

TOWN OF WAUSAU APPLICATION AND PERMIT FEES

Adopted March 5, 2018, Updated 6/1/2025

Agricultural Event Venue Permit	\$125.00
Cigarette and Operator License	\$15.00
Commercial Buildings	\$250.00
CSM Review	\$125.00
Conditional Use Request	\$350.00
Decks	\$35.00
Dog License:	
<i>Spayed/neutered</i>	\$10.00
<i>Unspayed/unneutered</i>	\$15.00
Driveway/culvert Permit	\$50.00
Equipment rental: hourly rate of the town worker plus \$60 per hour/piece of equipment	
False Alarm Fee and Fire Inspection Violation First Offense	No Charge
<i>Second Offense</i>	\$100.00
<i>Third Offense</i>	\$250.00
<i>Fourth Offense</i>	\$500.00
<i>Fence Application</i>	\$10.00
Fire Protection Charge:	\$600.00
<i>Special situations an additional \$250/hour</i>	Minimum \$250.00
Fireworks Permit	\$0.00
Greenhouse under 200 sq. ft.	\$25.00
Greenhouse over 200 sq. ft.	\$50.00
Kennel License/ Multi-dog License	\$75.00
Liquor License	\$350.00**
Mobile Service Support Structure Permit-Existing tower	\$800.00
Mobile Service Support Structure Permit-New	\$3,000.00
Mowing Grass \$75/hour which includes travel to and from the municipal center	\$75.00
Moving permit-garage and accessory buildings	\$100.00
Moving permit-dwelling and other buildings	\$300.00
Municipal Center Rental (\$25 security deposit)	\$150.00
Operator's License	\$15.00
Outdoor Furnace Permit	\$25.00
Pond Permit	\$500.00
Real Estate Title Search	\$50.00
Renewal of Zoning permit	\$250.00
Rezone Change	\$350.00
Salvage Yard Permit	\$350.00
Sanding and Plowing: \$50 base pay plus \$1.00/minute	
Signs: Address	Actual Cost
Signs: Commercial, Business, Agricultural (a permit is required)	\$50.00
Snowplow Disclaimer	No charge
Solar Panel Commercial Permit – up to 10 acres \$1,000; each additional 10 acre increment is \$1,000 per increment	By acreage
Solar Panel Non-commercial see Structures, additions, accessory, or agricultural fee below	By the Sq. Ft.
Special Event Permit	\$50.00
Structures: additions, accessory, or agricultural:	

<i>Under 500 sq. ft.</i>	\$25.00
<i>501 sq. ft. to 1500 sq. ft.</i>	\$75.00
<i>1501 sq. ft. and above</i>	\$150.00
Structures, principal (homes): All applications must have a sanitary permit	\$250.00
Subdivision Review	\$200.00
Utilities Permit	\$25.00-\$250.00
Variance Request	\$350.00
Weight Limit Permit	No charge
Wind Turbine Permit	\$3,000.00
Wrecking Permit	No charge

For all after-the-fact zoning permit applications or if the construction of the building begins before the zoning permit is approved by the Town of Wausau Board, the applicant will be charged a zoning permit fee of \$1.00/sq. ft. of the building size.

Zoning permits are not required for routine maintenance and repairs such as replacing siding, windows, and roofing. No permit is necessary if a deck is being replaced at the same size.

Checks should be made payable to the Town of Wausau.

**The fee will triple if received after July 1.

YARD REQUIREMENT CHART

DISTRICT	HEIGHT	FLOOR AREA	LOT AREA	WIDTH AT BUILDING LINE	SIDE YARD	REAR YARD
R-1/20	35 feet	1000 sq. ft.	20,000 sq.ft.	100 feet	10 feet	35 feet
TA-1/40	35 feet	1000 sq. ft.	40,000 sq.ft.	150 feet	15 feet	35 feet
A-1/80	35 feet	1000 sq. ft.	80,000 sq.ft.	200 feet	20 feet	50 feet
CM	35 feet	1000 sq. ft.	20,000 sq.ft. 40,000 sq.ft. With residence	150 feet	15 feet	35 feet

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TOWN OF WAUSAU CONDITIONAL USE PERMIT APPLICATION

Please complete all information requested on this document for the purpose of obtaining a conditional use permit. Submittal is required 25 days prior to the scheduling of a hearing before Town Planning Commission. See Town of Wausau Application and Permit Fees for required fee. Following a public hearing the Town Planning Commission will make a recommendation to approve/deny to the Town Board. Final approval/denial and conditions will be made by the Town Board.

Property Owner

Name _____ Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Applicant/Agent representing owner

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Property Location or Legal Description _____

Tax Key Number _____ Current Zoning of Parcel _____

Parcel Size _____ or _____ Acres

CONDITIONAL USE IS REQUESTED FOR _____

Please list below the property owner names, addresses, and Tax Key numbers for all properties that lie within 300 feet of the boundary of the parcel where the conditional use permit is requested. Use of Marathon County GIS System will help with parcels in area and owner names.

Property Owner Name	Address	Tax Key Number

[illegible]

Please attach a map showing location of each property

AFFIDAVIT

I (We), being first duly sworn, attest that I am (we are) the Owner(s) of the property which is the subject of this application in the Town of Wausau, Marathon County, Wisconsin, and that all the information attached to or provided in support of said application, including sketches, data, and other documents and material, are honest and true to the best of my (our) knowledge.

Further, I (we) as Owner(s) of the subject property authorize and direct the Authorized agent(s) identified above to act as my (our) representative (s) in any matter regarding this application, which may include the payment of filing fees on my (our) behalf.

