

Sanitary Permit No. \_\_\_\_\_

Zoning Permit No. \_\_\_\_\_



MONROE CO. ZONING DEPT.
APPLICATION FOR
SHORELAND ZONING AND OCCUPANCY PERMIT
777 S. Black River St., Suite 2, Sparta WI 54656-4509
608-269-8736

Name of Owner \_\_\_\_\_ Name of Contractor or Agent \_\_\_\_\_
(if applicable)
Mailing Address \_\_\_\_\_ Agent Address \_\_\_\_\_
City, State Zip \_\_\_\_\_ City, State Zip \_\_\_\_\_
Phone: \_\_\_\_\_ Agent Phone: \_\_\_\_\_
Email: \_\_\_\_\_ Agent Email: \_\_\_\_\_

Tax Parcel ID No. \_\_\_\_\_

Legal description \_\_\_\_\_ 1/4 of \_\_\_\_\_ 1/4, Sec. \_\_\_\_\_ T \_\_\_\_\_ N, R \_\_\_\_\_ E or W

Town of \_\_\_\_\_ Shoreland Zoning District: \_\_\_\_\_

Certified Survey Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_ Subdivision \_\_\_\_\_
(if applicable)

Property Address: \_\_\_\_\_ Lot size: \_\_\_\_\_ Acres

Work consists of: (Each separate structure must have its own application) [ ] New Building [ ] Addition [ ] Other

Table with 2 columns: Fee (non-refundable) and Size. Rows include Dwelling w/ attached garage/shed, Dwelling or Commercial, Agriculture & Accessory Structure and Additions, Deck or Porch, and Sign.

Type of Construction \_\_\_\_\_ Structure or Addition to be used as: \_\_\_\_\_
(stick, manufactured, pole, etc.) (storage, business, dwelling, porch, living room, bedroom, deck, barn, etc.)

Approximate Construction Start Date: \_\_\_\_\_ (Allow 3 weeks for Processing) Height \_\_\_\_\_ ft. No. of stories \_\_\_\_\_
Estimated Cost: \_\_\_\_\_

Setback distances to: Property Lines: North \_\_\_\_\_ ft, South \_\_\_\_\_ ft, East \_\_\_\_\_ ft, West \_\_\_\_\_ ft,
Center of Road: \_\_\_\_\_ ft, Edge of Waterway: \_\_\_\_\_ ft, Septic System (drainfield): \_\_\_\_\_ ft, Septic Tank: \_\_\_\_\_ ft.

The undersigned hereby applies for a permit to do work herein described and located as shown on the attached plot plan. The undersigned agrees that all work will be done in accordance with all ordinances of the County of Monroe and with all the laws of the State of Wisconsin. Applicable to said premises and with the information hereon. Applicants are solely responsible for submitting completed applications and providing any additional information requested by the Zoning Dept. necessary to complete review of the application. Failure of the applicant, agent or contractor to submit a completed application, or respond to request of the Zoning Dept. for additional information within 60 days of the initial request, may result in the denial of the permit application. 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 www.dnr.wi.gov/wetlands/delineation.html or contact a department of natural resources service center.

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_
Signature above indicates receipt and acknowledgement of the contents of this document.

# Monroe County Shoreland Zoning Permit Instructions & Fees



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

**Monroe County Zoning Department**  
**777 S. Black River St., Suite 2**  
**Sparta, WI 54656**

Phone: 608-269-8736

Email: [alison.elliott@co.monroe.wi.us](mailto:alison.elliott@co.monroe.wi.us)

Office Hours: 8:00 A.M. TO 4:30 P.M., Monday - Friday (Excluding Holidays).

Applications can be dropped in the drop box attached to the building outside the front entrance at any time.

Complete applications shall be reviewed in the order in which they are received. **Allow 3 weeks for processing.**

1. **“Application for Shoreland Zoning Permit.”** Electronic, copied or scanned signatures are now accepted. (Complete the front side of the attached application.)
2. **Site Map:** This may be hand drawn but aerial photos of the parcel are preferred and may be printed off the County GIS map at: <https://www.co.monroe.wi.us>. **All structures must be at least 75’ from a waterway.** *Applications without a site map indicating distances will not be considered complete and will delay review.*

Site Map 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.
  - g. Location and type of erosion control measure(s)
  - h. Width and plant type of the vegetative buffer required under Sec. 53-212 of the Monroe County Shoreland Ordinance.
  - i. 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. **Fee.** Application fee is due at time of submittal and is non-refundable. See fee schedule on the reverse side. Please make check payable to *Monroe County Zoning Department*.

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

Call 608-269-8736 for additional information.

Fee Schedule (A double fee will be charged if construction begins prior to permit issuance.)

Dwelling w/ attached garage/shed:	<b>\$300</b>
Dwelling or Commercial:	<b>\$200</b>
Agricultural and Accessory Structures:	<b>\$100</b>
Additions:	<b>\$100</b>
Deck or Porch:	<b>\$50</b>
Sign:	<b>\$50</b>
Floodplain Land Use:	<b>\$50</b>
Shoreland:	<b>\$50</b>
Class 2 Collocation for Cell Tower:	<b>\$250.00</b>
After-the-Fact Permit:	<b>Double Fee</b>

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### Required Setbacks to Structures

<b>Waterway:</b>	75feet to ordinary high water mark
<b>Septic System-Drainfield:</b>	15 feet downslope of above ground systems 10 feet from in-ground system or upslope and end slope of above ground system
<b>Septic or Pump Tank:</b>	5 feet to edge of tank (not manhole)

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

Per Sec. 53-33 of the Monroe County Code of Ordinances a **shoreland zoning permit** is required for **ALL** proposed structures and 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.

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.*

