



**ZONING PERMIT APPLICATION**  
 Village of Big Bend, WI  
 W230 S 9185 Nevins Street  
 Big Bend, WI 53103  
 Phone: 262.662.2747 (clerk@villageofbigbend.com)

Date:

Permit No:

**Applicant Name:**  **Owner Name:**

**Applicant Address:**  **Owner Address:**

**Applicant Phone:**  **Owner Phone:**

**Applicant Email:**  **Owner Email:**

**Site Address:**  **Site Tax Key Number:**

**Type of Proposal (check all that apply):**

- Single-Family Home
- Residential Alt/Add
- Accessory Structure
- Business Occupancy
- Two-Family Home
- Multi-Family Building
- Commercial/Industrial Build
- Sign
- Deck
- Pool/Spa
- Pergola/Trellis
- Business Occupancy

**Zoning District:**  **Lot Area (Acres):**

**Project Description (Brief):**

**Size of Building(s):**  **Height of Building(s):**

**Proposed Setback of Structure to Lot Lines:**

Front:	Side 1:	Side 2:	Rear:	Other Structures:
<input style="width: 95%; height: 40px;" type="text"/>	<input style="width: 95%; height: 40px;" type="text"/>	<input style="width: 95%; height: 40px;" type="text"/>	<input style="width: 95%; height: 40px;" type="text"/>	<input style="width: 95%; height: 40px;" type="text"/>

**Proposed Structure in/close to Floodplain: Y / N**

**Proposed Structure in/close to Wetlands: Y / N**

*If yes, please describe how in submittal*

*If yes, please describe how in submittal*

✓ Proposed Septic System must be pre-approved through Waukesha County Health Department and a copy of the percolation tests and soil borings must be submitted electronically with this application prior to this zoning permit being approved.

**Applicant Signature**  **Property Owner Signature (Required)**

**Total Fee Submitted:**

(See Village Fee Sheet Online)

**Fee Paid:** YES or NO

Date:
Permit No:

## MISCELLANEOUS ZONING PERMIT REQUIREMENTS

### Soil Disturbance Acknowledgement:

1. Will you be disturbing an area greater than 3,000 square feet? (Circle one): Yes or No

By signing this permit the person doing so acknowledges that they are aware that the Village of Big Bend has soil disturbance Ordinance in Section 13 of Village Code pertaining to soil disturbance and erosion control. If the applicant has answered yes above, they must obtain a soil disturbance permit before starting any work.

### Acknowledgement of Reimbursable Professional Service Fees:

The applicant and owner acknowledges that by signing this document that they will be responsible for paying to the Village all reasonable costs for engineering, planning, legal, and administrative expenses incurred by the Village. Such costs shall include the costs of its own engineers, attorneys, inspectors, agents, sub-contractors and employees. The cost for Village employees' time shall be based upon the classification of the employee and the rates established by the Village Board, from time to time, for each such classification. The applicant understands that the legal and/or engineering consultants retained by the Village are acting exclusively on the behalf of the Village and not the applicant.

**Submitting Signed Reimbursement Agreement Form (REQUIRED FOR ALL SUBMITTALS)**

### A Zoning Permit shall include all necessary documents to show how a proposed development meets the Village ordinances and any Village Committee approvals. Applicable documentation may include the following:

1. All zoning permit applications shall be accompanied by plans drawn to scale, showing the location, actual shape and dimensions of the lot to be built upon and any primary and accessory buildings, the lines within which the building shall be erected, altered or moved, the existing and/or intended use of each building or part of a building and the number of families and/or employees the building is intended to accommodate. Include floodplain, wetlands, environmental corridors, easements and such other information with regard to the lot and neighboring lots or buildings as may be necessary to determine and provide for ordinance enforcement. Adequate driveway access and off-street parking stalls must be provided in accordance with Chapter 9 and Chapter 16. In addition, if a private sewage system exists, the location of the tank(s), system and vent shall be shown on the plan with setback distances to the closest part of the proposed construction.
2. Plat of Survey, prepared by a Land Surveyor, shall be required for new residential/commercial/industrial construction. It shall be up to the Zoning Administrator if a site plan drawn to scale may work for certain additions and alterations.

### NOTES:

1. All street yard, side yard, and rear yard setbacks shall be measured from the closest property lines. Shore yard setbacks shall be measured from the closest point of the ordinary highwater mark of a navigable body of water.
2. All zoning permits issued pursuant to this ordinance are valid for nine (6) months, unless substantial construction has commenced and is continuing, otherwise such zoning permits shall become null and void and a new zoning permit is required.
3. It is the responsibility of the applicant to secure all other necessary permits required by any federal, state or local agency. The issuance of a zoning permit is not a guaranty or warranty that the requirements have been met for other necessary permits, or that the site is otherwise suitable for construction.
4. NOTICE: YOU ARE RESPONSIBLE FOR COMPLYING WITH STATE AND FEDERAL LAWS CONCERNING CONSTRUCTION NEAR OR ON WETLANDS, LAKES, AND STREAMS. WETLANDS THAT ARE NOT ASSOCIATED WITH OPEN WATER CAN BE DIFFICULT TO IDENTIFY. FAILURE TO COMPLY MAY RESULT IN REMOVAL OR MODIFICATION OF CONSTRUCTION THAT VIOLATES THE LAW OR OTHER PENALTIES OR COSTS. FOR MORE INFORMATION, VISIT THE DEPARTMENT OF NATURAL RESOURCES WETLANDS IDENTIFICATION WEB PAGE OR CONTACT A DEPARTMENT OF NATURAL RESOURCES SERVICE CENTER. See DNR website <https://dnr.wisconsin.gov/topic/Wetlands/permits>

Note: Applicant must attach all required submittal documents pertinent to their request. An incomplete submittal will be rejected and could cause delays with approvals. Please see the separate individual procedures and submittal requirements sheets for each type of Plan Commission approval. The appropriate submittal fee must accompany a formal submittal. It is strongly encouraged that any applicant first conceptually review their application with the Zoning Administrator before formal applications are made.

**FOR ZONING ADMINISTRATOR ONLY**

### Zoning Administrator Comments/Conditions of Approval:

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**Zoning Administrator Signature**

**Approval Date:**

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Last updated:  
6/30/2023