Further, I (we) as Owner(s) of the property subject of this application and Authorized Agent(s) understand that this application and all required forms and information must be complete and accurate, as determined by the Zoning Administrator for the Town of Wausau before a hearing on this matter can be scheduled.

Name of Agent(s) _____ Name of Owner(s) _____

Signature of Owner(s)

The foregoing instrument was sworn to and acknowledged before me this _____ day of _____, _____

Notary signature _____ Commission Expires _____

Please return both pages along with a map of the area and the appropriate fee to:

Larry Vesely

Town of Wausau Zoning Administrator

231302 Shenandoah Ridge Rd

Wausau, WI 54403

TOWN OF WAUSAU CSM/Subdivision Review

The Subdivision Plat or CSM shall be prepared by a land surveyor who is registered in the State of Wisconsin and who shall comply with the appropriate State Statutes (Chapter 236), Marathon County and Town of Wausau Land Division Regulations.

Property Owner:			
Address:			
City, State, Zip:			
Telephone:	Home:	Business:	Cell:
Email:			
Applicant Name:			
Address:			
City, State, Zip:			
Telephone:	Home:	Business:	Cell:
Email:			
Contact Person:			
Telephone:	Home:	Business:	Cell:
Property Description:			
Zoning District:	___R1/20___AT 1/40 ___A 1/80 _____CM 1 ___Multi Family		

The information LISTED BELOW must be shown on the Subdivision Plat or CSM:

- ☐ Name of the proposed land division/subdivision on the legal description of the proposed land division and total area in acres or square feet to be divided.
- ☐ North arrow and the preparation date on each sheet.
- ☐ Dimensions of all lots, together with proposed lot and block numbers.
- ☐ The surveyor preparing the preliminary plat shall certify on the face of the plat that it is a correct representation of the features and that he/she has fully complied with this ordinance.
- ☐ Scale of 1" = 100' - an alternate scale may be used with prior written approval from the Town of Wausau Zoning Administrator.
- ☐ Key map including the area within a one-mile radius of the Plat.

☐ The final plat must be signed by the Town of Wausau Chair, Clerk, and Treasurer.

IN ADDITION TO THE ITEMS LISTED ABOVE, THE FOLLOWING INFORMATION MUST BE PROVIDED FOR A LAND SUBDIVISION (County or State):

- ☐ Name of the proposed streets, which shall not duplicate or be similar in pronunciation or spelling to the names in any plat recorded in the Town.
- ☐ Location of right-of-way width and names of all existing and proposed streets.
- ☐ Location and dimensions of any sites to be reserved or dedicated for parks, playgrounds, drainage ways, or other public use, or which are to be used for group housing, shopping centers, church sites, or other nonpublic uses not requiring lotting.
- ☐ Any existing or proposed lake or stream access.
- ☐ The regional floodplain boundary and the contour which is 2 feet above floodplain using mean sea level datum.
- ☐ Roads and streets that are in compliance with the Town of Wausau Road Standards Ordinance.
- ☐ Five (5) copies of the *Subdivision Plat or CSM*, no larger than 24" by 36", ALL FOLDED.
- ☐ One (1) 11" x 17" black line copy of the *Subdivision Plat or CSM*.

ACCEPTANCE: I (we) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the Town of Wausau, and have submitted all the required information. I understand that if any legal fees are incurred by the Town of Wausau as a result of finalizing this application, I may be required to pay some or all of these legal fees.

Property Owner Signature: _____ Date: _____
(No other signature may be substitute for the Property Owner's Signature)

Applicant's Signature if not Property Owner: _____ Date: _____

Return to: Town of Wausau Clerk or Zoning Administrator with the appropriate fee:

Larry Vesely
Zoning Administrator
231302 Shenandoah Ridge Rd
Wausau, WI 54403
715 574 9186

TOWN OF WAUSAU DRIVEWAY/CULVERT PERMIT

Requirements for installation of a Driveway

1. Road width at the intersection of 20 feet.
2. Width clearance at the intersection of 24 feet and a steel or plastic culvert no less than 30 feet.
3. Width clearance of 16 feet free of trees, brush, wires, or other potential obstructions.
4. Height clearance at the intersection of 16 feet free of trees, brush, or other potential obstructions and 14 feet 6 inches for wires.
5. The driveway within the area of the public right-of-way shall slope away from the public road at a minimum of 1% and a maximum of 5% to prevent erosion onto the public road.
6. The angle of any intersection of a town road and driveway shall be 90 degrees.
7. Private roads and driveways must withstand emergency vehicles.
8. Vertical retaining walls of any type of construction are prohibited.
9. All disturbed town facilities must be restored promptly. When restoration is not accomplished voluntarily without delay, the town authority may issue a notice setting forth a final date by which the restoration must be completed. If the applicant fails to complete the restoration within the allotted time, the town may arrange for the restoration, and all resulting costs shall be the obligation of the permit applicant.
10. The entire cost of installing and maintaining the driveway shall be borne by the applicant.
11. Any boulders, stumps, or other debris resulting from the performance of the work shall be disposed of by completely covering or entirely removing from the road right-of-way in a satisfactory manner. Road surfaces, slopes, shoulders, ditches, culverts, and vegetation disturbed shall be restored.
12. Blasting within the limits of the town right-of-way is prohibited unless specifically authorized by this permit.
13. Ditching must be complete and have proper elevation to provide for adequate drainage.
14. A culvert is required in all driveways for proper drainage and shall be installed after elevation and location is obtained from the Town Board or its authorized delegate and is at the owner's expense.
15. It is the responsibility of the permit applicant to maintain the driveway culvert and replace it when necessary.
16. The minimum length of any culvert installed shall be at least two feet greater than the base course width. In no case shall the culvert be less than 15 inches in diameter.
17. The duplicate flare or slope of the culvert shall have a 3 to 1 slope.
18. All work shall be carried out in a manner satisfactory to the Town as to compliance with the terms and condition stated.
19. Any variance from these requirements must have prior approval from the Town Board.

