



County of Door

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Land Use Services Department: Zoning

Main office line: (920) 746-2323

Website: <https://www.co.door.wi.gov/164/Land-Use-Services>

Apply for permits on-line: <https://www.citysquared.com/#/app/DoorCountyWI/landing>

Zoning Permit Application Requirements

- The supplemental forms provided while applying for the zoning permit application online through City Squared:
 - Project scope declaration which shall be signed by the owner
 - Wetland notice & acknowledgement which shall be signed by the owner (even if no wetlands are located on the subject lot)
 - Impervious surface ratio worksheet
 - Grade sheet (for new principal buildings only)
- A set of plans shall include the following *and* shall contain the details listed in the examples provided on the following pages:
 - Site plan
 - All floor plans, including basements / foundations and lofts
 - At least two elevation views which shall include:
 - depth of new crawl space or basement wall, if applicable
 - height of the building from grade to peak of roof
 - pitch of roof
 - Cross-section view with grade elevations (for new principal buildings only)
- If a property is located within shoreland or floodplain zoning jurisdiction, additional requirements will most likely apply. Due to these variables, call the County Zoning Administrator for specific requirements in order to plan each project. See the department's web page for the most up to date contact information.
- A sanitary permit **shall** be issued for new projects requiring a Private On-site Wastewater Treatment System (POWTS) **before** a zoning permit may be issued. A sanitary re-connect permit **may** need to be issued for projects connected to an existing Private On-site Wastewater Treatment System (POWTS) **before** a zoning permit may be issued.
- The proposed structure and the closest lot lines shall be staked out on site. The Zoning Administrator may require a staking plan and an as-built site plan from a land surveyor (signed and sealed).
- Contact the Town's Building Inspector for building code and permitting requirements. See the department's web page for the most up to date contact information.

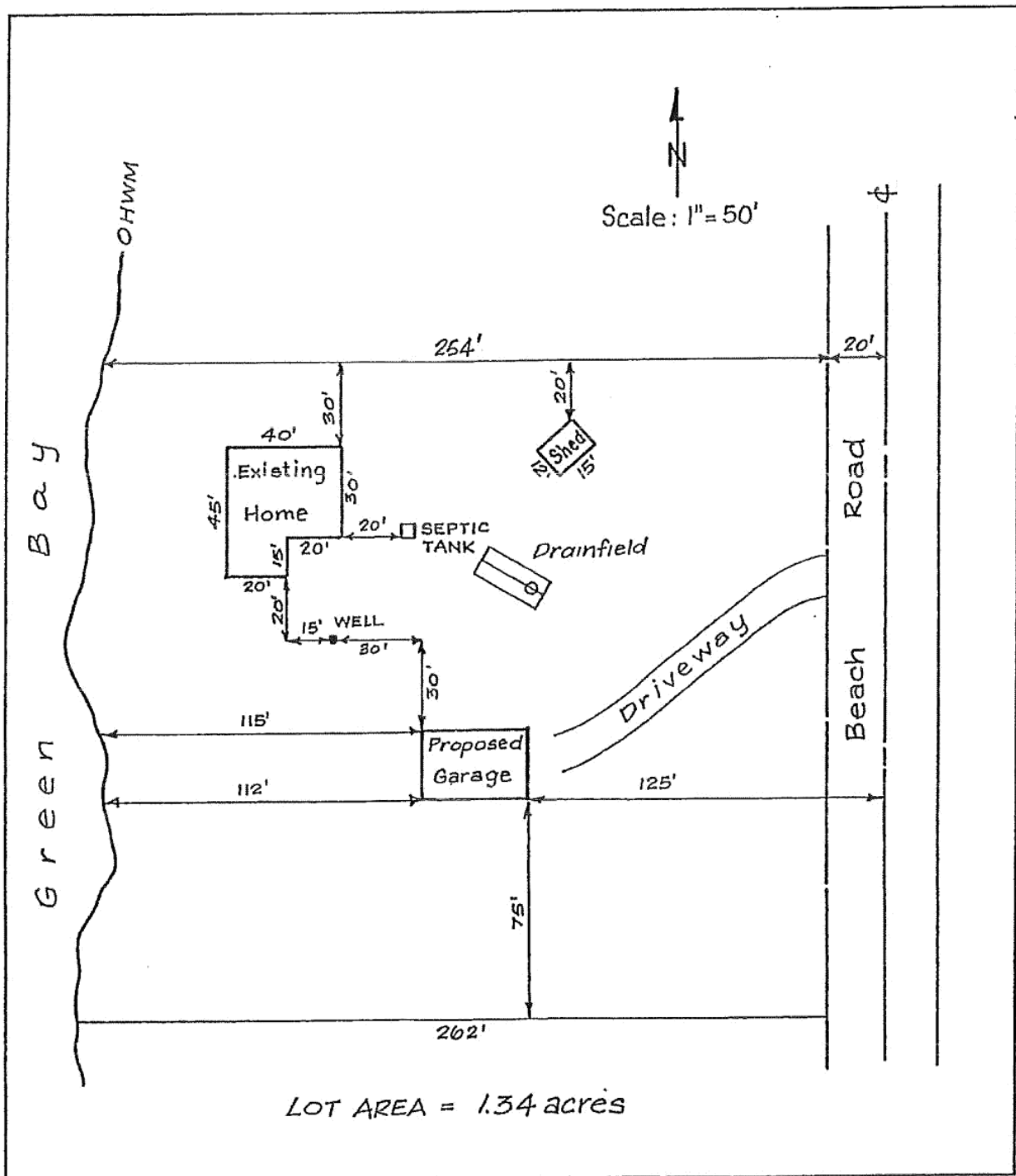
A zoning permit is only valid for one year from the date of issuance. If substantial work has been completed, apply for an application to renew the permit before it expires. Once the permit expires, a new zoning permit application is required in order to proceed with the project.

