

## TOWN OF BIG BEND, RUSK COUNTY, WISCONSIN

### FLOW OF PAPERWORK AND ACTIONS FOR LAND USE PERMIT AND BUILDING PERMIT APPLICATIONS

#### Shoreland Zoned Properties

1. Individual completes Rusk County Land Use Permit Application and forwards it, along with appropriate fees, to Rusk County Zoning.
2. Rusk County Zoning forwards the Application, via email attachment, to the Big Bend Town Clerk.
3. The Town Clerk forwards the Application, via email attachment, to the Town Zoning Administrator to verify that the project is in compliance with Town Ordinances.
  - A. If the project complies with Town Ordinances, the Application is returned to the Town Clerk by the Town Zoning Administrator, as an email attachment, and with a narrative stating that the Application is in compliance.
  - B. The Town Clerk puts the Application on the Agenda for next regularly scheduled Town Board Meeting for action.
  - C. Once approved, the Town Clerk will forward the Application via email attachment back to Rusk County for issuance of the Land Use Permit, which is forwarded by the County to the individual.
4. If there is a need for a Building Permit, the individual will complete a Town of Big Bend Building Permit Application and forward it, with appropriate fees, to the Town Clerk.
5. The Town Clerk forwards the Application to the Town Zoning Administrator via email attachment. Once the proposed project is deemed acceptable under Big Bend Ordinances, the Zoning Administrator will initial or sign and date the Application and return it, via email attachment, to the Town Clerk.
6. The Town Clerk issues the Building Permit and forwards it to the applicant.

## Non-Shoreland Zoned Properties

1. The Individual completes the Town of Big Bend Land Use Permit Application and forwards it, with appropriate fees, to the Town Clerk.
2. The Town Clerk forwards the Application to the Town Zoning Administrator via email attachment.
3. The Zoning Administrator initials or signs and dates the Application, when it is determined the proposed land use is in compliance with Big Bend regulations and forwards it, via email attachment, to the Town Clerk.
4. If there is no Building Permit involved, the Town Clerk issues the **Land Use Permit** and sends it to the individual. If there is a Building Permit required, then the Town Clerk retains the Land Use Application until the approved Building Permit Application has been returned and then issues and returns both Permits to the individual.
5. If there is the need for a Building Permit, the Application and appropriate fees should be completed and sent to the Town Clerk by the individual. The Application is forward to the Zoning Administrator via email attachment.
6. The Zoning Administrator acts on the Application and returns the approved Application, after having initialed or signed and dated it, to the Town Clerk via email attachment.
7. The Town Clerk issues the Building Permit and sends it to the individual.