Other Requirements:

1. Sketch Map. A rough sketch showing the conceptual design of the project and approximate location and dimensions of the project.
2. Plat Map. A plat map indicating the location and dimensions of the desired driveway and highway access locations, if any, as well as the parcels immediately adjacent to the applicant's property.
3. Other documents. The Town Board or its designee may require other documents be attached to the permit.
4. The permit fee of \$50 made payable to the Town of Wausau.

Questions, please contact Larry Vesely, Zoning Administrator, 715/574-9186.

TOWN OF WAUSAU DRIVEWAY PERMIT APPLICATION

The undersigned owner, legal occupant or operator, of described property, hereby requests permission to construct a driveway and/or install a culvert as described below:

First Name	Last Name
Address	City, State, Zip
Phone	Email
Describe erosion control	Indicate location of driveway
Check: ____ New Driveway ____2 nd Driveway	Width of the Driveway:

Please provide a sketch or plat map of the site the driveway is to be installed.

AFFIRMATION TO THE TOWN OF WAUSAU

The property owner hereby certifies that the accompanying ordinance regulating culvert and driveways has been read and understood. The owner also certifies that all information provided is accurate. The owner assures the Town of Wausau that the culvert and/or driveway will be installed as directed by the Town of Wausau in compliance with Town of Wausau ordinances.

By _____
Property Owner Signature Date

The Town of Wausau has determined the following culvert requirements:

Culvert Type _____ Diameter _____ inches Length _____

Sketch map approved: ____yes ____no Plat map provided: ____yes ____no

Type of Install: ☐ New Culvert ☐ Replacement Culvert ☐ Extension Culvert

By _____
Approved by Authorized Town Representative Date _____

Permit fee: \$50.00 Make check payable to: "Town of Wausau"

Date Check Received	Check #
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Final Inspection by Town Authorized Representative

Signature of Representative _____ Date: _____

Please return to the Town of Wausau Zoning Administrator along with the appropriate fee:
Larry Vesely, Zoning Administrator, 231302 Shenandoah Ridge RD, Wausau, WI 54403, 715 574 9186

TOWN OF WAUSAU FENCE APPLICATION

Property owners in the Town of Wausau are required to complete the below application if erecting a fence that is not used for pasturing animals. Below are the requirements to erect a fence.

1. Fences, landscape walls, hedges, or shrubbery are permitted on the property lines to separate parcels but shall not, in any case, exceed a height of six (6) feet.
2. A fence shall not be constructed using barbed wire and shall not be electrified. (Note: This shall not apply to parcel boundaries between agricultural and residential parcels).
3. Fences, walls, hedges, or shrubbery shall not exceed a height of four (4) feet in any required street yard and shall not be closer than two (2) feet to any public right-of-way.
4. Acceptable materials for constructing fences, landscape walls, and decorative posts include wood, stone, brick, wrought iron, chain link, wire mesh, vinyl, plastic, and composite materials.
5. Temporary fencing, including the fences for the purpose of limiting snow drifting, protection of excavation and construction sites, the protection of plants during grading and construction and for use with plants during the growing season, is permitted during such temporary conditions.
6. Snow fences constructed of wood and wire, and/or plastic shall be permitted only as temporary fences and used on a seasonal basis only between November 1 and March 31.
7. All fences shall present the non-structured face outward.
8. All fences shall be maintained in a condition of reasonable repair and shall not be allowed to become and remain in a condition of disrepair or danger or constitute a nuisance, public or private. Any such fence which is, or has become, dangerous to the public safety, health or welfare is a public nuisance and shall be repaired, replaced, or removed.
9. Fencing in agricultural zoned areas must comply with Wis. Stats. Chapter 90.

First Name:	Last Name:
Address:	City, State, Zip
Email:	Phone:
Type of fence being erected:	Type of materials the fence is constructed:
Height of Fence:	Will the fence be on the lot line? Yes No

Questions, call Larry Vesely at 715 574 9186.

Please return this form to Larry Vesely with a \$10 fee. Checks should be made payable to: Town of Wausau:

Larry Vesely
Zoning Administrator
231302 Shenandoah Ridge Road
Wausau WI 54403

TOWN OF WAUSAU FIREWORKS PERMIT

Permit Issued to: _____ Date of Use: _____

Phone Number: _____

Display Location: _____

Display Professional: _____ Time: _____ Quantity: _____

In accordance with section 167.10 of the Wisconsin state law and the information set forth above, the undersigned town chairman of the Town of Wausau authorizes the above named individual to purchase and possess U.N. 1. 4g (Class C) Common Consumer Fireworks within the State of Wisconsin on or after the issue date of this permit, and to display same on the date set forth above at the location set forth in the application.

This permit is issued in pursuant to s. 167.10 Wisconsin State statutes, and on the condition that neither the seller or the Town of Wausau shall be held liable for accident or injury occasioned during the transportation, handling, storage, sale, or use of the fireworks or pyrotechnic devices.

You are also to adhere to the following special condition: _____

Note: A copy of the permit shall be given to fire and law enforcement officials at least 2 days before the date of the authorized use. The bond, or liability policy, if required, and a copy of the permit must be held in the office of the Town of Wausau Clerk's office.

