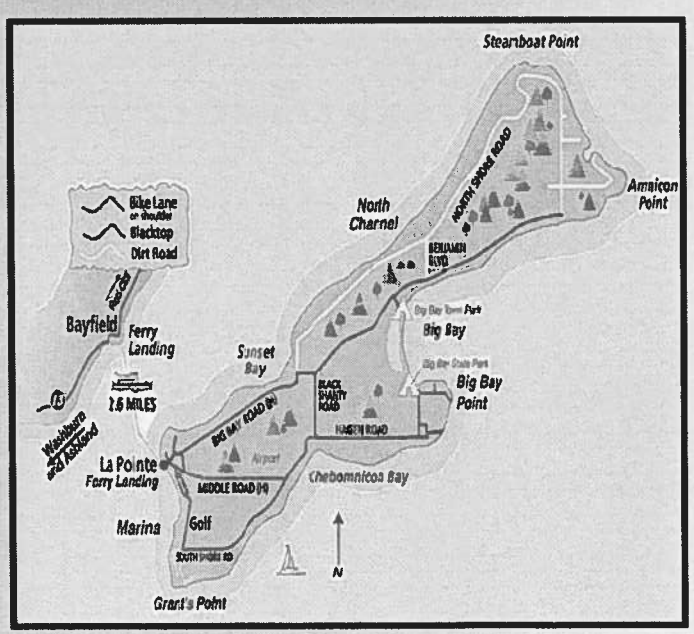
PLEASE REVIEW BEFORE SUBMITTING YOUR APPLICATION

APPLYING FOR A TOWN OF LAPOINTE LAND USE PERMIT

The Town of La Pointe is here to help you successfully complete your land use project. This brochure is designed to provide you with information to assist you. For more information, call 715-747-2707 or email lapointeza@cheqnet.net.

The Planning and Zoning Department issues ***LAND USE PERMITS***. A Land Use permit allows:

- **The property owner to place or relocate a structure** (i.e. dwelling, mobile home, garage, pole building, accessory, long term travel trailer, deck(s), porch(s), addition(s), structural alteration(s), commercial building, etc.)
- **The property owner to change or alter the use of land** (i.e. operate a home occupation in approved zones, short or long term rental of a property, etc.)
- **The property owner to place a driveway or do land disturbing activity** (Defined as any man-made change of the land surface including stumping of vegetative cover, excavating, filling, soil deposits and grading but not including agricultural land uses such as planting, growing, cultivating, and harvesting of crops: growing and tending of gardens; harvesting of trees; and landscaping.)
- **Signs** (advertising a business activity)
- **Fire Numbers**



The Planning and Zoning Department also:

- Accepts applications for **Certified Survey Maps for subdividing land** for review and recommendation to the Town Board.
- Accepts applications for **Conditional Use Permits** for Report and Recommendation to the Town Board.
- Accepts petitions for **Zoning Map or Zoning Ordinance Text changes** for review and recommendation to the Town Board.

Obtaining a permit from the Town of La Pointe Planning and Zoning Department

1. **Please plan accordingly** – Allow yourself, contractor, and/or agent ample time to obtain a land use permit(s). The Permit process may take a minimum of 10 (ten) business days and may be longer if sanitation, wetland fill, shoreland mitigation, or re-inspection is necessary. The Zoning Administrator reserves the right to place applications on the Town Plan Commission agenda for review.

2. **Obtain an application and plot plan** from the Town Hall Planning and Zoning Department or the Town's website Planning and Zoning page **www.townoflapointewi.gov/planning-and-zoning**.

3. **If your Land Use Application** is going to require any of the following:

   - ***Sanitary*** – call your Master Plumber to get plans prepared and to apply for permits. The State of Wisconsin mandates the sanitary permit MUST be issued before the Town land use permit is issued. If State approval is required for the sanitary, it may take 4-5 weeks longer.
   - ***Privy*** (aka outhouse) - You must obtain a County permit application from the La Pointe Zoning Office in the La Pointe Town Hall. **NOTE**: With a privy you CANNOT have sinks, showers, flushing toilets, or connection to pressurized water in your structure – this includes a hose connected to a travel trailer.
   - ***Wetland fill*** – You must contact the Wisconsin DNR before soil disturbance or filling.
   - ***Ashland County Permit*** – If you are within 1000 feet of the lakeshore, you must obtain the permit application from the La Pointe Zoning Office in the La Pointe Town Hall. County permits must be obtained before a Town Land Use Permit can be issued.
   - ***Uniform Dwelling Code (UDC) - House, Accessory Structure or Commercial Building*** – Contact James Price, Jr. of Alder Engineering, Inc. for a Building Permit packet. (715) 822-

