

# City of Cumberland Zoning Procedures for Review and Issuance of Land Use Permits

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A **Land Use Permit** (LUP) is required before any building or structure is erected, moved or structurally altered so as to increase its floor area.

A LUP application shall be submitted by mail or in person to the Zoning Administrator. The application must be complete and signed by the **property owner** with the required fee submitted.

The Zoning Administrator will review the LUP application and make a determination within 2-5 business days that the application is complete and the proposed use is allowed. If the application is incomplete, it will be returned to the property owner or contractor for the required information and a new review period will begin with the re-submittal of the application. The Zoning Administrator will not make changes or additions to the application. **The LUP application must have an original signature of the property owner for the permit to be issued. Photocopies or faxed signatures will not be accepted.**

The Zoning Administrator may require an onsite visit to the property prior to approving the application to verify or obtain information. The area of the project must be staked-out prior to an onsite visit. Information obtained from an onsite visit may result in additional conditions placed on the LUP by the Zoning Administrator and/or the approval of the Board of Appeals.

The Zoning Administrator requires an inspection of the footing location for new dwellings, additions and accessory structures. The inspection shall be performed at the time the forms are set to verify compliance with required setbacks. It is the responsibility of the property owner, or agent, to request an inspection time.

**NOTE:** The footing location inspection conducted by the Zoning Administrator does not fulfill the requirements of the Uniform Dwelling Code (UDC), and it is the responsibility of the property owner to contact the UDC Inspector for any required UDC inspections

# City of Cumberland LAND USE PERMIT APPLICATION - BUSINESS

**This is a two page document. Be sure to complete both pages.**

City of Cumberland Zoning Administrator    950 1st Ave Cumberland, WI 54829    715-822-2752, Mon. – Fri. 8:00 a.m. – 4:30 p.m.  
 Submit completed application to the City of Cumberland Zoning Administrator to obtain permit. Please Print–Use Black Ink  
**Please allow 2-5 business days for review. You will be notified if additional information is required.**  
**If approved, permit will be mailed to property owner.**

Property Owner _____	Contractor _____
Mailing Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Phone _____	Phone _____
Home: _____ Work _____ Cell _____	Work _____ Cell _____

## SITE INFORMATION

Property Address: \_\_\_\_\_ Lot Size \_\_\_\_\_ Sq. Ft./ Acres    SHORELAND  YES  NO

Parcel ID # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## PERMIT REQUESTED FOR

<input type="checkbox"/> <b>New Business</b>	<b>Type</b> <input type="checkbox"/> Business Permit <input type="checkbox"/> Business Building Type of Business _____	<b>Size of Proposed Business Building</b>  _____ X _____ = _____
<input type="checkbox"/> <b>Home Occupation</b>	<b>Type of Business</b> _____ <input type="checkbox"/> Located in Existing Dwelling <input type="checkbox"/> Located in Existing Accessory Structure # of Employees _____ Relationship _____	<b>Total Area of Existing Building</b> _____ sq. feet <b>Area Being Used for Business</b> <b style="color: red;">May not exceed 25% of any floor of building</b> _____ X _____ = _____

See Section 17.16 of the City of Cumberland Zoning Code for information on Home Occupations and Home Professional Business.

## ADDITIONAL INFORMATION FOR BUSINESS BUILDINGS – NEW BUILDINGS ONLY

# of Structures on Property	Height of Structure	Type of Construction <input type="checkbox"/> Frame <input type="checkbox"/> Metal <input type="checkbox"/> Log <input type="checkbox"/> Concrete <input type="checkbox"/> Other _____	Estimated Value \$ Of Construction
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**A PLOT PLAN (see back side) and a FLOOR PLAN of building must be provided. Additional pages not to exceed 8 ½ x 14**