Issued date: _____

Signature of Town of Wausau Chairman: _____

Please return to the Town of Wausau Clerk along with the appropriate fee:

**Town of Wausau Clerk
161484 County Road Z
Wausau, WI 54403
715/347-1513**

**TOWN OF WAUSAU
MOBILE SERVICE SUPPORT STRUCTURES AND FACILITIES PERMIT**

1. Name of Applicant: _____
2. Address of Business: _____
3. Name of Contact Person: _____ Phone: _____
4. Email address: _____
5. Location of the proposed mobile service facility: _____

Please check ___ Class 1 Collocation ___ Class 2 Collocation (only requires a zoning permit)

- ☐ Construction plan that describes the proposed modifications or new mobile support structure and the equipment and network components including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment to be placed on or around the new mobile service support modifications.
- ☐ If the structure is a new mobile service support structure, please provide an explanation as to why the applicant chose the proposed location and why the applicant did not choose collocation, including a sworn statement from an individual who has responsibility over the placement of the mobile service support structure attesting that the collocation within the applicant's search ring would not result in the same mobile service functionality, coverage, and capacity, is technically infeasible, or is economically burdensome to the mobile service provider.

Return to the Zoning Administrator with appropriate fee:

Larry Vesely
Zoning Administrator
231302 Shenandoah Ridge Road
Wausau WI 54403

TOWN OF WAUSAU MOVING PERMIT

The firm moving the building shall provide the following information and a plan.

- ☐ Name of Applicant: _____
- ☐ Address of Applicant: _____
- ☐ Phone Number of Applicant: _____ Email address: _____
- ☐ Type of building to be moved: _____
- ☐ Address of building to be moved: _____
- ☐ Provide a map and photographs showing the present location of the building to be moved.
- ☐ What are the exterior dimensions of the building to be moved? _____
- ☐ Provide a map showing the place to which it is intended to move the building.
- ☐ What is the address of the new location? _____
- ☐ Provide a plot plan showing where the building will be located on the new site.
- ☐ Provide photographs of the new site where the building will be moved.
- ☐ Provide exterior elevations of the existing building and accurate photographs of all sides and views of the building, and in cases where it is proposed to alter the exterior of the building to be moved after it is moved.
- ☐ Provide detailed plans and specifications showing any changes proposed to be made to the building after the move.
- ☐ Provide a detailed schedule for accomplishing the alterations.
- ☐ Provide the start date and time of the move: _____
- ☐ The expected date and time the move will be completed: _____
- ☐ Provide a map showing the streets to be crossed and traversed in moving the building and the type and location where overhead wires and other utilities will need to be moved.
- ☐ Please provide any other information required by the town board to protect the public health, safety and general welfare: _____

Signature of Moving Company: _____ Date: _____

Please return to the Town of Wausau Zoning Administrator along with the appropriate fee:
Larry Vesely, Zoning Administrator
231302 Shenandoah Ridge RD
Wausau, WI 54403
715 574 9186

TOWN OF WAUSAU MOVING PERMIT

The Moving Permit is granted to _____ on the date: _____ as a
result of meeting all the requirements of the Town of Wausau Code of Ordinance Sec. 14.111 Moving
Permit.

Chairman Approval: _____ Permit No: _____

TOWN OF WAUSAU OUTDOOR WOOD FURNACE PERMIT
(All items must be checked by the Zoning Administrator for permit to be approved)

Name of resident: _____

Address of residence: _____

Phone number: _____ Email address: _____

Please check all these requirements that have been met:

- ☐ The unit is located with due consideration to the prevailing wind direction.
- ☐ The outdoor furnace must be set back a minimum of 50 feet from any property line in transitional and ag districts.
- ☐ If the furnace is abutting a premises in a residential district or in a subdivision the furnace shall maintain a setback greater than 200 feet distance from the property line.
- ☐ If located 50 feet or less to any residence not served by the furnace, the stack must be at least two feet higher than the eave line of that residence.
- ☐ If located more than 50 feet but no more than 100 feet to any residence not served by the furnace, the stack must be at least 75 percent of the height of the eave line of that residence plus an additional five feet.
- ☐ If located more than 100 feet but no more than 150 feet to any residence not served by the furnace, the stack must be at least 50 percent of the eave line of that residence plus an additional five feet.
- ☐ If located more than 150 feet but no more than 200 feet to any residence not served by the furnace, the stack must be at least 25 percent of the eave line of that residence plus an additional five feet.
- ☐ All stacks or chimneys must be so constructed to withstand high winds or other related elements.
- ☐ The outdoor furnace is installed in the rear or side yard of the lot on which the building being served by such outdoor furnaces.
- ☐ The outdoor furnace complies with any other county, state or federal guidelines for the same, but not limited to, all emissions and air quality standards promulgated from time to time by the Environmental Protection Agency, the Wisconsin DNR, and any other relevant state or federal agency.

Signed by the Town of Wausau Administrator _____ Date _____

Please return to Larry Vesely along with the appropriate fee:

Larry Vesely
Zoning Administrator
231302 Shenandoah Ridge RD
Wausau, WI 54403
715 574 9186

TOWN OF WAUSAU OUTDOOR WOOD FURNACE PERMIT

The Outdoor Furnace Permit is granted to _____ at the following location:

_____ as a result of meeting all the requirements of the

Town of Wausau Code of Ordinance Sec. 30.101. Outdoor Wood Furnace.

Chairman Approval: _____ Date: _____ Permit No: _____

**APPLICATION FOR AN OPERATOR LICENSE 202__ - 202__ LICENSING YEAR
TOWN OF WAUSAU, MARATHON COUNTY, WISCONSIN**

The undersigned, hereby makes application for an operator license from the date hereof until and including the 30th day of June 202__, subject to all the provisions of the Wisconsin Statute (Section 125.17) and attests to the following:

1. I am _____ years of age and certify that I am a citizen of the United States.

2. Have you ever been convicted of any felony or misdemeanor for violation of any Federal law, any Wisconsin law and laws of any other states or ordinances of any municipality? No () Yes () if answer is yes, please complete the following:

Date: _____ Name of Court _____ Pending Charges _____

Have you ever been convicted on any violation of any law or ordinance regulating the sale of intoxicating liquors or beverages? No () Yes ()

3. I have completed a responsible server training course within the last two years for which I am submitting proof of said training,

OR

4. I have, within the last two years held a manager's retail or operator license, for which I am submitting proof. Issuing authority _____, expires _____.

