

Permit No. \_\_\_\_\_ **ZONING PERMIT APPLICATION** Parcel I.D. # \_\_\_\_\_  
(Include all zeroes and decimal points)

I am applying for a permit and agree that all construction and use of the property that is the subject of this application will be in accordance with the Village of Maine Zoning Ordinance and all other applicable ordinances and laws of the state of Wisconsin. I understand that the issuance of this permit creates no liability, express or implied on the Village of Maine. I understand that a permit issued as a result of this application will expire if an Occupancy Certificate has not been issued within 12 months from the date I submit this application.

1. Property Address of the property where the zoning permit is requested: \_\_\_\_\_

\_\_\_\_\_

2. Provide a legal description of the property in the space below or attach a copy, including subdivision lot and block number where applicable, Certified Survey volume and page number, or the metes and bounds description:

\_\_\_\_\_

\_\_\_\_\_

3. Applicant(s)

Name: \_\_\_\_\_

Address for correspondence: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

4. Property owner name(s) if different from applicant: \_\_\_\_\_

Address for correspondence: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

5. What is the intended use of the property? \_\_\_\_\_

6. What is the intended use of the buildings? \_\_\_\_\_

7. Project type? (Example: fence, addition, deck) \_\_\_\_\_

\_\_\_\_\_

8. If the intended use involves human occupation, how will water be supplied to the property?

\_\_\_\_\_

If you are not connecting to a municipal water supply, provide proof that a safe and adequate supply of pure water will be provided.

\_\_\_\_\_

9. I have the following permits for the property:

Sanitary Permit #: \_\_\_\_\_ Other Permit(s): 

_____	_____	_____	_____
Permit Type	Permit #	Permit Type	Permit #

10. Attach a site plan with more detailed information as indicated in the "Site Plan" Instructions. (See attached "Site Plan Map" example.)

11. Provide documentation required by Section 17.05 of the Village Zoning Ordinance if the use of the property could have a substantial adverse impact on the enjoyment or value of surrounding properties, public highways, or utilities.

**CERTIFICATION**

STATE OF WISCONSIN }  
 COUNTY OF MARATHON } ss.

I certify under oath that all information and statements contained in this application, including all attachments, are true, that all dimensions are accurately shown as they would be disclosed by an accurate survey, and that the property subject to this permit application will be used in accordance with the performance standards set forth in section 17.04 of the Village of Main Zoning Ordinance, a copy of which I have received.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Owner(s) Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Printed Name(s)*

Subscribed and sworn to before me by \_\_\_\_\_ on \_\_\_\_\_ 20 \_\_\_\_\_

Please return your completed, signed, and notarized application and two (2) copies along with the \$\_\_\_\_\_ application fee to the Village of Maine Zoning Administrator, 6111 N 44<sup>th</sup> Avenue, Wausau, WI 54401

\_\_\_\_\_  
*Notary Public, State of Wisconsin*

My commission expires \_\_\_\_\_

**THIS SECTION FOR VILLAGE OFFICIAL USE ONLY**

Approved     Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Reason Denied: \_\_\_\_\_

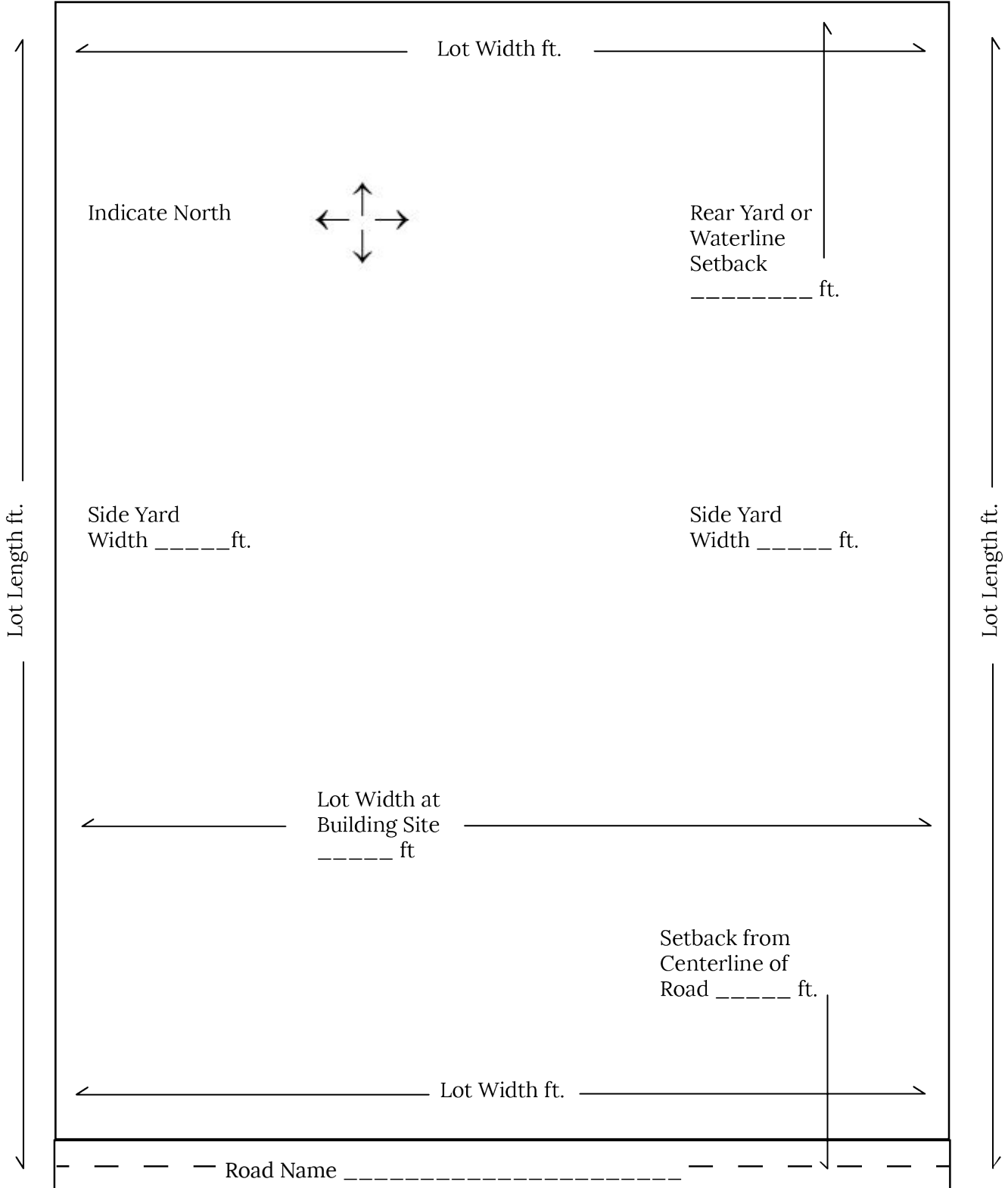
Zoning Administrator Comments: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Payment Received by: \_\_\_\_\_ on \_\_\_\_\_

