

Village of Lake Hallie  
**DEPARTMENT OF PLANNING & ZONING**

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Land Management

Land Planning

Land Records & G.I.S.

POWTS & Wells

## Zoning Application Instructions/Tips

Please use this application for requesting building and/or structure permits under Lake Hallie’s zoning, shoreland zoning and floodplain ordinances. All applicable sections of the Zoning Application shall be filled out completely. A site plan, floor plan, side views/building elevations and applicable fees must be submitted along with the Zoning Application in order for the Department to properly process.

**If the required information is missing, the applicant will be given seven (7) days from notification to formally submit the missing information or to make the necessary corrections. If the information is not submitted or the necessary corrections made within seven (7) days from notification, all submitted information will be returned to the applicant stating the reason why. In addition, the applicable fees will be returned minus a \$25 service charge.**

Property information, such as parcel identification number, zoning and aerial photos, can be found on the County’s Geographical Information System (GIS) at <http://mapping.co.chippewa.wi.us/>

**SITE PLAN: Minimum document size of 8½” x 11” and shall not exceed 11” x 17”**

You may use the attached site plan template (page 4) or supply your own that meets the minimum requirements. The site plan shall be scaled, show the proposed location of the structure/addition, the overall size/dimensions of the structure/dimensions, the distance from your property/lot lines, the road right-of-way(s), well, septic system, and all other structures located on the property. Generally, distances greater than 100 feet can be estimate. Inaccurate, imprecise or missing information will result in the delay in the review and/or issuance of the applicable permit. Any changes to the original site plan submitted must be approved by the Department with the submission of a new site plan.

**FLOOR PLAN: Minimum document size of 8½” x 11” and shall not exceed 11” x 17”**

The floor plan shall show the overall size/dimensions of the proposed structure/addition and the location and size of all internal rooms or walls of the structure. All internal rooms shall be identified as their proposed use (e.g. bedroom, bathroom, open storage, office, deck, porch, etc). Note: Floor plans for one-and-two family dwellings shall be submitted as per the Uniform Dwelling Code (UDC) size requirements.

**SIDE VIEWS/BUILDING ELEVATIONS: Minimum document size of 8½” x 11” and shall not exceed 11” x 17”**

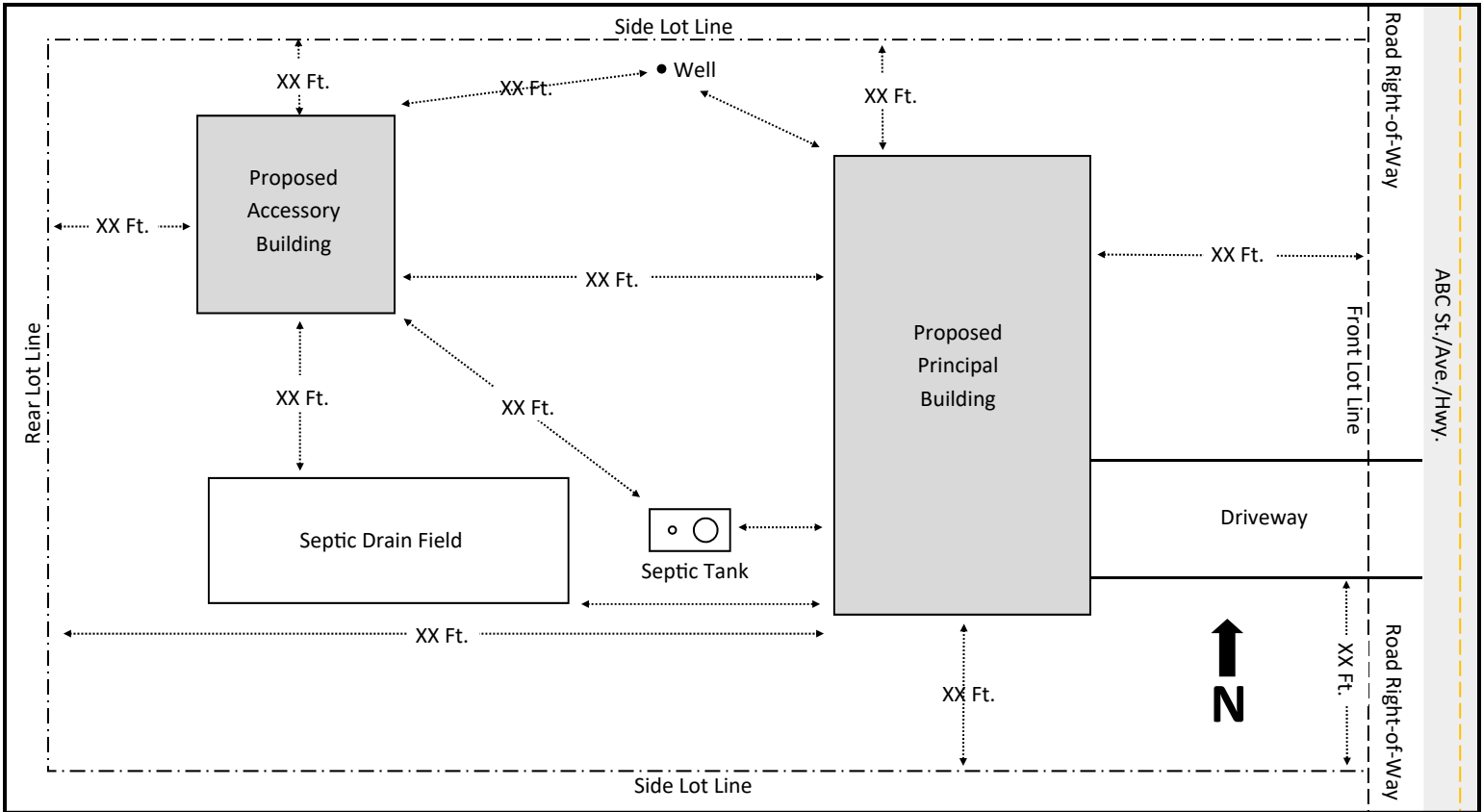
Submit the side views/building elevations for all sides of the proposed structure. The views shall accurately portray the overall size/dimensions, wall height, roof pitch, appearance, doors/windows, etc.