5. I am applying for this license to work at _____

Enclosed is a check for \$15.00 made payable to Town of Wausau

Name (Print) _____ Date _____

Address _____ Driver License # _____

Phone Number _____ Email Address _____

Signed _____

Please return completed form, required information, and fee to:

**Town of Wausau Clerk
161484 County Road Z
Wausau, WI 54403
715/347-1513**

TOWN OF WAUSAU POND PERMIT REQUIREMENTS

1. Ponds are permitted in all zoning district.
2. Ponds over one (1) acre shall require a public hearing under the procedures set forth in Section 17.96(2) prior to the Town Board determination.
3. A pond permit must be completed and approved by the Town Board before a zoning permit can be approved.
4. A zoning permit from the town is required prior to construction of any pond.
5. Notwithstanding the above section, this Chapter does not apply to the following:
 - a. Animal waste storage facility/manure storage pits that are located wholly in an agricultural district provided in the pond is:
 - (1) A minimum of three hundred (300) feet from any existing residential area; and
 - (2) Outside the sewer service area.
 - b. Retention ponds being constructed as part of an approved Storm Water Management System as long as they are designed and constructed in accordance to the set standards of Marathon County, EPA and DNR.
6. Ponds shall maintain a slope from the shoreline no greater than ~~four (4)~~ three (3) horizontal to one (1) foot vertical lowest level due either to seasonally fluctuating ground water levels, runoff or pumping for irrigation.
7. Ponds shall be located at least thirty (30) feet from any property boundary, fifty (50) feet from any septic system drain field area and twenty-five (25) feet from a septic or holding tank.
8. All ponds shall have a water inflow and outflow system to maintain the normal water surface elevation.
9. Ponds inflows shall be estimated by a professional engineer, professional hydrologist or professional geologist and the size of the outflow system shall be designed by a professional engineer to be capable of removing one-(1) inch of water from the surface of the entire pond every twelve (12) hours or less without causing adverse-impacts downstream of the pond
10. Ponds shall be designed and constructed to hold all water they receive from the one hundred (100)-year rainfall event, with two (2) feet of freeboard.
11. Ponds shall bear the seal of the professional hydrologist, professional geologist and professional engineer with their respective responsibilities identified on the plans.
12. Outflows shall not flow directly onto adjacent parcels of property.
13. Outflow discharge may cross adjacent parcels through a natural existing waterway only but in no way shall this discharge create a new waterway or a nuisance.
14. Ponds shall be designed and maintained to protect the shoreline and banks from erosion and seepage. This protection shall be provided using existing clay soils, clay blanket, compaction, waterproof liners, stones, rocks, native vegetation, turf reinforcement mat, geoweb, landscaping bricks or other acceptable method.
15. Spoils from excavation shall not be placed in any wetland.
16. The groundwater table in the surrounding area and adjacent to the pond or lake shall not be affected
17. The area within twenty (20) horizontal feet of the normal water surface elevation of the pond shall be landscaped and seeded with a perennial ground cover immediately upon completion of the excavation.
18. Ponds shall meet all local, state, and federal regulations.
19. Introduction of fish, game or plant life shall meet all local, state and federal regulations.
20. The town board reserves the right to inspect before and during construction as well as after the pond has reached its normal water surface elevation.
21. Ponds with one acre or more total disturbed area require a Marathon County non-metallic mining reclamation permit.
22. Ponds which include a berm, dam or dike six (6) feet high or greater must be designed and reviewed by a professional engineer who is also competent as a dam or geotechnical engineer to ensure structural integrity when the pond is full to the top of the berm, dam or dike. In addition, an analysis by a professional engineer or hydrologist shall document that no damage to downstream structures shall occur in the event of a breach when the pond is full to the top of the berm, dam or dike.
23. No pond shall exceed five percent (5%) of the total lot area or two (2) acres in an area whichever is less.
24. Material excavated in creating any such pond must be removed from the site to the extent that such material is not to be used for onsite improvements and any such material may be disposed of either commercially or otherwise. No pond excavation shall commence until a legal disposal location of all material to be excavated is identified.

25. Pond construction and material removed must be completed within six (6) months after the pond permit is issued.
26. The volume of water pumped from any pond located in a residential district or immediately adjacent to a subdivision shall be limited to the amount that will be replaced by ground water flow within twenty-four (24) hours of when pumping ends.
27. Water may not be diverted in any manner that causes it to concentrate or pool on another property owner's parcel of land.

TOWN OF WAUSAU POND APPLICATION

The Town of Wausau application must be filled out completely before the application will be accepted and submitted to the Zoning Administrator with the following information:

1. Names of applicant: _____
2. Addresses of the applicant, agent or owner of the site, architect, professional engineer, professional hydrologist, professional geologist as required, and contractor: _____
3. Phone number: _____ Email: _____
4. Legal description of the site: _____
5. Existing structures on the site: _____
6. Existing and proposed easements, streets, and other public ways: _____
7. Current uses of any abutting lands and their structures within 30 feet of the subject site: _____
8. The location of any well(s) near the pond: _____
9. The location of any drain field(s) 50 feet from the pond and/or septic system(s) within 25 feet of the pond: _____

10. The zoning district within which the subject parcel lies: _____
11. Proposed regrading and revegetation of site after excavation: _____
12. Types and location of buildings to be erected on site: _____
13. Approximate total amount of earth material to be excavated: _____
14. Plan for removing materials and identify source for all material to be excavated: _____

15. Pond outflow to maintain normal surface water level: _____
- 16.. Habitat that will be planted in the pond: _____
17. Provide a DNR wetland map on the delineation of the wetlands.
18. Secure any federal, state, and county permits when and where required if a non-metallic mining reclamation permit is required.

