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ZONING APPROVAL PERMIT APPLICATION INFORMATION

Applications for zoning approval must be made to the Zoning Administrator and must include the following information where applicable and must be included along with the completed zoning permit application.

- **Permit Required.** No building shall be erected, moved or structurally altered until a zoning permit therefore shall have been applied for and issued.
 - 1. **Uses Not Requiring Zoning Approval.**
 - a. Any small, moveable accessory structure or construction such as bird houses, pet houses, play equipment, arbors; said minor structures shall be limited to sixteen (16) square feet in floor space.
 - b. Private sidewalks and driveways or formed patios, decks, and walkways that do not exceed six (6) inches in height above the ground.
 - c. Construction and placement of items mentioned in subsection a and b above must still meet all other applicable zoning requirements including setback requirements.
- **Application.** All applications for a zoning permit shall be accompanied by a location sketch in duplicate drawn to scale, showing the exact size and location on the lot of the proposed or existing building and accessory building, the lines within which the building shall be erected, altered or moved, the existing or intended use of each building, the number of families the building is intended to accommodate, and other such information to the lot and neighboring lots or building as may be necessary to determine and provide for the enforcement of this zoning ordinances. In lieu of a location sketch drawn to scale, a location sketch diagram which clearly shows the numerical size of and the distance to the items mentioned in the zoning use application and on this information sheet, may be substituted for a site plan drawn to scale.
- **Application; Dimensions.** All dimensions shown relating to the location and size of the lot shall be based upon actual survey. **The lot lines and location of the building and thereon shall be staked out on the ground** to allow for Zoning Administrator inspection prior to any permit being approved and before construction is started.
- **Other required information:**
 - 1. Physical address for the property requesting the zoning approval.
 - 2. Name and mailing address of the applicant for the zoning permit, owner of the site, architect, professional engineer, or contractor.
 - 3. Description of the site by lot, block and recorded subdivision or by metes and bounds.
 - 4. Type of structure; Existing and proposed easements, streets and other public ways; off-street parking, loading areas and driveways; existing highway access restrictions; existing and proposed street, side and rear yards.
 - (5) Upon request by the Zoning Administrator, the site plan shall show the location, and use of any abutting lands and their structures within forty (40) feet of the subject site.
- **Issuance or Denial.** The Zoning Administrator will review the applications and either approve or deny the application within thirty (30) days after receipt of an application. The applicant will be notified in writing whether approval is granted, and a zoning permit is issued. Refusal to issue a zoning permit shall be in writing, with reasons for such refusal.

If you have any questions regarding this matter, please contact me or Village Clerk Tammy Christianson during normal business hours at (608)-583-0088 or by e-mail at vlr.clerk@villageoflone-rock-wi.gov.

Brad Seymour
Zoning Administrator
Village of Lone Rock