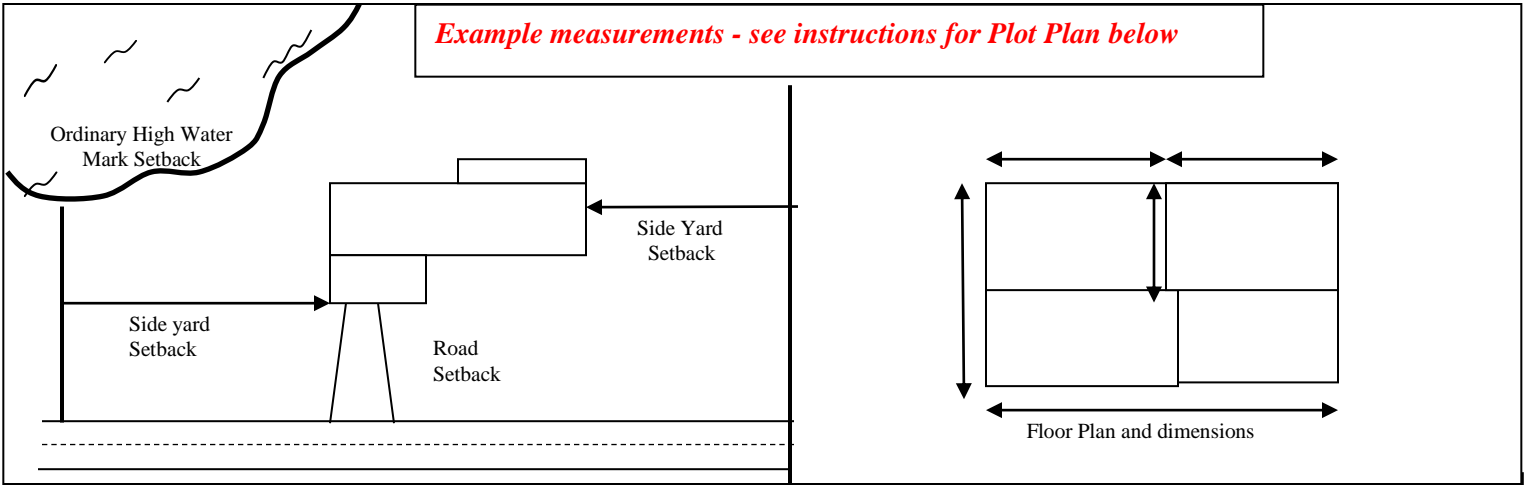
In the event this application is approved by the Zoning Administrator I agree:

- That my signature is required on the City of Cumberland Land Use Permit,
- That no work shall commence or the business started until I have received the issued Land Use Permit.
- That all work shall be done in accordance with the requirements of the City of Cumberland Land Use Permit, the City of Cumberland Zoning Codes, all other applicable City Codes and the laws and regulations of the State of Wisconsin,
- That city officials charged with administering City Codes or other authorized person shall be permitted access to the above described property at any reasonable time for the purpose of inspection,
- In the event of a home occupation or home professional business I acknowledge that this property is my primary residence.
- That it is my responsibility to contact the Building Inspector regarding the issuance of a **Building Permit**.

I the undersigned do hereby apply for a **Land Use Permit** and acknowledge that this application and all accompanying documents are correct and complete to the best of my knowledge and that I understand the above conditions.

**Signature of property owner** \_\_\_\_\_      Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

*Example measurements - see instructions for Plot Plan below*



**Plot Plan Instructions:** Use the area provided below to show the following items:

1. The location and size of all *proposed and existing* buildings
2. The location of any lake, flowage, stream or river that either abuts or is near your property
3. The location and name of all roads
4. The location of any Easements (road, utility or other)
5. The location of any proposed or existing well(s)
6. Location of Privately Owned Wastewater Treatment System (POWTS). A POWTS includes a septic tank, holding tank, mound system or drain field
7. Show distances in feet from:
  - a) Buildings to lot lines
  - b) Buildings to center of roads and/or edge of easements
  - c) Buildings to ordinary high-water mark of any lake, river, stream or wetland if applicable.
8. Show the dimensions existing structure that will be used for business or home occupation. Home Occupation must show location and area of the building that will be used for the business.

All measurements are from the furthest extension of the structure (eaves, overhangs, etc. are part of the structure) to the nearest point of a setback

When measuring setback distance on a sloping building site, the measurement must be done on a HORIZONTAL (flat) MEASURING LINE. The horizontal measuring line is created by holding the measuring tape level AND NOT MEASURING ALONG THE SLOPE. Depending on the amount of slope, several short measurements may have to be made.

**Plot Plan** (Attach additional page if needed, not to exceed 8 1/2" x 14")