19. Width, depth, and size of the pond: _____
20. Spoil from any excavation is to be disposed of a (give legal description): _____
21. Provide a map showing the depth of the area of the proposed excavation site.
22. Provide 10 copies of the Pond and Landscape Plan.
23. Provide a timetable of the construction project.
24. **Return to the Town of Wausau Zoning Administrator with the appropriate fee:**
Larry Vesely
Zoning Administrator
231302 Shenandoah Ridge RD
Wausau, WI 54403
715 574 9186

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 a pond permit. By signing this application, I am granting permission to the Town of Wausau to enter my property at any reasonable time for the purpose of inspecting to assure compliance with the zoning laws relative to the issue of this permit.

Applicant Signature: _____ Date: _____

Property Owner Signature if not applicant: _____ Date: _____

Application approved and pond permit issued by the Town of Wausau Board on _____

Signature of the Town of Wausau Clerk _____

Town of Wausau Pond Permit

Issued To: _____

Date: _____

For This Time Period: _____

Chairman Signature: _____

Permit No: ____ (Display on premises)

TOWN OF WAUSAU APPLICATION FOR SPECIAL EVENT PERMIT

Name of Person Applying: _____ Business Name: _____

Business Address: _____

Contact Phone Number: _____ Contact E-Mail Address: _____

Date(s) of Event: _____ Time of Special Event: _____

Please Specify

1. Location on Premises: _____

2. What is the property zoned (please check)? ☐ Residential ☐ Trans Ag ☐ Agricultural ☐ Commercial

3. Live Band/DJ/Other Entertainment: Yes No If yes, what type of entertainment: _____

4. Parking Arrangements: _____

5. Type of lighting being provided for the security and protection of the attendees: _____

6. Fenced area, if necessary, for safety and security: Yes, No 7. Type of insurance secured _____

8. Are there adequate bathroom facilities on the property to accommodate the number of people in attendance?

Yes No If no, what is being done to accommodate for more people? _____

9. Restoration plan after the event concludes: _____

10. Will alcohol be served: Yes, No 11. Is there a charge for admission: Yes No

13. Will there be anything for sale at the event? Yes No If yes, what? _____

Explanation of Event: _____

APPLICANTS PLEASE:

- Submit a sketch of any outside setup with this application.
- The Special Event application must be completed and returned to the Town Clerk at least (14) fourteen days prior to a scheduled Town Board monthly meeting.
- No event advertisement is permitted until Town Board approval is obtained.
- Applicant must be present at the Town Board Meeting to answer event questions.
- A minimum fee of \$50 is due at the time of the permit application.
- All Town Board meetings begin at 6:30 p.m. the first Monday of the month.

**Return to the Town of Wausau Clerk along with the appropriate fee to:
161484 County Road Z, Wausau, WI 54403
715/347-1513**

SPECIAL EVENT PERMIT

Issued To: _____

Location of Event: _____

For This Date: _____

For This Time: _____

Chairman Approval: _____

Permit No: _____ (Display in Front Window/Door)

Town of Wausau Snowplow Disclaimer Form

I _____ do here by request the Town of Wausau to plow snow on my
property at: Street address_____

And I will not hold the Town of Wausau liable for any damages to lawns, culverts, flower boxes, etc. while plowing
snow.

Signature_____

Phone Number: _____

Date_____

Please return to the Town of Wausau Clerk:

**Town of Wausau Clerk
161484 County Road Z
Wausau, WI 54403
715 845-8458**

TOWN OF WAUSAU SOLAR PANEL PERMIT

1. Name of Applicant: _____
2. Address of Residence or Business: _____
3. Name of Contact Person: _____ Phone: _____
4. Contact Email address: _____
5. Name of Owner or Developer if different from above: _____
6. Please check the type of solar panels be installed: ☐ Residential ☐ Commercial
7. Zoning District: ___R1/20___AT 1/40 ___A 1/80 ___CM 1 ___Multi Family
8. Parcel Tax Key Number: _____

APPLICATION ITEMS REQUIRED FOR RESIDENTIAL SOLAR SYSTEMS:

1. Square Footage of the Residential Solar System: _____
2. Plan applications for solar energy systems shall be accompanied by two-scale horizontal and vertical (elevation) drawings. The drawings must show the location of the system on the building or on the property for a ground-mount system, including the property lines.
3. For all roof-mounted systems other than a flat roof, the elevation drawing(s) must show the highest finished slope of the solar collector and the slope of the finished roof surface on which it is mounted.
4. For flat roof applications, a drawing shall be submitted showing the following in addition to all applicable requirements set forth in this Ordinance.
 - a) The distance to the roof edge and any parapets on the building and shall identify the height of the building on the street frontage side.
 - b) The proposed distance to property lines, rights-of-way, and/or easements.
 - c) The highest finished height of the solar collector as well as the finished surface of the roof.
5. Proof that the electric solar energy system components will have an UL (Underwriters Laboratories), or equivalent listing and solar hot water systems have an SRCC (Solar Rating and Certification Corporation) rating.
6. Proof the all building-mounted integrated solar energy systems will not compromise the structural integrity of the building.
7. Proof the all grid-intertied solar energy systems will comply with the interconnection requirements of the electric utility. Off-grid systems are exempt from this requirement.

