



The Village of Poynette
Columbia County, Wisconsin

ZONING PERMIT APPLICATION

106 South Main Street
P.O. Box 95
Poynette, WI 53955

Phone (608) 635-2122
Fax (608) 635-8960
www.poynette-wi.gov

Part I. General Information (to be completed by applicant)

Applicant
information:

Person's Name(s): _____

Firm Name (if any): _____

Relationship (check one): Owner Tenant Prospective Owner/Tenant Representing: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

Telephone: _____ Fax: _____ e-mail: _____

Property owner
information:

Person's Name(s): _____

Ownership (check one): Individual Trust Partnership Corporation/LLC Other: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

Telephone: _____ Fax: _____ e-mail: _____

Parcel number:

_____ Address: _____

Type of project
(check all that are
applicable):

new construction, principal building (e.g., house, commercial building)

new construction, accessory building (e.g., garage, shed)

addition to existing principal building

addition to existing accessory building

change of land use

fence

deck

swimming pool

sign, antenna, or tower

parking lot construction or expansion

significant earth filling, excavating, grading

other use or structure: _____

Project summary:



SITE PLAN APPROVAL APPLICATION

Parcel Address or ID #:

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Part II. Required Plans (to be submitted by applicant)

Except as the Zoning Administrator or Building Inspector otherwise allows, attach a plan sheet specifying the following information:

- Name, address, and phone/fax number(s) of the current property owner.
- The date of the original plan and the latest date of revision to the plan.
- A north arrow and a graphic scale.
- Total area of the lot, and area of the lot that will remain in green space after the project is complete.
- All lot lines and street right-of-way lines (usually not the same location of street pavement).
- Location, square footage, first floor area, and entrance locations of the principal building (e.g., house), as it exists and with any addition. Include existing and proposed setbacks from lot lines.
- The location and square footage of accessory buildings (e.g., garage), as they exist currently and with any proposed addition. Include existing and proposed setbacks from lot lines.
- All existing easement lines, dimensions, ownership, and purpose.
- Projected number of employees, residents, and maximum customer capacity.
- All existing and proposed paved areas, walks, drives, decks, patios, fences, utility poles, drainage facilities, pools, signs, towers, and walls.
- Location and dimensions of all access points onto public streets.
- Location and dimension of all on-site parking spaces and any loading and service areas.
- Location of any outdoor storage areas including dumpsters and the design of all screening fences.
- Elevation drawings or photos of existing and proposed buildings, including proposed additions to existing buildings, with adequate labels provided to clearly depict height, exterior materials, texture, color, and overall appearance of walls, doors, windows, and roofs.

Part III. Signatures (to be completed by applicant/property owner)

I/we have reviewed and understand the Village of Poynette zoning ordinance and its standards of approval related to this request; believe that the proposed project complies with all applicable building and health laws and with the provisions of the Village zoning ordinance; and have submitted an application that is true, correct, and complete to the best of my/our knowledge.

Signature of Applicant

Date

Signature of Property Owner (if different)

Date



SITE PLAN APPROVAL APPLICATION

Parcel Address or ID #:

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**Part IV. Comparison of Proposed Plan With Zoning Ordinance Requirements
Required Review Criteria (to be completed by Village Building Inspector)**

Status of Proposed Use in Zoning District: (Indicate Zoning District: _____)

- Permitted use in zoning district
- Conditional use in zoning district
 - Conditional use permit obtained (Date obtained: _____)
 - Project meets approved plans and conditional use permit approval conditions
- Allowable accessory use or structure in zoning district
- Other: _____

Status of Site Plan Approval:

- Site plan approval obtained (Date obtained: _____)
- Project meets approved plans and site plan approval conditions
- Project exempt from site plan approval requirement (e.g., single or two-family home)

Proposed Building Setbacks:

- Meet minimum setback requirements for zoning district
- Do not meet following normal minimum setback requirements: _____
- Variance obtained if setbacks not met (Date obtained: _____)

Proposed Building Height and Floor Area:

- Meet maximum building height/minimum floor area requirements for zoning district
- Does not meet normal maximum building height/minimum area requirement
- Variance obtained if requirements not met (Date obtained: _____)

Presence of Environmental Constraints:

- Surface water (Impact on proposed project: _____)
- Wetland (Impact on proposed project: _____)
- Floodplain (Impact on proposed project: _____)
- Underground tanks/other underground feature (Impact on project: _____)
- Other: _____
- Project does not appear to conflict with environmental regulations under Village jurisdiction

Compliance with Other Applicable Zoning Ordinance Requirements:

- Driveway/highway access requirements
- Preservation of topography requirements
- Architectural/design requirements (e.g., for accessory buildings and fences)
- Open space requirements
- Parking/loading requirements
- Sign requirements
- Swimming pool requirements
- Signal receiving antenna/wind energy requirements
- Other applicable zoning requirements: _____

Signature of Building Inspector: _____ Date: _____