Fee Submitted with application: \_\_\_\_\_  Check No.: \_\_\_\_\_  Cash

# SITE PLAN MAP



**INSTRUCTIONS FOR SITE PLAN**

In order to facilitate the review of a zoning permit application, the applicant must provide an accurate map or the project that is the subject of this application drawn to a reasonable scale and properly dimensioned. The map must show the following:

1. The boundaries of the property.
2. Location of the center line of any abutting streets, existing highway access restrictions, proposed street access points, off street parking, loading areas, and driveways. Streets include all public and private rights of way whether designated as a street, avenue, highway, road, boulevard, lane, throughway, or however designated.
3. Location and exterior dimensions of all existing buildings, proposed additions, or proposed new buildings on the property. Show the measured distances between buildings, proposed additions, and proposed new buildings and from the lot lines and from the center line of any abutting street to the nearest portion of each building.
4. Location of existing and proposed wells and primary and replacement septic system sites.
5. Proposed floor elevation of all proposed buildings in relation to the existing and/or established grade of any abutting streets. Elevations shall be referenced to Mean Sea Level datum if it is reasonably available.
6. Location of any defined drainage way and the general direction of surface drainage on the property.
7. The ordinary high water mark of any stream or lake that is located on or abuts the property, or that directly affects the property by flooding.
8. The boundaries of soil types shown as existing on the property on USDA Natural Resources Conservation Service maps, at the request of the Zoning Administrator.

Building information should include:

1. A general building plan including the elevation of all exterior walls, and height of the structure.
2. An indication of the types of building materials to be used for the face of the building and the roof. You may submit drawings or photographs of the planned exterior.

Submit a plan for surface water drainage and soil erosion control if your proposed use involves building construction or site grading.

Providing the information identified in this application will improve the opportunity for the Zoning Administrator and the Plan Commission to act on your request without delay. Without adequate information your request may be delayed in order to receive and review additional information.

ZONING PERMIT APPLICATION CHECKLIST  
GENERAL

Please use this checklist when someone applies for a Village of Maine zoning permit.

Application Form and Submissions with Application

- \_\_\_\_\_ Is the application completed? Items that do not apply to the type of use the applicant is applying for should be marked N/A.
- \_\_\_\_\_ Has a complete and accurate site plan been submitted?
- \_\_\_\_\_ Are existing structures and land features (waterways and drainage ditches, wetlands, etc.) shown?
- \_\_\_\_\_ Are setback measurements included?
- \_\_\_\_\_ Do plans show existing and proposed land elevations (to help determine effect for proposed changes on drainage)?
- \_\_\_\_\_ Have the existing and proposed uses been adequately explained?
- \_\_\_\_\_ Will the proposed use involve grading?
- \_\_\_\_\_ Has grading permit been issued?
- \_\_\_\_\_ Have surface water drainage and soil erosion plans been approved?
- \_\_\_\_\_ If not, submit to Plan Commission for approval.

Use Determination

- \_\_\_\_\_ Is the proposed use permitted?
- \_\_\_\_\_ Is Plan Commission review required? Plan Commission review is required for:
- \_\_\_\_\_ All uses in business and commercial districts
- \_\_\_\_\_ Municipal sludge spreading and municipal yard waste composting sites
- \_\_\_\_\_ Surface water drainage and soil erosion plans that have not been previously approved (such as during land division approval process)

Inspections

- \_\_\_\_\_ View the site in order to determine effects the use and activities (such as grading) may have on the property and other properties, and to answer questions the Plan Commission may have.
- \_\_\_\_\_ Before construction begins, inspect site to see that it is staked according to application.
- \_\_\_\_\_ Coordinate with Building Inspector for building permit issuance, satisfactory completion of building, and issuance of building occupancy certificate.
- \_\_\_\_\_ After completion of work applied for (to determine that work was done as permitted and to issue occupancy certificate).