



TOWN OF VINLAND

6085 COUNTY ROAD T • OSHKOSH, WI 54904

PHONE (920) 235-6953 • FAX (920)235-6994

www.townofvinlandwi.gov

Zoning Change/ Conditional Use / CSM / or Variance Application

(Submit 2 hard copies or 1 electronic copy of plans / drawings)

Property Owner (s): _____

Address: _____ Parcel# _____

Phone: _____ E-Mail: _____

Select application type (*per tax parcel*):

Application (\$300 fee) Type: ___ Zoning Change/ ___ Conditional Use/ ___ Variance/BOA
(\$150 fee) Type: ___ CSM **(\$100 fee) Type:** ___ Commercial Site Plan

Signature and Certification:

The, below-signed, hereby application for a zoning permit for the work described and located as shown herein. The below-signed agrees that all work shall be done in accordance with the requirements of the Town of Vinland Zoning Ordinance along with all other applicable town ordinances and the applicable laws and regulations of Winnebago County and the State of Wisconsin. I declare that the information I am supplying is true and accurate to the best of my knowledge, and I acknowledge that this information will be relied upon for the issuance of this permit. By signing this application, I am granting permission to the Town of Vinland staff and elected/ appointed officials to enter my property at any reasonable time for the purpose of inspection to assure compliance with the zoning laws relative to the issuance of this permit.

Applicant Signature: _____ Date: _____

Applicant (if other than owner):

Check One: Architect: ___ Engineer: ___ Surveyor: ___ Attorney: ___ Agent/Other: ___

Applicant: _____ Registration No.: _____

Mailing Address: _____

Phone: _____ Email: _____

Site Plan / Project Specifics:

Site Address (if different from property owner): _____

Tax Parcel No. : _____

Current Zoning: _____ Current Land Use: _____

Proposed Use or Project: _____

Cost / Value of Building (s) / Structure (s): _____

Building & Site Plan Submittal Requirements:

Building Plans, drawn to scale, are required which shall show the following:

- All floor plans
- At least two (2) building / structure elevation views

Site Plan, drawn to scale, is required which shall include the following (as applicable):

- Location of the project on the property
- Any existing or proposed structures or improvements on the property (e.g. buildings, structures, signs, driveways, parking/loading areas, ponds, etc.)
- Dimensions of any proposed improvements
- Setbacks of any proposed improvements on the property from property lines, roadways, wetlands, and surface waters (i.e. creeks, streams, rivers, ponds and lakes)
- Any existing and proposed well and wastewater disposal systems.
- Location and dimensions of all existing and proposed outdoor storage areas (if applicable)

Application Process:

Provide a detailed legal description of the property

Make all checks payable to the Town of Vinland

Submit the required information to:

Town of Vinland
6085 County Road T
Oshkosh, WI 54904

If you have any questions, please call or email the Town Zoning Administrator:

Mike McNamee @ (920) 851-1301, Monday – Friday between 1pm and 4pm.
zoning@townofvinlandwi.gov

REMEMBER! ALL APPLICATIONS MUST BE RECEIVED A MINIMUM OF TWENTY-ONE (21) DAYS PRIOR TO THE MONTHLY TOWN BOARD MEETINGS WHICH ARE HELD THE SECOND MONDAY OF EACH MONTH.

This application needs to also be reviewed by the Planning Commission or the Board of Appeals AND the Town of Vinland Board:

PLANNING COMMISSION MEETINGS ARE HELD THE FIRST MONDAY OF EACH MONTH.

BOARD OF APPEALS MEETINGS ARE HELD THE LAST MONDAY OF EACH MONTH.

Your attendance (or another representative for you) at the meetings is HIGHLY recommended. Please confirm the date(s) of the meeting with the Zoning Administrator.

Parcel No.: _____ Receipt Date: _____

Date Completed: _____ By: _____ Application / Permit No.: _____

Professional Services:

Service	Firm	Estimated Fee
_____	_____	_____
_____	_____	_____

County, Shoreland, Floodplain and Wetland Review:

Is the proposed use or project located in "County" zoning? *Yes _____ No _____

Is the proposed use or project located in a "shoreland"? *Yes _____ No _____

Is the proposed use or project located in a "floodplain"? Yes _____ No _____

Is the proposed use or project located on the same parcel or
Within the general vicinity of wetlands or wetland indicators? Yes _____ No _____

***Application needs County Zoning approval prior to the Town's review**

Notes:

- *"Shoreland" means lands within the following distances from the Ordinary High Water Mark of navigable waters: 1000 feet from a lake or flowage; and 300 feet from a river or stream or to the landward side of the floodplain, whichever is greater.*
- *Locations of shoreland, floodplain, and wetland areas may be viewed on the Winnebago County GIS Mapping Application. Locations of wetlands and wetland indicators may be viewed on the Wisconsin Department of Natural Resources Surface Water Data Viewer.*
- *Projects within "Shorelands" and floodplains shall comply with the Winnebago County Shoreland, Shoreland-Wetland and Floodplain Code and may require permit(s) / approval(s) from Winnebago County.*

Decision:

Permit is: Issued: _____ Denied: _____ Fee Total: _____
Permit Number: _____

Condition(s) of issuance (if any):

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Reason(s) for denial:

Zoning Administrator's / Town Official Signature: _____

Date: _____

Occupancy Certificate:

I hereby certify that the building, structure, or addition thereto, and /or use authorized with this zoning permit complies with all applicable provisions of the Town of Vinland Zoning Ordinance, conforms with the plans and specifications upon which this zoning permit was based, and complies with any conditional use permit and / or variance issued in conjunction with this zoning permit.

Zoning Administrator Signature: _____ Date: _____