

# 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-ACCESSORY STRUCTURE

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

City of Cumberland Zoning Administrator  
 Black Ink  
 950 1<sup>st</sup> Ave. Cumberland, Wi 54829  
 715-822-2752, Mon. – Fri. 8:00 am – 4:30 pm

Submit completed application to the City of Cumberland Zoning Administrator to obtain permit. Please Print – Use

**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 Accessory Structure</b>	<b>Type of Accessory Building</b> <input type="checkbox"/> Garage <input type="checkbox"/> Shed <input type="checkbox"/> Boathouse <input type="checkbox"/> Gazebo <input type="checkbox"/> Other _____	<b>Size of Proposed Structure</b> _____ X _____ = _____ SF
<input type="checkbox"/> <b>Addition to Accessory Structure</b>	<b>Size of Existing Accessory Structure</b> _____ X _____ = _____	<b>Size of Proposed Addition</b> _____ X _____ = _____

## ADDITIONAL INFORMATION

# of Structures Currently on Property _____	Height of Structure _____	Roof Overhang _____ feet	<b>Type of Construction</b> <input type="checkbox"/> Frame <input type="checkbox"/> Metal <input type="checkbox"/> Log <input type="checkbox"/> Concrete <input type="checkbox"/> Other _____	<b>Estimated Value Of Construction</b> \$ _____
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## ACCESSORY STRUCTURE REQUIREMENTS / RESTRICTIONS:

- 1.) **THE STRUCTURE SHALL NOT BE DESIGNED OR USED, IN PART OR WHOLE, FOR HUMAN HABITATION**
- 2.) **Sanitary connection shall not occur until a principal structure is established on the property.**
- 3.) **Roof overhangs greater than 4 feet shall be included in the total square footage.**
- 4.) **Maximum height in a residential district for a main accessory structure is 20 ft.**  
 Height is measured from the point of maximum exposure above the ground to the highest point of the structure.
- 5.) **Size requirements in a residential district are:**  
 Detached accessory buildings or structures shall not occupy more than 35% of the rear yard area in all districts, except the Commercial and Industrial districts where such uses and structures shall not occupy more than 50% of the rear area  
**Boathouse Storage Structures: 96 sq.ft. Maximum 8' sidewalls, 9 1/2' in height**
- 6.) **A PLOT PLAN MUST BE PROVIDED (SEE BACK SIDE)**

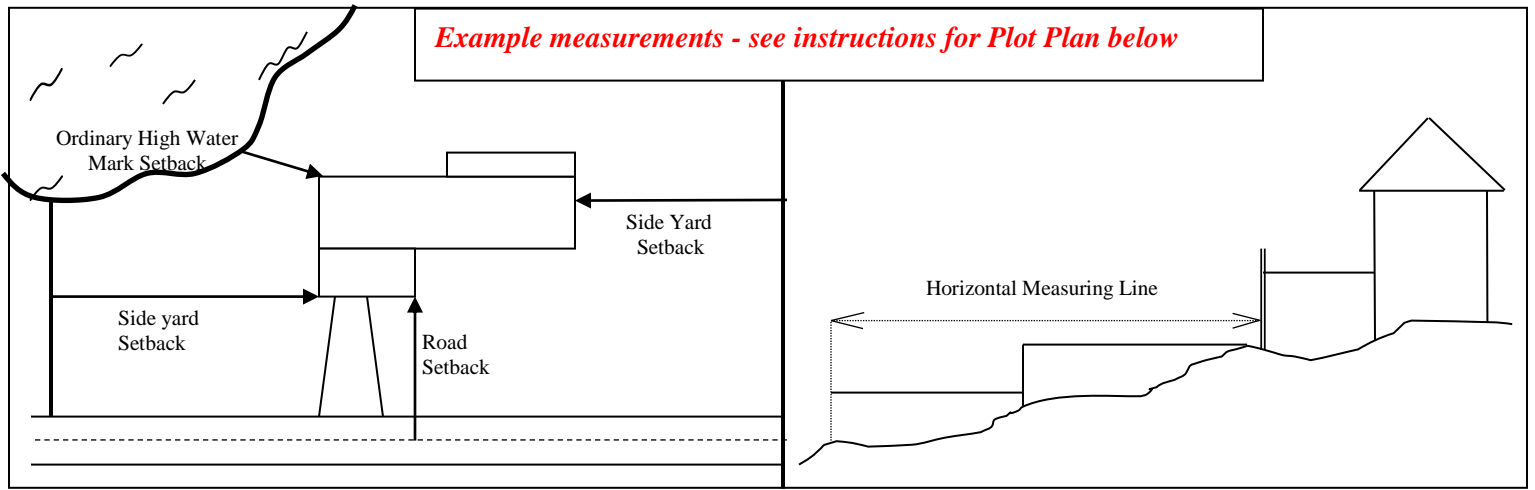
I understand that I am responsible for complying with State and Federal laws concerning construction near or on wetlands, lakes, and streams. Wetlands not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law and/or other penalties or costs. For more information, either contact the Department of Natural Resources Center or visit the Department of Natural Resources Wetlands Identification web page at [www.dnr.wi.gov/wetlands/locating.html](http://www.dnr.wi.gov/wetlands/locating.html).

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 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 Code all other applicable city codes and the laws and regulations of the State of Wisconsin,
- That city officials charged with administering city ordinances or other authorized person shall be permitted access to the above described property at any reasonable time for the purpose of inspection,
- That it is my responsibility to contact the Uniform Dwelling Code (UDC) 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: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



**Plot Plan Instructions:** Use the area provided below, or a separate piece of paper, to show **ALL** of 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 drainfield.
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 vegetation protection area and proposed viewing corridor on lake lots. *The vegetation protection area is the first 35 feet from the OHWM of the lake and there are limits to the cutting of trees and shrubs in this area. A viewing corridor is allowed within the vegetation protection area, however, it can not be more than 30% of the width of the lot, not to exceed 15 feet in width, set back 20 feet from the lot line and is more or less perpendicular to the shore. No more than 50% of the trees can be removed within the viewing corridor. See Section 17.36 (8) of the City of Cumberland Zoning Code for more information. Contact the Zoning Administrator prior to landscaping, tree or shrub cutting in the vegetation protection area.*

All measurements are from the furthest extension of the structure (eaves, overhangs, porches, etc.) 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** (attached additional page if needed, not to exceed 8 1/2" x 14")

