



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

## APPLICATION for TEMPORARY USE or STRUCTURE PERMIT

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

Current Use of Property: \_\_\_\_\_  
\_\_\_\_\_

**Temporary Use Requested:**

The Temporary Use or Structure Permit is requested for the following purposes as provided for in Chapter 336-31 of the Town of Polk Zoning Ordinance (provide detailed description):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duration of Temporary Use or Structure: From: \_\_\_\_\_ To: \_\_\_\_\_

Additional Comments (if any):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Information:**

Additional information, as applicable, shall be included as an attachment to the Application.

**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 checklists for Temporary Structures (first table) and/or Temporary Uses (second table) in full by entering a ✓ or – as applicable, into each box in the Code column in the table below.*

	Included with Application	–	Appears Inapplicable
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Code	Temporary Structure Application Submittal Requirements
	A description of the proposed structure, including all of the following: <ol style="list-style-type: none"> <li>1. The intended use of the proposed structure.</li> <li>2. Type of structure and exterior building materials and colors.</li> <li>3. Size of structure, including peak height and floor area.</li> <li>4. Location of all entrances, as applicable.</li> </ol>
	A site map/sketch of the subject property showing all of the following: <ol style="list-style-type: none"> <li>1. Location of the proposed temporary structure.</li> <li>2. All lot dimensions of the subject property and applicable setbacks for the temporary structure.</li> <li>3. The type, size, and location of all existing structures onsite with all building dimensions shown.</li> <li>4. Distance from proposed temporary structure to existing structures, as applicable.</li> </ol>
Code	Temporary Use Application Submittal Requirements
	Temporary uses with a requested duration of less than two weeks and which do not include temporary structures will include a site sketch showing the extent and location of the proposed use.
	Temporary use with a requested duration of greater than two weeks shall comply with the requirements of Temporary Structures as indicated in the table above.

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 a Temporary Use or Structure Permit is **\$100.00**. The Application shall not be accepted until the Application Fee has been paid.