures
  - e. Watercourses
  - f. Square footage of ground to be exposed by filling, grading, excavating, etc.
  - f. Location and type of erosion control measure(s)
  - g. Width and plant type of the vegetative buffer required under Sec. 53-212 of the Monroe County Shoreland Ordinance.
  - h. Mitigation Plan (if applicable) An affidavit concerning the mitigation plan must be filed at Monroe County Register of Deeds prior to issuance of a zoning permit.
4. **Application fee.** The fee is based on square footage of the structure. See fee schedule the reverse side. Please make check payable to Monroe County Zoning Department.

Send all listed items to the above address for approval.

**A Sanitary Permit, when required, must be issued prior to the Shoreland Zoning Permit.**

Call 608-269-8736 for additional information.

## **Fee Schedule**

Zoning permit minimum fee: **\$25.00**

Zoning permit for additions, decks and accessory structures: **\$0.07 per sqft**

Zoning permit for dwellings equal to or less than 1200 sqft: **\$0.08 per sqft**

Zoning permit for dwellings greater than 1200 sqft: **\$0.10 per sqft**

Zoning permit for agricultural structure: **\$25.00** (must be a working farm for this fee to apply)

PERMIT APPLICATION MAY BE FILED AT THE MONROE COUNTY ZONING OFFICE AT ANY TIME DURING OFFICE HOURS 8:00 A.M. TO 4:30 P.M., MONDAY THROUGH FRIDAY (EXCLUDING HOLIDAYS).

APPLICATIONS SHALL BE REVIEWED IN THE ORDER IN WHICH THEY ARE FILED.

MONROE COUNTY RESERVES THE RIGHT TO ADEQUATELY REVIEW THE APPLICATION. THEREFORE IT IS POSSIBLE THAT A PERMIT MAY NOT BE ISSUED ON THE SAME DAY THAT AN APPLICATION IS FILED.

PLEASE BE ADVISED THAT A CERTIFIED SURVEY MAY IS REQUIRED BEFORE A SHORELAND ZONING PERMIT CAN BE ISSUED ON ANY PARCEL SMALLER THAN 20 ACRES THAT WAS CREATED AFTER JANUARY 1, 2002.

## **Required Setbacks to Structures**

### **Waterway:**

75feet to ordinary high water mark

Please contact the Zoning Department for setbacks in relation to permits involving nonconforming structures.

All zoning permits will be inspected for adherence to setbacks and any other applicable ordinances. If a structure is found to be in violation it **MUST BE MOVED** in order to comply. Please contact our office if you would like a zoning officer to verify setbacks prior to construction. 608-269-8736

A structure for the purposes of Monroe County Code of Ordinances Ch 53 – Shoreland Zoning has the following meaning:

*Structure means any manmade object with form, shape and utility, either permanently or temporarily attached to or placed upon the ground, river bed, stream bed or lakebed. Also (per Wis. Stats. § 59.692(1)(e)) a principal structure or any accessory structure including a garage, shed, boathouse, sidewalk, walkway, patio, deck, retaining wall, porch or fire pit.*