NOTE: Permits MUST be obtained prior to project beginning or land use. Land disturbing activity constitutes project beginning. Projects started prior to permit issuance will double required fees and could result in enforcement action. Fees will be quadrupled upon thirty (30) days notice of project beginning without a permit.

ZONING SCHEDULES – DIMENSIONAL REQUIREMENTS									
Zoning District	**LZ-1**	**W-1 C-V P-R**	**W-2**	**R-1 LZ-2**	**R-2**	**R-3**	**S-1**	**S-2**	**C-1 M-1 G-1**
Required Lot Area	85 ft x 50 ft	20 Acres	5 Acres	1 Acre	9600 sq ft	9600 sq ft	3 Acres	30,000 sq ft	9600 sq ft
YARD REQUIREMENTS (SETBACKS) Measured from the road right of way and include stairs, eaves, etc.									
Front: Road	5 ft	75 ft	60 ft	40 ft	30 ft	20 ft	60 ft	N/A	5 ft
Front: Navigable Water	N/A	N/A	N/A	75 ft	75ft	75 ft	75 ft	75 ft	75 ft
Side	10 ft	75 ft	50 ft	30 ft	10 ft	6 ft	50 ft	50 ft	10 ft
Rear	10 ft	75 ft	50 ft	30 ft	25 ft	25 ft	40 ft	20 ft	10 ft
Frontage: Lake frontage lots – front is always the lake. Non-lake frontage lots – front is the primary access lot line									
MINIMUM LOT WIDTH (Road or Lake Frontage) - Irregular Shaped Lots See section 16.2 of the La Pointe Zoning Ordinance									
Road Frontage	50 ft	660 ft	300 ft	150 ft	80 ft	80 ft	200 ft	N/A	80 ft
Lake Frontage	N/A	N/A	N/A	150 ft	150 ft	N/A	250 ft	200 ft	150 ft

4. A **La Pointe Zoning Map** is available at **www.townoflapointewi.gov**. Please refer to the Zoning Map to find your Zoning District. Setbacks for each District are as listed in the chart above.
5. **Zoning District**: The Zoning Administrator must know if your parcel meets the current Zoning District area and width requirements (see chart above) **OR** when the lot was created.
4. Follow the instructions on page 2 of the **Land Use Application**.
7. Follow the instructions on the **Plot Plan**, showing all dimensions and measurements.
8. Submit original **Agent Authorization Form** if applicable.
9. **Pay fees** with application submittal.
10. **Stake the site** using the measurements you have shown on the Plot Plan.
11. The **site will be inspected** when a completed application and fees are received.
12. After inspection the **Zoning Administrator will**:
    - ◊ Review the application to ensure it contains all the necessary information. It may be returned to owner for additional information/correction.
    - ◊ Review property information for wetland indicators, navigable waterway, and/or steep slopes, or other site specific issues present.
    - ◊ Confirm measurements as staked. If setbacks are not met, the owners will be contacted to discuss development options/alternatives.
    - ◊ Issue the permit once fees are paid and any and all issues are resolved.

Important Information

Application for a Land Use Permit: The original form must be filled out in **ink**.

Signatures:

- All applications must be signed by ALL property owners.
- Company (Inc., LLC., Corp., etc.) or Trust ownership: Proof of authorization to sign the application in the name of the company or Trust is needed.
- If you are a new owner, a Recorded Deed is required. Signatures must be original, can not be faxed or emailed.

Agent Authorization: The Zoning Administrator will work with an agent in lieu of the property owner if an Agent Authorization Form is signed by the property owner(s). The original application is still required to be signed by the property owner(s).

