



ZONING COMPLIANCE PERMIT APPLICATION

Part I. What is a Zoning Compliance Permit?

The Village requires receipt of a zoning compliance permit prior to the location, construction, movement, reconstruction, extension, enlargement, structural repair, or structural alteration of any structure. A “structure” is defined as anything constructed or erected, the use of which requires a more or less permanent location on the ground, or attached to something having a permanent location on the ground, excepting public utility fixtures and appurtenances. This includes permanent fences and signs, parking lots, driveways, community gardens, and buildings. Where a building permit is also required for a project per Title III, Chapter 6 of the Village’s code, the Village combines the building permit and zoning compliance permit into a single permit approval. Still, the applicant should complete applications for both the zoning compliance permit and building permit in such cases. An applicant may also request issuance of a zoning compliance permit for any other purpose related to compliance with the provisions of the Village’s zoning ordinance.

A zoning compliance permit helps the Village to verify that your project complies with the requirements of the Village’s zoning ordinance, such as setbacks, building height, and other standards. Such zoning standards can be found by reviewing the Village’s zoning ordinance or by contacting Village staff. If you are viewing this application in electronic format, the zoning ordinance may be found by clicking [here](#).

A particular lot, use, structure, or site may be classified as a nonconforming lot, use, structure, or site under Article 12 of the zoning ordinance, if it does not meet today’s zoning standards. Such nonconforming status may affect the ability to obtain a zoning compliance permit or a building permit, per the limitations in Article 12. Finally, some types of projects require prior zoning approvals—such as rezoning, conditional use permit, site plan approval, or variance—before the Village may issue a zoning compliance permit or building permit.

Part II. General Information

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: _____ e-mail: _____

Property owner
information:

Person’s Name(s): _____

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

Mailing Address: _____

City: _____ State: ____ Zip: _____

Telephone: _____ E-mail: _____



ZONING COMPLIANCE PERMIT APPLICATION

Parcel Address or ID #: _____

Parcel number or legal description of subject property: _____

Address or street boundaries of subject property: _____

- | | | | |
|---|--|--------------------------------------|---------------------------------------|
| Current and proposed use of subject property (check all applicable uses, and whether each is a current use, proposed use, or both): | <input type="checkbox"/> multiple family residential—3+ unit building(s) | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| | <input type="checkbox"/> mixed commercial/residential building(s) | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| | <input type="checkbox"/> office/research/clinic | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| | <input type="checkbox"/> retail/commercial services | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| | <input type="checkbox"/> manufacturing/warehousing/contractor | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| | <input type="checkbox"/> institutional use | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| | <input type="checkbox"/> parking | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| | <input type="checkbox"/> significant earth filling, excavating, grading | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| | <input type="checkbox"/> other use: _____ | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |

Project summary: _____

Part III. Application Submittal Requirements

The following is a list of what you should submit with a zoning compliance permit application. Please also submit a non-refundable zoning compliance permit application fee of \$25.

- Name and address of the applicant, owner of the site, architect, professional engineer, and contractor.
- Description of the subject site/lot, including:
 - Lot, block, and recorded subdivision, or by metes and bounds
 - Address of the subject site
 - Type of structure
 - Existing and proposed operation or use of the structure or site
 - Number of employees, if applicable
 - Zoning district within which the subject site lies



- Plat of survey prepared by a land surveyor registered in Wisconsin, showing location, boundaries, dimensions, uses, and size of the following existing and proposed features:
 - Subject site/lot boundaries
 - Buildings, fences, and other structures
 - Easements, such as for utilities, drainage, or access
 - Streets, railroads, and other public ways
 - Off-street parking areas
 - Loading areas and driveways
 - Highway access restrictions, and other known restrictions against the property
 - Waterway, wetland, and floodplain boundaries
 - Existing and proposed street, side, and rear yards (setbacks)
 - Type, slope, and boundaries of soils shown in an official Soils Survey prepared for Columbia County by the United States Department of Agriculture Soil Conservation Service

- A copy or description of any prior rezoning, conditional use permit, site plan, variance or other Village approvals that may be required before a zoning compliance permit may be issued.

- Additional information as may be required by the Zoning Administrator.

Part IV. Reimbursement for Development Review Services

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 2.13.17(f) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.



Parcel Address or ID #: _____

Part V. Signatures

By signing and dating below, I/We:

1. Reviewed and understand the Village of Poynette zoning ordinance and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section above;
3. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
5. Understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons;
6. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and
7. Understand that the Village’s zoning ordinance and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

Signature of Applicant

Date

Signature of Property Owner (if different)

Date



Parcel Address or ID #: _____

Part VI. Record of Administrative Procedures (to be completed by Village)

- Application and required plans filed with Village
Date filed: _____
Name of Village staff person who accepted application: _____
- Application fee of \$25 received by Village (non-refundable)
Date received: _____
Name of Village staff person who accepted fee: _____
- Application and submitted plans verified as being complete
Date verified: _____
Name of Village staff person who verified application as complete: _____
- Zoning Administrator action
Date: _____ (to be taken within 30 days of complete application)
Status (circle one): Granted Denial
- Applicant notified of Zoning Administrator action
Date: _____
Name of Village staff person who notified applicant: _____