APPLICATION ITEMS NEEDED FOR COMMERCIAL SOLAR SYSTEMS:

1. The number of acres needed for the Commercial Solar System: _____
2. A conditional use permit is required for all zoning districts.
3. Certification from a qualified engineer that the foundation and design of the solar panels racking, and support is within accepted professional standards, given local soil and climate conditions.
4. A detailed site plan for both existing and proposed conditions must be submitted, showing location of all solar arrays, other structures, property lines, rights-of-way, service roads, floodplains, wetlands and other protected natural resources, topography, electric equipment, screening features, and all other characteristics requested by the Zoning Administrator. The site plan should also show all zoning districts and overlay districts.
5. A decommissioning plan to ensure that facilities will be properly removed after their useful life.

Return to Town of Wausau Zoning Administrator with appropriate fee:

Larry Vesely

231302 Shenandoah Ridge Road

Wausau, WI 54403 715 574 9186

TOWN OF WAUSAU PERMIT TO CONSTRUCT, MAINTAIN OR REPAIR UTILITIES WITHIN THE HIGHWAY RIGHT OF WAY

Name: _____

Address: _____

Office Phone _____ Cell Phone _____

Location of Utility Work: _____

Type of Utility Installation _____

Plans Prepared by _____

Utility Location: ☐ Cross roadway ☐ Parallel to C/L of Road ☐ Overhead ☐ Underground

Proposed Method of Installation: ☐ Tunnel ☐ Jack & bore ☐ Trench ☐ Cased
☐ Open cut ☐ Suspend on towers ☐ Suspend on poles

Estimated starting date _____ Estimated Restoration date _____

The applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions of the Town of Wausau Utility Ordinance in affect at the time of the application, and with any special provisions listed below or attached hereto, and any and all plans, details or notes attached hereto and made a part of thereof.

By _____ Title _____
Signature of Authorized Representative

Date _____

Permit Approval by Permitting Authority

The foregoing application is hereby approved, and permit issued by the Permitting Authority subject to full compliance by the Applicant with all provisions and conditions stated in the Town of Wausau Utility Ordinance in effect on the date of this application

Other Special Provisions: _____

By _____ Title _____
Signature of Authorized Town Representative

Date _____

- ☐ Off Pavement Permit Fee \$25.00
- ☐ Inspection Permit Fee: \$50.00
- ☐ Open Payment (Per cut/opening fee): \$250.00

**Please complete and return to the Town Clerk with the appropriate fee. Town Clerk, Town of Wausau
Clerk, 161484 County Road Z, Wausau, WI 54403 715 845-8458**

TOWN OF WAUSAU VARIANCE APPLICATION

Board of Adjustment Appeal

Property Owner:	
Address:	
City, State, Zip:	
Telephone:	Home: _____ Business: _____ Cell: _____
Email:	
Contact Person:	
Telephone:	Home: _____ Business: _____ Cell: _____
Tax Key Number:	
Zoning District:	___R1/20___AT 1/40 ___A 1/80 ___CM 1 ___Multi Family

Nature and disposition of any prior petition for appeal, variance, or conditional use _____

Description of all nonconforming structures and use on the property: _____

Terms of Ordinance (requirements and Section #) _____

Variance Requested: _____

Address the variance criteria described in the application materials (attach additional pages.

Unnecessary hardship is because _____

Compliance with the terms of the ordinance is prevented by unique features of the property _____

A variance will not be contrary to the public interest because _____

Attach construction plans detailing

- | | |
|---|---|
| ___ Property Lines | ___ Vegetation removal proposed |
| ___ Ordinary high water mark | ___ Well and sanitary system |
| ___ Floodplain and wetland boundaries | ___ Utilities, roadways and easements |
| ___ Location and extent of filling/grading | ___ Location and type of erosion control measures |
| ___ Dimensions and locations of existing and proposed structure | |
| ___ Any other construction related to your request | |

Please list below the property owner names, addresses, and Tax Key numbers for all properties that lie within 300 feet of the boundary of the parcel where the conditional use permit is requested. Use of Marathon County GIS System will help with parcels in area and owner names.

TOWN OF WAUSAU WEIGHT (SEASONAL) LIMIT PERMIT

Name of requestor: _____

Name of company or person doing the hauling: _____

Address of hauler: _____

Phone number: _____ Email address: _____

Dates of travel: _____

What is being hauled: _____

Number of loads: _____ Weight of load as distributed by axle: _____

Route (from beginning to destination): _____

Comments (i.e., speed limit, specific travel time-daylight hours, travel in middle of road, etc.): _____

Signature of Requestor _____

Date _____

Printed Name of Requestor _____

Approved by _____

Date _____

Town of Wausau Authorized Individual or Town Chair

Please return to the
Town of Wausau Chairman
161484 County Road Z
Wausau, WI 54403
715 845-8458

TOWN OF WAUSAU WIND ENERGY SYSTEMS APPLICATION

1. Name of Applicant: _____
2. Address of Applicant: _____
3. Name of Contact Person: _____ Phone: _____
4. Contact Email address: _____
5. Owner or developer name if different from above: _____
5. Please check the type of Wind Turbine System: ☐ Small Wind Systems ☐ Large Wind Systems
6. Please indicate the zoning district: ___ R1/20 ___ AT 1/40 ___ A 1/80 ___ CM 1 ___ Multi Family
7. Parcel tax key number: _____
8. Number of Wind Turbines being erected: _____

Wind Energy Systems Application Requirements:

1. A conditional use permit is required for all zoning districts.
2. A complete description of the Wind Energy System, including the number and size of the wind turbines.
3. A map showing the location of all proposed Wind Energy System facilities.
4. The proposed timeline for construction and operation of the Wind Energy System.
5. Locations where the application is available for public review.
6. A decommissioning and site restoration plan.
7. Evidence that the applicant used commercially reasonable methods to provide written notice of the filing of the application to property owners and residents located within one mile of the proposed location of any Wind Energy System facility.