Property Stakes: It is mandatory that the location of all proposed structures, additions, driveways, and areas of Land Disturbing Activity, etc., be staked. It is strongly recommended that nearby lot lines and/or land uses be clearly marked on the subject property through placement of stakes, flags, or colored ribbons --particularly on large, densely wooded, or difficult sites. Failure to provide stakes or markers may delay or prevent permit issuance.

Permit Expiration: A land use permit expires twenty-four (24) months from the date of issuance. The authorized building or structure must be substantially complete within that time. "Substantial Completion" is defined as, "where applicable, as "foundation in" and, where applicable, "external walls up, windows in, roof on, doors installed."

Helpful Contacts and Websites

For Town of La Pointe Zoning: www.townoflapointe.gov/planning-and-zoning (715)747-2707

PO Box 270, La Pointe, WI 54850

For Ashland County Zoning: www.co.ashland.wi.us/departments/zoning

(715) 747-2707 (Madeline Island Zoning Office)

For Ashland County GIS: (interactive property map, parcel & tax information, etc.):
www.ashlandcowi.wgxtreme.com/

For WI DNR Water Management Specialist (wetland/waterway permits):
www.dnr.wi.gov/topic/Waterways/construction/wetlands.html

(715) 685-2923 2501 Golf Course Road, Ashland, WI 54806

For Town of La Pointe designated WI Uniform Dwelling and Commercial Building Inspector:
www.alder-eng.com/ (715) 822-8537 1400 2nd Ave., Cumberland, WI 54829

For Diggers Hotline: www.DiggersHotline.com 1-800-242-8511

Jan. 2014 App.

APPLICATION
TOWN OF LA POINTE LAND USE PERMIT

PERMIT #: _____

DATE REC'D: _____

PARCEL NO: 14 – _ _ _ _ _ . _ _ _ _

ESTIMATED PROJECT COST: $_____

SITE ADDRESS (Include Fire Number and Road Name)

SANITARY PERMIT # : _____

OWNERS List All (Last Name, First Name)

AGENT/CONTRACTOR (Letter of Authorization Form Required)

ADDRESS (If Different Than Above)

ADDRESS

DAYTIME PHONE

DAYTIME PHONE

LEGAL DESCRIPTION (As Appears On Tax Statement) _____

Zoning District (Check all that apply)

☐ W-P ☐ W-1 ☐ W-2 ☐ R-1 ☐ R-2 ☐ R-3 ☐ S-1 ☐ S-2 ☐ C-1
☐ LI-1 ☐ LI-2 ☐ G-1 ☐ P-R ☐ T-P ☐ C-V ☐ M-1

Nonconforming Lot ☐ YES ☐ NO If Yes, Date Lot Created _____ (Supporting Documentation Required)

Type of Land Use (Check all that apply)

☐ Principle Dwelling or Accessory Dwelling (circle one) ☐ Addition/Alteration ☐ Accessory Structure
☐ Commercial Building ☐ Change of Use ☐ Move Structure ☐ Travel Trailer ☐ Fire Number
☐ Land Disturbing Activity ☐ Town or County Road Access (circle one) ☐ Driveway Extension
☐ Permit Extension ☐ Permit Transfer ☐ Sign

Describe Project: _____

WITHIN 1000 FT OF LAKESHORE? ☐ YES ☐ NO
WITHIN 300 FT OF RIVER OR STREAM? ☐ YES ☐ NO

Distance From Property Lines For All Proposed Building Construction

PARCEL AREA: _____

FRONT: _____

PARCEL WIDTH: _____

SIDES: _____ : _____

NEW BUILDING COVERAGE ONLY: _____

REAR: _____

"I/we declare that this application (including any accompanying schedule) has been examined by me/us and to the best of my/our knowledge and belief it is true, correct and complete. I/we acknowledge that I/we am/are responsible for the detail and accuracy of all information I/we am/are providing that will be relied upon by the Town Plan Commission in determining whether to issue a permit. I/we further accept all liability which may be a result of Town Plan Commission relying on the information provided in this application. I/we agree to permit officials charged with administering the Zoning Ordinance or any other authorized person to have access to the above-described premises at any reasonable time for the purpose of inspection. I further understand that this permit expires 24 months from date of approval."

