

# TOWN OF BIG BEND

## APPLICATION FOR LAND USE PERMIT

N1195 HWY 40 – NEW AUBURN, 54757  
715-868-5775 (VOICEMAIL)

Make checks payable to the Town of Big Bend – See Fee Schedule on Town Website [www.townofbigbend.com](http://www.townofbigbend.com)  
Mail to N1195 Hwy 40, New Auburn, WI 54757  
[bigbend@brucetel.net](mailto:bigbend@brucetel.net) 717-868-5775

Incomplete applications may be returned / please print in black ink  
Please allow 4 weeks to process your application

**Property Owners Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address of Proposed Building Site:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Parcel Number (Tax Bill):** \_\_\_\_\_  
**Driveway access to** STH \_\_\_\_\_ CTH \_\_\_\_\_ Town Rd \_\_\_\_\_  
**Proposed Land Use of Property:** \_\_\_\_\_  
**Contractor:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Sanitary Permit Number:** \_\_\_\_\_ (Attach Copy)  
**Will Electrical be Installed:** Yes No  
**Will Plumbing be Installed:** Yes No

**PERMIT REQUESTED FOR: Fill in appropriate line(s) (BE SPECIFIC)**

|                          |                      |                                                                                                                                                                                                |                                                                      |                                                                             |                                      |                                                                            |                                                                      |
|--------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> | New Dwelling         | <input type="checkbox"/> Stick Built Seasonal <input type="checkbox"/> Y <input type="checkbox"/> N<br><input type="checkbox"/> Manufactured, year _____<br><input type="checkbox"/> Bunkhouse | Walk out<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Attached Garage<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Size of Proposed Structure<br>X = SF | Height                                                                     | Number of Bedrooms                                                   |
| <input type="checkbox"/> | Addition to Dwelling | Deck, Garage, Bedrooms, Vertical expansion, etc...                                                                                                                                             |                                                                      |                                                                             | Size of Proposed Structure<br>X = SF | Height                                                                     | Existing Bedrooms<br>Additional Bedrooms                             |
| <input type="checkbox"/> | Accessory Building   | Garage, Boathouse, Shed, Farm Bldg, Seasonal Travel Trailer (1yr)                                                                                                                              |                                                                      |                                                                             | Size of Proposed Structure<br>X = SF | Height                                                                     | STORAGE ONLY NO HUMAN HABITATION                                     |
| <input type="checkbox"/> | Other                | Landscape, Retaining Wall, Patio, Stairs, Sign, Tourist Rooming house, Concrete Slab, etc...                                                                                                   |                                                                      |                                                                             | Size of Proposed Structure<br>X = SF | Height                                                                     | Number of Bedrooms                                                   |
| <input type="checkbox"/> | Subdivision Review   | Minor Subdivision, Major Subdivision, Metes & Bounds Review                                                                                                                                    |                                                                      | # of Existing Lots                                                          | # Proposed Lots                      | Town Checklist<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Surveyed<br><input type="checkbox"/> Yes <input type="checkbox"/> No |

**PROPOSED STRUCTURE LOCATION SHALL BE STAKED OUT FOR OPTIONAL ONSITE VERIFICATION.  
 A PLOT PLAN MUST BE PROVIDED ON PAGE 3. EXACT MEASUREMENTS MUST BE DONE.  
 DRIVEWAY PERMIT MAY BE REQUIRED. UDC INSPECTIONS WILL BE REQUIRED**

**FAILURE TO OBTAIN PERMIT BEFORE CONSTRUCTION SHALL RESULT IN AN AFTER THE FACT FEE OF 2.5 TIMES THE PERMIT FEE.**

I declare that this application (including any accompanying documents) has been examined by me and to the best of my knowledge and belief it is true, correct, and complete. I agree to permit Town officials charged with administering Town ordinances or other authorized personnel, including the assessor, to have access to the above-described premises at any reasonable time for the purposes of inspection.

**Sign Here:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Check #** \_\_\_\_\_

**Building Application Total Square Footage:** \_\_\_\_\_ **Application Total Fee Amount: \$** \_\_\_\_\_

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**PERMIT FAQ (Frequently Asked Questions)**

***Failure to obtain a permit before construction shall result in a after the fact fee of 2.5 times the permit fee.***

***Incomplete applications may be returned. Please allow 4 weeks to process your application***

***Permits are valid for two years from date of issuance.***

***Land Use Permits are required for any changes to the land parcel.***

Permits are required in the Town of Big Bend by ordinance for any structure or addition and certain alterations, including manufactured home or dwelling and park model trailers. A Uniform Dwelling Code (UDC) Permit is required for new 1 & 2 family dwellings and for any alterations to dwellings.

**Fee Cost Determination: See Town Fee Schedule – Town Website [www.townofbigbend.com](http://www.townofbigbend.com)**

UDC Permit Applications are available from the Town Building Inspector and any fees are paid directly to inspector.

By accepting this permit and starting construction, the applicant agrees to do only the work described on the permit application and included site/plot drawing. If there are any changes to the building plan or project, the Town Zoning Administrator and Town Clerk-Treasurer shall be notified.

Issuance of a building permit allows any Town officer the right to inspect the project during the permit period.

The Building Permit must be available upon request of any town officer. This permit is not valid unless you have obtained all required approvals from the State of Wisconsin and/or Rusk County Zoning Department.

A sanitary permit is required if the building, manufactured home or dwelling, camper, RV, etc. is intended for human habitation or if plumbing is being installed. The Sanitary Permit must, by State Statutes, be obtained from Rusk County Zoning Department prior to the issuance of the Town of big Bend Building Permit, copy must be provided with application.

Shoreland Zoning is governed by Rusk County Zoning. 1000 feet from water, 300 feet from streams, other restrictions may apply. Contact Rusk County Zoning.

### **PARCEL DRAWING**

1. Show the location and size of all existing buildings and all new buildings with reference to North.
2. Show the location and distance to the well (W), Septic (ST) and drain field (DF).
3. Show the location for any lake, stream, pond, river, if applicable.
4. Show dimensions in feet of the following: Buildings to lot lines, building to center line of road, building to lake, stream, pond, river, wetland. Eaves and overhangs are a part of the structure and are required to meet setbacks.
5. Show building dimensions in feet.
6. Stake or mark proposed location for new buildings.
7. If separate plans are submitted by an architect, engineer, plumber, etc., the plans must be signed and dated by the owner.