



Office of the Zoning Administrator

100 N Wall St.
Denmark, WI 54208
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APPLICATION for TEMPORARY USE or STRUCTURE PERMIT

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 Village of Denmark **cannot accept** an incomplete Application Form or an Application Packet lacking all required information. One paper copy and one digital copy (PDF or similar format) of the application packet is required.*

Contact Information:

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Name of Applicant / Agent (if different from Property Owner): _____

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 315-22 of the Village of Denmark 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 Site Plan approval and does not absolve the Applicant from compliance with other applicable sections of the Zoning Ordinance.

The Application Checklist **must be completed in full** by entering one of the following symbols into each box in the Code column of the table that follows.

✓	Shown on Site Plan Drawing	#	Included with Application	Y	Applicant Acknowledges Requirement
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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"> 1. The intended use of the proposed structure. 2. Type of structure and exterior building materials and colors. 3. Size of structure, including peak height and floor area. 4. Location of all entrances, as applicable.
	A site map/sketch of the subject property showing all of the following: <ol style="list-style-type: none"> 1. Location of the proposed temporary structure. 2. All lot dimensions of the subject property and applicable setbacks for the temporary structure. 3. The type, size, and location of all existing structures onsite with all building dimensions shown. 4. Distance from proposed temporary structure to existing structures, as applicable.

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 by the Zoning Administrator or Plan Commission to be necessary in order to complete a thorough and efficient review. Certain submission requirements may be waived when determined to be superfluous.

Commencement of Structure/Use:

No project shall commence construction prior to the issuance of any required Village permits or State or Federal approvals.

Prohibited Structures:

As per Chapter 315-21.A(2) of the Village of Denmark Zoning Ordinance, the following structures are prohibited for use as Temporary Structures:

'Portable storage facilities including shipping containers, portable on demand storage (PODS), store and move (SAM) containers, buses, heavy-duty trucks and their bodies, semi-trailers, freight containers, mobile homes, recreational vehicles and trailers, and any other similar items which are no longer in use for their designated purpose.'

Other Permits:

The information, data, and plans required in this Application, and the approval, conditional approval, or denial of said Application, are specific to the Zoning Ordinance. Additional approvals may be required under the Village of Denmark Building Code, Department of Public Works, or other Village Departments as applicable.

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.