

<b>PART I</b>	<b>COUNTY USE ONLY</b>		
	Parcel/Tax ID # _____ - _____ - _____	Date Issued _____	Permit # _____

<b>PART II</b> (Black or blue ink only)	<b>Owner</b>	<b>Contractor</b> (Applicant)			
	Name _____	Name _____			
	Address _____	Address _____			
	City _____ State _____ Zip _____	City _____ State _____ Zip _____			
	Home Phone _____ Work/Cell Phone _____	Home Phone _____ Work/Cell Phone _____			
	<b>Site Address</b> _____	<b>Parcel/Tax ID#</b> _____ - _____ - _____			
<b>Township</b> _____	_____ 1/4, _____ 1/4, <b>Sec</b> _____, <b>T</b> _____, <b>N, R</b> _____ <b>E</b>				
<b>Lot</b> _____ <b>Block</b> _____ <b>Subd/Plat</b> _____	<b>CSM #</b> _____				
<b>Proposed Project(s)</b> _____					
<b>Use of Project(s)</b> <input type="checkbox"/> Agricultural <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Recreational <input type="checkbox"/> Residential <input type="checkbox"/> Other _____					
<b>Type of Project</b>	<b>Project #1 Dimensions</b>	<b>Distances to Lot Lines (ft)</b>	<b>Type of Project</b>	<b>Project #2 Dimensions</b>	<b>Distances to Lot Lines (ft)</b>
<input type="checkbox"/> Principal	Lth/Wth _____ x _____	Front _____	<input type="checkbox"/> Principal	Lth/Wth _____ x _____	Front _____
<input type="checkbox"/> Accessory	Area _____ ft <sup>2</sup>	Front _____	<input type="checkbox"/> Accessory	Area _____ ft <sup>2</sup>	Front _____
<input type="checkbox"/> New	Height _____ ft	Side _____	<input type="checkbox"/> New	Height _____ ft	Side _____
<input type="checkbox"/> Addition	Stories _____	Side _____	<input type="checkbox"/> Addition	Stories _____	Side _____
<input type="checkbox"/> Grade/Fill	Bedrooms _____ (new)	Rear _____	<input type="checkbox"/> Grade/Fill	Bedrooms _____ (new)	Rear _____
<input type="checkbox"/> Sign	Bedrooms _____ (total)	Shore _____	<input type="checkbox"/> Sign	Bedrooms _____ (total)	Shore _____
<b>Cost of Construction w/Labor \$</b> _____			<b>Cost of Construction w/Labor \$</b> _____		

<b>PART III</b> COUNTY USE ONLY	<b>COUNTY USE ONLY</b>		<b>Zoning District</b> _____	<b>Data by</b> _____ <b>Date</b> _____
	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NOTES</b> _____		_____		

<b>PART IV</b>	The owner, or contractor acting on behalf of the owner, hereby certifies that the information submitted on and with this application, is true and correct to the best of their knowledge. The owner hereby grants Green Lake County Zoning staff permission to enter the subject property to inspect the above-described project(s) for compliance with all applicable conditions and ordinances. This permit is valid for one year from the date of issuance. This permit may be renewed prior to expiration and if so will be subject to the rules in force at the time of renewal.		
	Permit Fee \$ _____	Owner/Contractor Signature _____	Date _____
	Check # _____	Zoning Official Signature _____	Date _____
	Receipt # _____	<b>All Checks Payable to "Green Lake County"</b>	

## APPLICATION INSTRUCTIONS

- Part I**
- To be completed by County Staff. Leave Blank.
- Part II**
- Complete as much of **Part B** as possible.
  - Proposed Project(s).** Two blank lines are provided to describe the nature of the project(s).
  - Use of Project(s).** Choose one category that best describes the primary use of the project once it is finished.
  - Dimensions.** Provide the length, width, area and height (to peak) of the proposed project.
  - #Bedrooms.** For residential structures report the total number of bedrooms including existing and proposed.
  - Distances to Lot Lines.** Measured from the property line to the closest point of the proposed project, but exclude eaves and windows that project one (1) foot or less from the wall.
  - Front.** The second space provided for **Front** lot lines only applies to corner lots or lots with two frontages.
  - Shore.** Refers to the Ordinary High Water Mark (OHWM) of the water body in question. This distance is always measured as the shortest distance between the proposed project and the OHWM. County Staff is available to assist in determining the location of the OHWM.
  - Cost of Construction w/Labor.** Refers to the total cost of all materials and labor to complete the project(s).
- Part III**
- To be completed by County Staff. Leave Blank.
- Part IV**
- Permit Fee** must be submitted by cash or check payable to Green Lake County.
  - See **Table 1** below to determine the appropriate permit fee.
  - For multiple projects the Permit Fee is based on the combined construction costs of for all projects.

## SITE PLANS AND BUILDING PLANS

- All applications must be accompanied by a site plan. **Figure 1** below is an example of an acceptable plan.
- Site plans must be submitted on a separate sheet of paper (8½" x 11" minimum).
- All site plans must be signed and dated by the owner or the owner's contractor.
- The Zoning Office reserves the right to require the submittal of a Certificate of Survey prior to permit issuance.

**Site plans must be drawn to scale and show:**

- Location and dimensions of the proposed project
- Location and dimensions of existing structures
- Dimensions of the property
- Location and names of abutting roads, lakes & streams
- North arrow

**Distances must be shown from the project to:**

- Lot lines
- Road right-of-ways
- Water bodies
- Septic tanks, holding tanks & soil absorption systems
- Nearby structures (within 50 feet)

**Building plans & side elevation drawings must be submitted for all new homes and other principal structures. Finished yard grades within 20 feet of the proposed structure must be shown on the side elevation drawings.**

**Table 1 - Fee Schedule**

Cost of Construction	Fee
\$0 - \$999.....	\$50
\$1,000 - \$99,999.....	\$150
\$100,000 - \$199,999.....	\$300
\$200,000 - \$299,999.....	\$400
\$300,000 - \$399,999.....	\$500
\$400,000 - \$499,999.....	\$600
\$500,000 - \$599,999.....	\$700
\$600,000 - \$699,999.....	\$800
\$700,000 - \$799,999.....	\$900
\$800,000 - \$899,999.....	\$1,000
\$900,000 - Or more .....	\$1,250

**Application fees are non-refundable.**

**Renewal fee is the same as initial fee.**

**Fee for after the fact permit is doubled.**

**Figure 1 - Sample Site Plan**

