



**MONROE CO. ZONING DEPT.  
APPLICATION FOR  
FLOODPLAIN LAND USE PERMIT**  
777 S. Black River St., Suite 2, Sparta WI 54656  
608-269-8736

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR A PERMIT TO DEVELOP FLOODPLAIN. The work to be performed, including flood protection works, is as described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the County Floodplain Zoning Ordinance, Shoreland/ Wetland Zoning Ordinance and with all other applicable County Ordinances and the laws and regulations of the State of Wisconsin and the Federal Government.

LANDOWNER		LEGAL DESCRIPTION 1/4, 1/4, Sec. , T. N, R.		
ADDRESS		LOT#	BLOCK#	SUBD. OR CSM#
CITY, STATE , ZIP		PHONE NUMBER		TOWN OF:
				PROPERTY ADDRESS:
TAX PARCEL ID#:				

CONTRACTOR/BUILDER		ENGINEER/DESIGNER		
ADDRESS		ADDRESS		
CITY, STATE , ZIP		PHONE NUMBER		CITY, STATE, ZIP
				PHONE NUMBER

<u>PROPOSED WORK</u> (check all that apply)	<u>BUILDING</u>	<u>FLOOD DISTRICT</u> (elevation in USGS)	<u>AREA &amp; COST</u>
Subdivision: _____	New _____	Regional FF _____	Sqft. Of Structure _____
Structure: _____	Addition _____	Regional FW _____	# Bedrooms _____
Filling: _____	Alteration _____	RFE: _____	Date Assessed _____
Grading: _____	Repair _____	Top of Fill _____	Ass. Cost \$ _____
Mineral removal: _____	Replacement _____	First Floor _____	Cost of Project \$ _____
Dredging: _____	Moving _____	<b>Firm Zone:</b> _____	Sqft. Of Fill _____

The undersigned hereby makes application for a Certificate Of Compliance to use or occupy the land or structure(s). 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](http://www.dnr.wi.gov/wetlands/delineation.html) OR CONTACT A DEPARTMENT OF NATURAL RESOURCES SERVICE CENTER.

**Signature of Property Owner:**

**Date:**

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

Land Use Permit Fee: \$50.00

# MONROE COUNTY FLOODPLAIN ZONING FLOODPLAIN LAND USE APPLICATION INSTRUCTIONS

To apply for a Monroe County Land Use Permit please submit the following to:  
Monroe County Planning & Zoning Department  
777 S. Black River St., Suite 2  
Sparta, WI 54656  
Phone: 608-269-8939

1. Completed "Application for Floodplain Land Use Permit".
2. A site map on paper not less than 8½" by 11" and not more than 11" by 17" in size.  
**The site map must include the following:**
  1. Direction indicating North
  2. Location, dimensions, area and elevation of the lot.
  3. Location of the ordinary high water mark of any abutting navigable waterways.
  4. Location of any existing and proposed structures with distances measured from the lot lines, and center line of all abutting roads.
  5. Location of any existing or proposed Private On-Site Wastewater Treatment Systems
  6. Location of any existing or proposed private water supply systems (wells)
  7. Location and elevation of existing or proposed access roads (driveways)
  8. Location and elevation of parking and loading areas (if applicable)
  9. Location of floodplain and floodway limits on the property
  10. Location, dimensions and elevation of existing and proposed fill.

Also **may be** required if requested by the Planning and Zoning Department:

3. A **Hydraulic and hydrologic analyses** done by an engineering firm analyzing the elevation of a 100 year flood event with and without the proposed development (fill). No floodplain development shall increase the regional flood height by 0.01 foot or more. Flood profiles shall be calculated by the standard step method, using the Corps of Engineers HEC-2 or HEC-RAS computer model. The regional flood profile and changes to that profile caused by development in the floodplain as determined by the hydraulic model, shall be calculated to the nearest 0.01 foot.
4. Plan (surface view) showing elevation or contours of the ground; pertinent structure, fill or storage elevations; size, location and spatial arrangement of all proposed and existing structures on the site; location and elevations of roads, water supply and sanitary facilities; soil types and other pertinent information.
5. Building plans signed by a registered professional engineer or register architect certifying that the proposed structure meets the floodproofing requirements of Section 50-229 of the Monroe County Code of Ordinances.
6. Any other specifications that might be required to determine compliance to chapter 50 for buildings, filling, dredging, channel improvement, storage of materials, water supply and sanitary facilities.

**Certificate of Compliance** is required before use or occupancy of the land or building. Once work is completed the applicant shall submit a Certificate of Elevation signed by a register professional engineer or register land surveyor that the fill, lowest floor and/or floodproofing elevations are in compliance with the permit issued.

Instructions for filling out application.

Under: **Proposed Work**: Check all that apply.

**Building**

**-New, Addition, Alteration, Repair, Replacement and Moving:** These all apply to an existing or proposed building(s). Check which one applies (if applicable).

**Flood District:** Indicate the elevation based on the United States Geological Strata numbers (USGS)

**-Regional FF** is Regional Flood Fringe

**-Regional FW** is Regional Floodway.

**-RFE** is Regional Flood Elevation.

**-Top of Fill** Please fill in the elevation of the top of the fill that will be placed on your property.

**-First Floor.** Please indicate the elevation of the first floor of the proposed structure. Must be at least 2 feet higher than RFE(USGS) for dwellings meant for human habitation.

**-FIRM Zone** is the area on the Flood Insurance Rate Map that your development is in. Please indicate the applicable Zone.

**Area& Cost**

**-Sq. Feet of Structure:** Please indicate the square footage of the proposed building(s) (if applicable)

**-# Bedrooms:** Please indicate the number of bedrooms the proposed house will have (if applicable)

**-Date Assessed:** This line is for existing non-conforming structures. Please indicated the date that the value of the structure was assessed.

**-Ass. Cost \$:** This line is also for existing non-conforming structures. Please list the assessed value of the structure.

**-Cost of Project \$:** Please indicate the estimated cost for the development. This applies to all Land Use Permits.

**-Sqft. Of Fill:** Please indicate the square footage of the area to be filled. (if applicable)