Additional Small Wind Energy Systems Requirements:

1. Technical description of wind turbines and wind turbine sites.
2. Information regarding anticipated impact of the Wind Energy Systems on local infrastructure.
3. Information regarding noise anticipated to be attributable to the Wind Energy System.
4. Information regarding shadow flicker anticipated to be attributable to the Wind Energy System.
5. Information regarding the anticipated effects of the Wind Energy System on existing land uses within one-half mile adjacent to the Wind Energy System.
6. Information regarding the anticipated effects of the Wind Energy System on airports and airspace.
7. Information regarding the anticipated effects of the Wind Energy System on line-of-sight communications.
8. A list of all state and federal permits required to construct and operate the Wind Energy System.
9. Information regarding the planned use and modification of roads during the construction, operation, and decommissioning of the Wind Energy System, including a process for assessing road damage caused by Wind Energy System activities and for conducting road repairs at the owner's expense.
10. A representative copy of all notices issued consistent with PSC 128.105(1) and 128.30(5), except as provided by PSC 128.61.

Additional Application Requirements for Large Wind Energy Systems.

1. All information required above for small wind energy systems.
2. Sample of pre-application notice.
3. Process for complaints.
4. A copy of all emergency plans developed in collaboration with appropriate first responders under PSC 128.18(4)(b). An owner may file plans using confidential filing procedures, as necessary.

Return to Town of Wausau Zoning Administrator with appropriate fee:

Larry Vesely

231302 Shenandoah Ridge Road

Wausau, WI 54403

715 574 9186

TOWN OF WAUSAU WRECKING PERMIT

Applicant Name: _____

Address of property where the wrecking, razing, or demolition of a building or structure will occur:

Phone Number: _____ Email Address: _____

Date demolition will occur: _____ Time period of demolition: _____

I, the applicant, hereby certify that the statements contained in the application are true and correct, that I have read and understand the conditions on this form and the ordinances, and if granted a permit, I will comply with all terms and conditions that apply.

- ☐ I have notified all utilities including but not limited to such utilities as water, electricity, gas and sewer, having service connections with the building or structure of the work to be done.
- ☐ All connections such as meters and regulators have been removed or sealed and plugged in a safe manner.
- ☐ I have provided proof of liability insurance that is in effect in those amounts as from time to time determined by the town board.
- ☐ I will barricade or take safeguards as the Zoning Administrator and/or Building Inspector shall direct must be erected at the worksite to promote public safety.
- ☐ I will remove all rubble, rubbish, and other debris from any work or construction site promptly so as to safeguard against health safety and welfare of the public. All rubble and rubbish shall be hauled to a site that is either a licensed solid waste disposal facility or will otherwise allow the deposit of such materials under all State and town laws, ordinances, and regulations.

Signed by the Applicant: _____ Date: _____

Signed by Authorized Town Representative: _____ Date: _____

PLEASE RETURN TO THE TOWN OF WAUSAU ZONING ADMINISTRATOR:

**Larry Vesely
Zoning Administrator
231302 Shenandoah Ridge RD
Wausau, WI 54403
715 574 9186**

TOWN OF WAUSAU ZONING REZONE CHANGE APPLICATION

Please complete all information requested on this document for the purpose of obtaining a rezoning of property. Submittal is required 25 days prior to the scheduling of a hearing before Town Planning Commission. See Town of Wausau Application and Permit Fees for required fee. Following a public hearing the Town Planning Commission will make a recommendation to approve/deny to the Town Board. Final approval/denial will be made by the Town Board. All zoning changes must also be approved by Marathon County Conservation, Planning, and Zoning.

Property Owner

Name _____ Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Applicant/Agent representing owner

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Property Location or Legal Description _____

Tax Key Number _____

Current Zoning of Parcel _____ Zoning Change Requested _____

Parcel Size _____ or _____ Acres

REZONING IS REQUESTED PURPOSE OF:

Please list below the property owner names, addresses, and Tax Key numbers for all properties that lie within 300 feet of the boundary of the parcel where the conditional use permit is requested. Use of Marathon County GIS System will help with parcels in area and owner names.

TOWN OF WAUSAU ZONING PERMIT APPLICATION

Property Owner:	
Address:	
City, State, Zip:	
Telephone:	Home: _____ Business: _____ Cell: _____
Email:	
Applicant Name:	
Address:	
City, State, Zip:	
Telephone:	Home: _____ Business: _____ Cell: _____
Email:	
Contact Person:	
Telephone:	Home: _____ Business: _____ Cell: _____
Tax Key Number:	
Zoning District:	___R1/20___AT 1/40 ___A 1/80 ___CM 1 ___Multi Family
Type of building being erected:	

Sanitary Permit Provided by the County: Yes _____ No _____ Not required _____

Provide a description of the subject site, existing and proposed structures: _____

Provide State approved plans with locations of off-street parking if necessary.

Provide a description of the use of any abutting lands and their structures within 60 feet of the subject site.

Provide a description or drawing of the location of any well(s) and/or septic system(s). _____

Provide a detailed landscaping plan. _____

Fee for address sign: _____ Fee for zoning application: _____ Total Fee _____

Signed by the Applicant _____ Date: _____

Signed by Authorized Town Representative: _____ Date: _____

Return to the Town of Wausau Zoning Administrator along with the appropriate fee:

Larry Vesely, Zoning Administrator

231302 Shenandoah Ridge RD

Wausau, WI 54403

715/574-9186