

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

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 Inspector 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 - DWELLING

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

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

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

SITE INFORMATION

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

Parcel ID # _____ - _____ - _____ - _____

PERMIT REQUESTED FOR

<input type="checkbox"/> New Dwelling	Type of Dwelling <input type="checkbox"/> Stick Built <input type="checkbox"/> Modular <input type="checkbox"/> Double Wide <input type="checkbox"/> Mobile Home <input type="checkbox"/> Other _____	No. of Bedrooms <input type="checkbox"/>	Walk Out <input type="checkbox"/> Yes <input type="checkbox"/> No	Attached Garage <input type="checkbox"/> Yes <input type="checkbox"/> No _____ X _____ = _____ SF Deck <input type="checkbox"/> Yes <input type="checkbox"/> No _____ X _____ = _____ SF	Footprint of Proposed Structure _____ X _____ = _____ SF Total SQ. FT. _____ Overhang _____
<input type="checkbox"/> Addition To Dwelling	Use of Addition <input type="checkbox"/> Living Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Bathroom <input type="checkbox"/> Bedrooms <input type="checkbox"/> Garage <input type="checkbox"/> Deck <input type="checkbox"/> Entryway <input type="checkbox"/> Other _____	Bedrooms Existing <input type="checkbox"/> Total <input type="checkbox"/> Additional <input type="checkbox"/> No. of Stories <input type="checkbox"/> Loft <input type="checkbox"/> Yes <input type="checkbox"/> No		Size of Proposed Addition _____ X _____ = _____ SF Total SQ. FT. _____ Overhang _____ ft	
# 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

A PLOT PLAN MUST BE PROVIDED (SEE BACK SIDE), ALONG WITH A SET OF FLOOR PLANS (NOT TO EXCEED 8 1/2 x 14)

THIS PERMIT IS SUBJECT TO THE FOLLOWING REQUIREMENTS/RESTRICTIONS AND ALL APPLICABLE ORDINANCES:

- 1.) Only one dwelling per parcel is allowed with a minimum size requirement for dwellings is 24' X 24'
- 2.) Maximum height for dwellings in a residential district is 35'. Height is measured from the point of maximum exposure to the highest point of structure.

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.

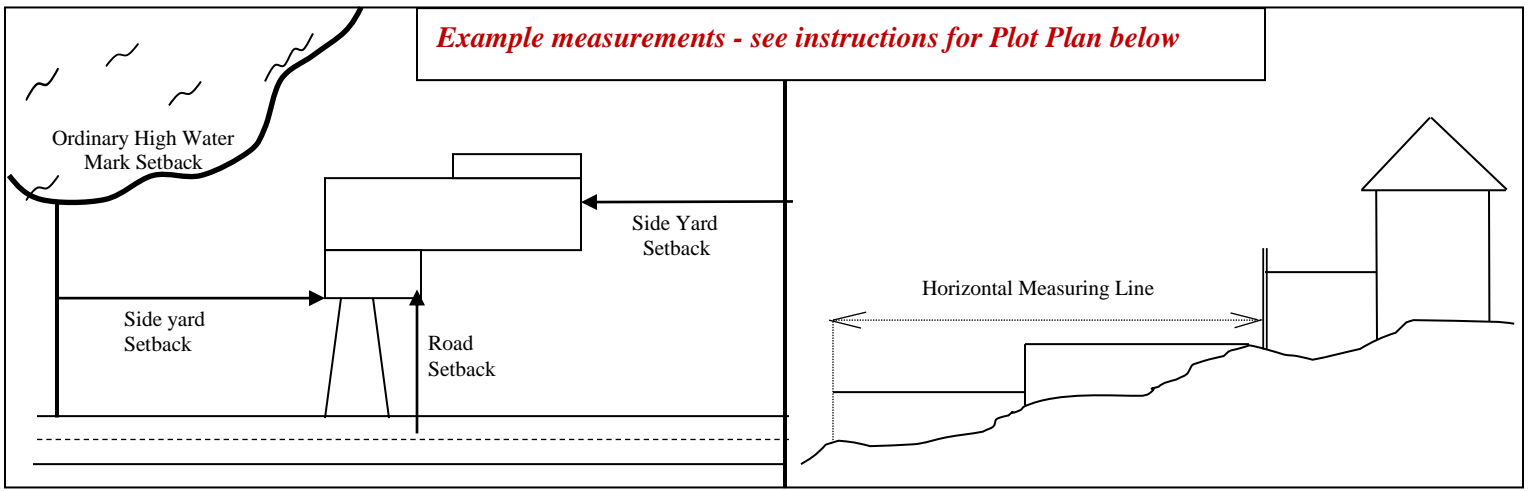
In the event this application is approved by the Zoning Administrator, I agree:

- 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, and the Permit Card is posted,
- 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 Codes 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:** _____/_____/_____

DATE RECEIVED:



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 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 highwater 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 50-100 feet from the OHWM of the lake based on the lake classification 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 30 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 (80) 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, 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 ½ “ x 14”)