**FEES**

Application fees must be paid at time of submission (cash or check). Please make checks payable to the **Chippewa County Treasurer**. Additional fees may be applicable depending on the project scope (e.g. Uniform Dwelling Code, Electrical Inspections, POWTS, Well, etc.). *If the project has started without the issuance of the applicable permits, after-the-fact fees will be assessed for the project.*

Animal Waste Storage Facility	\$ 50.00	Structure - Accessory - Addition to Existing	\$ 50.00
Commercial Structure 0-12,499 Cubic Feet	\$ 100.00	Structure - Accessory - 0 to 120 Square Feet	\$ 25.00
Commercial Structure 12,500 to 24,999 Cubic Feet	\$ 200.00	Structure - Accessory - 121 to 500 Square Feet	\$ 50.00
Commercial Structure 25,000 to 49,999 Cubic Feet	\$ 300.00	Structure - Accessory - 501 to 1,500 Square Feet	\$ 75.00
Commercial Structure 50,000 or over Cubic Feet	\$ 400.00	Structure - Accessory - 1,501 or Greater Square Feet	\$ 100.00
Livestock Facility Siting	\$ 1,000.00	Structure - Principal	\$ 100.00
Return Inspection	\$ 75.00	Structure - Principal - Addition to Existing	\$ 75.00
Sign - Commercial Off-Premises	\$ 200.00	Structure - Principal - Deck Or Uncovered Porch Addition	\$ 50.00
Sign - On-Premises	\$ 100.00	Tourist Rooming House	\$ 100.00
Sign – Other	\$ 25.00	Electrical Inspections/Miscellaneous UDC Inspections	\$ 70.00
Zoning Permit Renewal	\$ 25.00		

# Example Site Plan



## Minimum Setback Requirements

DISTRICT	Residential 1, 2, 2-TH, 3	Agricultural, Industrial	Local/Highway Commercial
<b>Principal Structure Setbacks</b>			
Side Yard	10 Feet	20 Feet	10 Feet
Rear Yard	25 Feet	40 Feet	25 Feet
From Other Structures	10 Feet	15 Feet	10 Feet
<b>Accessory Structure Setbacks</b>			
Side Yard	10 Feet	15 Feet	10 Feet
Rear Yard	10 Feet	20 Feet	15 Feet
From Other Structures	10 Feet	15 Feet	10 Feet
<b>Front Property Line/Road Right-of-Way Setbacks</b>			
State/Federal Highway	50 Feet		
County Highway	40 Feet		
Town Road	30 Feet		
<b>(POWTS) Septic System Setbacks</b>			
Septic/Holding Tank	5 Feet		
Dispersal Area (Drainfield)	10 Feet		
<b>Driveway Setbacks</b>	(See Section 70-109(e) of Lake Hallie Zoning Ordinance)		

NOTE: Table is for reference purposes. Additional requirements, standards and exceptions may be applicable.

