



Office of the Zoning Administrator
3680 STH 60
Slinger, WI 53086
Ph. 262-677-2123
zoning@townofpolk-wi.gov

APPLICATION for SITE PLAN REVIEW RESIDENTIAL ATTACHED and DETACHED ACCESSORY STRUCTURES

*This application and its application fee are required to determine compliance with the **Zoning Ordinance**. Once approved, a separate application and application fee is required to determine compliance with the **Building Code**.*

*This Application must be **completed in full**. The Town of Polk **cannot accept** an incomplete Application Form or an Application Packet lacking all required information.*

Contact Information:

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Applicant (if different from Property Owner): _____

Address: _____

Phone: _____ Email: _____

Contractor: _____

Name of Primary Contact: _____

Address: _____

Phone: _____ Email: _____

Property Description:

Address: _____ Parcel ID: _____

Current Zoning: _____ Lot Size: _____ Lot Width: _____

(If additional parcels, please attach as separate sheet)

Type of Structure Proposed (please check):

Garage: _____ Shed: _____ Deck: _____ Gazebo/Pergola: _____

Other: _____

Current Use of Property:

Open Space:

Chapter 336-300.E(146) of the Town of Polk Zoning Ordinance defines 'Open Space' as: 'The areas of a lot which contain permeable surfaces and shall remain unbuilt and shall not be used for parking, storage, access drives, or display. The use of gravel or pavers shall not be considered permeable surface for the calculation of open space. Open space represents many different landscaping elements, including greens, quadrangles, lawns, hedgerows, gardens, pathways/walkways, groves, wooded areas, fields, and natural areas.'

Percent of property maintained as open space: _____%

Application Checklist:

The purpose of the Application Checklist is to ensure a complete submittal has been prepared and to expedite the review process. The checklist is not necessarily inclusive of all requirements needed to obtain approval and does not absolve the Applicant from compliance with other applicable sections of the Zoning Ordinance.

NOTE: One paper copy and one digital copy (PDF or similar format) of the application packet is required

A site plan drawing, showing the information listed in the table below, is required.

Please complete the checklist(s) in full by entering a ✓, ○, -, or ? as applicable, into each box in the Code column in the table below.

Shown on Site Plan	○	Included with Application Packet
- Appears Inapplicable	?	Cannot Determine if Required

Code	Site Plan Drawing Submittal Requirements
	Dimensions of lot, including area (in acres or square feet) and street frontage (in feet).
	Distance from all existing and proposed principal and accessory structures to applicable property lines and rights-of-way.
	Distance from existing or proposed principal structure to existing and proposed accessory structures.
	Existing and proposed rights-of-way and widths.
	Existing and proposed easements for and locations of all utility lines, including sanitary sewers, water mains, storm sewers, other drainage facilities and features, communications lines, electrical lines, natural gas lines and other utilities present on and around the site, as applicable.
	The type, size, height, location, and use of all existing and proposed structures with all building dimensions shown.
	Scaled architectural plans illustrating the design and character of proposed structures.

Code	Additional Requirements for Undeveloped Lots
	Site plan drawn on a Plat of Survey to a recognized engineering scale, scale of drawing, north arrow, and site size information (area in acres or square feet).
	Architect, developer, and/or engineer's name and address, as applicable.

Additional plans and data may be required when determined to be necessary in order to complete a thorough and efficient review. Certain submission requirements may be waived when determined to be superfluous.

Signature and Certification:

I certify the information presented on this Application and the drawings, plans, and other materials included therein are, to the best of my knowledge, complete and in accordance with the Zoning Ordinance.

Applicant Signature: _____ Date: _____

Application Fee:

The Application Fee for Site Plan Review – Residential Attached and Detached Accessory Structures is as follows:

1. Decks - **\$100.00**
2. Accessory Structures (excluding fences and pools) - **\$150.00**

The Application cannot be accepted until the Application Fee has been paid.