EXAMPLE

SITE PLAN

Show each of the following as applicable:

- Boundaries, dimensions, and area of the site.
- Location of public roads and right-of-ways.
- Location of private roads.
- Location of easements.
- Location of navigable waters.
- Location and dimensions of all existing structures.
- Location of existing or proposed well and waste water disposal system.
- Location and dimension of all proposed structures and additions.
- Location of rockholes.
- Location of proposed and existing road access points, parking and loading areas, and driveways.
- Distances from proposed project to:
 - Abutting public roads and right-of-ways.
 - Private roads.
 - Property lines.
 - Well
 - Waste water disposal system.
 - Ordinary high water mark (OHWM) navigable waters.
- Indicate North arrow.



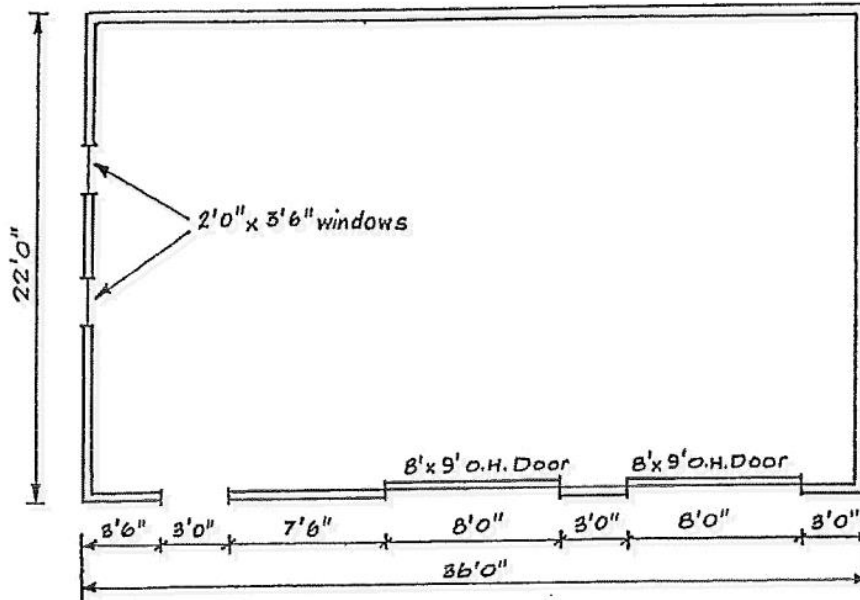
EXAMPLE

Provide the following as applicable:

- All floor plans.
- At least two elevation views.

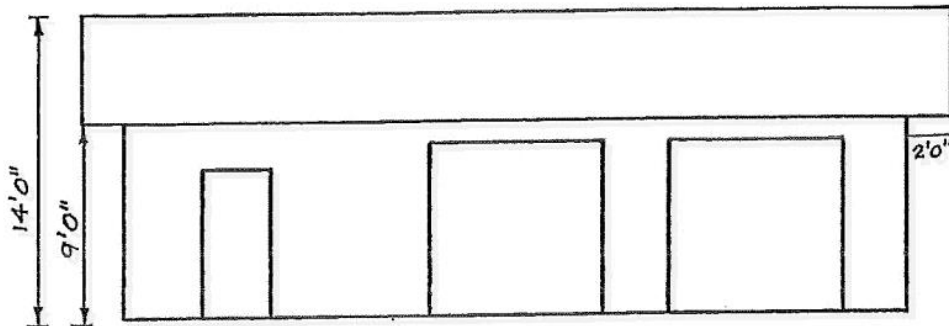
FLOOR PLAN

Scale: $\frac{1}{8}'' = 1'0''$



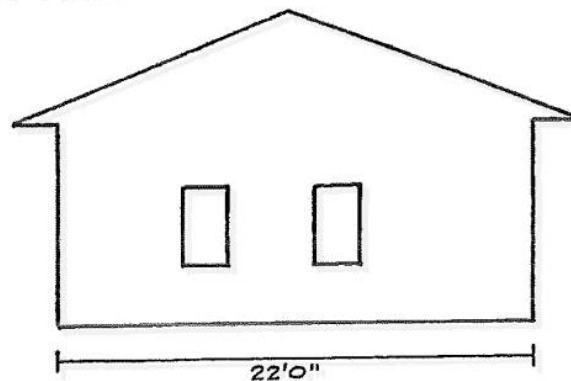
FRONT ELEVATION VIEW

Scale: $\frac{1}{8}'' = 1'0''$



END ELEVATION VIEW

Scale: $\frac{1}{8}'' = 1'0''$



EXAMPLE

CROSS - SECTION VIEW (SUPPLEMENTAL TO GRADE SHEET FORM)

BM - Bench Mark Elevation
HFG - Highest Finished Grade
PCG - Preconstruction Grade
LFG - Lowest Finished Grade