# VILLAGE OF LAKE HALLIE PLANNING & ZONING—Zoning Permit Application

SECTION A: General Information	
<b>Property Owner:</b>	<b>Agent/Contractor:</b>
Mailing Address	Mailing Address
City, State, Zip Code	City, State, Zip Code
Phone	Phone
Email	Email
SECTION B: Property Information	
Parcel Identification #:	Project Location Address:
VILLAGE: LAKE HALLIE	Zoning:
SECTION C: Proposed Project	
<p style="text-align: center;"><b>Principal Structure:</b>   <input type="checkbox"/> <b>New</b>   <input type="checkbox"/> <b>Addition</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><input type="checkbox"/> Single-Family Home</p> <p><input type="checkbox"/> Two-Family Home</p> <p><input type="checkbox"/> Multi-Family Home</p> <p><input type="checkbox"/> Agricultural Building</p> <p><input type="checkbox"/> Commercial Building</p> <p><input type="checkbox"/> Industrial Building</p> <p><input type="checkbox"/> Deck/Porch</p> <p><input type="checkbox"/> Other _____</p> <p>Proposed Use: _____</p> <p>Total Area: _____</p> <p>Dimensions: _____</p> </div> <div style="width: 45%; border: 1px solid black; padding: 5px; font-size: small;"> <p>NOTICE: Additional permit requirements may be applicable depending on project scope (e.g. Uniform Dwelling Code, Commercial State Plan Approval, Electrical Inspections, Septic System Verification, etc.)</p> </div> </div>	<p style="text-align: center;"><b>Accessory Structure:</b>   <input type="checkbox"/> <b>New</b>   <input type="checkbox"/> <b>Addition</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><input type="checkbox"/> Shed or Garage</p> <p><input type="checkbox"/> Storage Building</p> <p><input type="checkbox"/> Lean-To</p> <p><input type="checkbox"/> Pool</p> <p><input type="checkbox"/> Shelter</p> <p><input type="checkbox"/> Gazebo</p> <p><input type="checkbox"/> Carport</p> <p><input type="checkbox"/> Stairways/Staircases</p> <p><input type="checkbox"/> Sign   <input type="checkbox"/> On-Premise   <input type="checkbox"/> Off-Premise</p> <p><input type="checkbox"/> Other: _____</p> <p>Proposed Use: _____</p> </div> <div style="width: 45%; border: 1px solid black; padding: 5px; font-size: small;"> <p>Electricity   <input type="checkbox"/> Yes   <input type="checkbox"/> No <small>(If yes, additional permitting may be required)</small></p> <p>Sewer/Water   <input type="checkbox"/> Yes   <input type="checkbox"/> No <small>(If yes, additional permitting may be required)</small></p> <p>Bathrooms   <input type="checkbox"/> Yes   <input type="checkbox"/> No <small>(If yes, additional permitting may be required)</small></p> <p>Width: _____ Length: _____</p> <p>Wall Height: _____ Total Height: _____</p> <p>Roof Pitch: _____</p> </div> </div>
SECTION D: Application Requirements	
<p>This Zoning Permit Application will not be reviewed until the following are properly completed and submitted to the Department of Planning &amp; Zoning:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Zoning Permit Application</li> <li><input type="checkbox"/> Site Plan</li> <li><input type="checkbox"/> Floor Plan</li> <li><input type="checkbox"/> Side Views/Building Elevations</li> <li><input type="checkbox"/> On each page submitted: Print your name, signature and date.</li> <li><input type="checkbox"/> Applicable Fee (Checks Payable: <b>Chippewa County Treasurer</b>)</li> </ul> <p>If the required information is missing, the applicant will be given seven (7) days from notification to formally submit the missing information or to make the necessary corrections. If the information is not submitted or the necessary corrections made within seven (7) days from notification, all submitted information will be returned to the applicant stating the reason why. In addition, the applicable fees will be returned minus a \$25 service charge.</p>	<p>I, the undersigned, hereby apply for a Zoning Permit and certify that all information presented herein is true and correct to the best of my knowledge. I affirm that all work performed will be completed in accordance with the Lake Hallie Zoning Ordinance and with all other applicable ordinances, laws and regulations. I hereby authorize permission for the Chippewa County Department of Planning &amp; Zoning staff to access the property described herein, for the purpose of verifying or gathering information relating to this application and that compliance with the applicable ordinances, laws and regulations is or will be obtained.</p> <p>I further understand that an onsite inspection of the proposed structure or project may be made by the Chippewa County Department of Planning and Zoning between the hours of 8:00 am and 4:30 pm, Monday through Friday during the duration of the applicable permits.</p> <p><b>Owner/Agent Signature:</b> _____</p> <p><b>Date:</b> _____</p>

# Site Plan

**Setbacks To:**

*NOTE: These distances must be shown on submitted site plan*

			*County Use Only*			
			Measured			
Front Lot Line/Road Right-of Way		ft.			ft.	Notes/Comments/Restrictions        <input type="radio"/> Approved                      Inspector: <input type="radio"/> Denied                                Date:
Rear Lot Line		ft.			ft.	
Side Lot Line 1		ft.			ft.	
Side Lot Line 2		ft.			ft.	
Septic/Holding Tank		ft.			ft.	
Septic Drain Field		ft.			ft.	
Well		ft.			ft.	
Principal Structure		ft.			ft.	
Accessory Structure		ft.			ft.	
Edge of Driveway to Side Lot Lines		ft.			ft.	



Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_