SIGNATURE(S) OF OWNER(S): _____ **DATE:** _____

OFFICE USE ONLY

☐ **CONDITIONALLY APPROVED** **FEE AMOUNT $** _____ **DATE:** _____

☐ **NOT APPROVED** **AMT. REC'D $** _____ **CHECK #** _____ **INIT.** _____

NOTES: _____

Authorized Signature: _____ **DATE:** _____

INSTRUCTION SHEET

Return completed application to: Town of La Pointe Zoning Administrator, PO Box 270, La Pointe, WI 54850

In order to speed the processing of land use permit applications submitted to the Town of La Pointe, please submit the following:

1. **Application for Land Use Permit** - must be entirely filled out in ink and signed by ALL property owners.
2. **Site Plan** – Include and identify all lakes, ponds, streams or wetlands. Identify relationship to streets, roads, alleys and/or easements being active, platted or reserved, wells and sanitary systems, both on or abutting your property.
3. **Fees** – See schedule below.
4. Approved Ashland County **Sanitary Permit** or approved Madeline Sanitary District Permit (if applicable).
5. **The actual building site needs to be staked out prior to the Zoning Administrator's inspection and permit issuance.**

NOTE: The Town of La Pointe does not require plans to be professionally drawn, however, they shall be of a quality that is legible and understandable which properly conveys all information necessary to complete your project. Actual dimensions are preferred. Failure to comply with the above instructions will result in delays in processing of applications.

NOTE: The Wisconsin Uniform Dwelling Code (UDC) is enforced in the Town of La Pointe. It is the applicant's responsibility to pursue the required building permits. Contact Inspector James Price, Jr. at 715-822-8537 or **aldereng@charter.net**.

FEE SCHEDULE

Land Use Permit	$ 75.00 + $0.25 per square foot		**Land Disturbing Activity**	Land Use Permit – No Fee
Permit Extension (12 months)	$50.00		**Fire Number (2 signs and posts)**	$150.00
Permit Transfer	$50.00		**Fire Number Replacement**	$50.00
Move Structure	Requires Land Use Permit		**Change of Use**	$50.00
Addition/Alteration/Accessory	Requires Land Use Permit		**Road Access/Extension**	$50.00
Long Term Camping Unit	Requires Land Use Permit		**Sign**	$50.00
Nonrefundable Land Use fee	$50.00		**Late Fees***	

*Permit fees shall be doubled if project begins prior to permit issuance

*Permit fees shall be quadrupled 30 days after notification

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The Town of La Pointe wants your project to be successful!

For best results, please read all the application information carefully, and contact the Planning and Zoning office PRIOR to beginning any land use activity at 715-747-2707 or at lapointeza@cheqnet.net. You can also find helpful information on the Town's website at http://townoflapointewi.gov/planning-and-zoning.

Revised 06.08.05

Land Use Application (To be used if prepared plot plan is not available)

Plot Plan

Refer to Land Use Permit Instruction Sheet for additional information

Site Address _____ Project _____

Identify the following:

North Arrow
Lot dimensions; total area
Existing structures; label and show distance to property lines, roadway centerline and alleys
Proposed construction; label and show distance to property lines
Existing or proposed on-site septic system and private water supply systems; label and show distance to proposed construction
Location and limits of all lakes, ponds, streams and wetlands
Ordinary high water mark (OHWM) of navigable waterways & show all setback distances from OHWM
Locate and dimension existing access roads and recorded easements
Slopes of 12% and greater

TOWN OF LA POINTE

MADELINE ISLAND

PLANNING AND ZONING ADMINISTRATOR

PO BOX 270

LA POINTE, WISCONSIN 54850

715.747.6913 FAX: 715.747.6654

Date: _____/_____/_____

From: _____ (Name(s))

_____ (Street Address)

_____ (City, State, Zip)

_____ (Area Code & Phone Number)

_____(Email address)

Subject: **LETTER OF AUTHORIZATION**

To Whom It May Concern:

As owner(s) of property located at (address) _____ I/we

authorize (names)_____ to act as Agent

for permits for project (describe work to be completed)_____

_____.

Sincerely,

_____

Owner Signature

_____

Owner Signature

Revised 01.09.14