



**Department of Planning and Development**

Eau Claire County Courthouse  
 721 Oxford Avenue, Room 3344  
 Eau Claire, Wisconsin 54703  
 (715) 839-4741

**Office Use Only**

Application Accepted:	
Accepted By:	
LUP Number:	

**LAND USE PERMIT APPLICATION**

Property Owner Name:	Phone#
Mailing Address:	
Email Address:	

Agent Name:	Phone#
Mailing Address:	
Email Address:	

**SITE INFORMATION**

**Project Description:** Please provide a detailed description of the project.

Site Address:	Town of:
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Zoning District:	Measured Setbacks: _____ Front _____ Rear _____ Left _____ Right
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**Application Type:**     Zoning     Change of Use     Temporary     Sign

**Overlay District:**     Shoreland     Floodplain     Airport     Wellhead Protection     Non-Metallic Mining

Check Applicable

Computer #(s):			
or			
PIN #(s):			

**GENERAL APPLICATION REQUIREMENTS**

<input type="checkbox"/> Completed Land Use Checklist	<input type="checkbox"/> Estimated Cost of Project: \$	<input type="checkbox"/> Send completed application to <a href="mailto:landuse@eauclairecounty.gov">landuse@eauclairecounty.gov</a> or to the above.
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I certify by my signature or the typing of my name that all information presented herein is true and correct to the best of my knowledge. I give permission for the staff of the Eau Claire County Department of Planning and Development to enter my property for the purpose of verifying that the standards of the Zoning Code are met. Providing incorrect information may cause a delay in the permit process and/or denial. I further agree to withdraw this application if substantive false or incorrect information has been included.

Owner/Agent Signature \_\_\_\_\_

Date \_\_\_\_\_

Land use permits are valid for 6 months to start construction. After 2 years from date of issuance, a land use permit becomes null and void unless construction has been completed.

**NOTICE: PERMIT FEES DOUBLE WHEN WORK BEGINS PRIOR TO ISSUANCE OF PERMITS & APPROVALS.**

## LAND USE PERMIT APPLICATION CHECKLIST

<b>General Application Requirements</b>	<input type="checkbox"/> Completed Land Use Application / Checklist
	<input type="checkbox"/> Site plan, drawn to scale. <b>(See Site Plan Detail section below)</b>
	<input type="checkbox"/> Access permit approval, if applicable
	<input type="checkbox"/> Sanitary permit or public sewer authorization
	<input type="checkbox"/> Well or public water authorization
	<input type="checkbox"/> A copy of the recorded CSM or copy of lot from the recorded plat, if applicable
	<input type="checkbox"/> Erosion control / storm water management approval from Land Conservation
	<input type="checkbox"/> Building elevation, floor plans (including attics), and color scheme <b>Required for all non-agricultural accessory structures</b>
	<input type="checkbox"/> If submitting application online, submit to <a href="mailto:landuse@eauclairecounty.gov">landuse@eauclairecounty.gov</a>
<b>Site Plan Detail</b>	<input type="checkbox"/> Site plan drawn to scale with measured setbacks and improvements (Measured from property line to structure) <b>(max size 8.5" x 11")</b>
	<input type="checkbox"/> Show lot dimensions (Copy of CSM or Lot in the subdivision plat)
	<input type="checkbox"/> Location of sanitary system
	<input type="checkbox"/> Location of navigable waters (75-foot setback required from OWHM) use the ESA map link below <a href="https://eccounty.maps.arcgis.com/apps/webappviewer/index.html?id=fdeecca87acf4a1dab0dd74b86e3bb95">https://eccounty.maps.arcgis.com/apps/webappviewer/index.html?id=fdeecca87acf4a1dab0dd74b86e3bb95</a>
	<input type="checkbox"/> Location of wetlands, use the ESA map link below <a href="https://eccounty.maps.arcgis.com/apps/webappviewer/index.html?id=fdeecca87acf4a1dab0dd74b86e3bb95">https://eccounty.maps.arcgis.com/apps/webappviewer/index.html?id=fdeecca87acf4a1dab0dd74b86e3bb95</a>
	<input type="checkbox"/> Location of the floodplain, use the ESA map link below <a href="https://eccounty.maps.arcgis.com/apps/webappviewer/index.html?id=fdeecca87acf4a1dab0dd74b86e3bb95">https://eccounty.maps.arcgis.com/apps/webappviewer/index.html?id=fdeecca87acf4a1dab0dd74b86e3bb95</a>
	<input type="checkbox"/> Identify topographic features (e.g. steep slopes, vegetation cover, agricultural fields, etc.)
	<input type="checkbox"/> Show recorded easements
	<input type="checkbox"/> Identify unique property conditions
<b>General Notes</b>	<input type="checkbox"/> Town of Seymour, and Ludington issue UDC permits including electrical
	<input type="checkbox"/> All electrical work will require an electrical permit