



Office of the Zoning Administrator

100 N. Wall St.
Denmark, WI 54208
Ph. 920-309-0721

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APPLICATION for TEMPORARY USE or STRUCTURE PERMIT

This application and its application fee are required in order to determine compliance with the Zoning Ordinance. The Application **must be completed in full**. The Village of Denmark **cannot accept** an incomplete Application Form or an Application Packet lacking all required information.

The Applicant shall submit **one paper copy and one digital copy** (PDF or similar format) of the application packet.

Contact Information:

Property Owner: _____

Address: _____

Phone: _____ Email: _____

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

Address: _____

Phone: _____ Email: _____

Property Description:

Address: _____ Parcel ID: _____
(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):

Application Checklist:

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

The Application Checklist **shall be completed in full** by entering one of the following into each box in the Code column in the table below:

✓	Shown on Site Plan Drawing	#	Included with Application
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Code	Temporary Structure Application Submittal Requirements
	A description of the proposed structure, including all of the following: 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: 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 if determined to be necessary in order to complete a thorough and efficient review. Certain submission requirements may be waived when determined to be superfluous.

Application Fee:

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

Consultant Fees:

The Village may retain the services of professional consultants to assist in the review of a proposal coming before the Plan Commission and/or Common Council. The submittal of an application under the zoning ordinance shall be construed as an agreement to pay for such professional review services.

Signature:

Applicant Signature: _____ Date: _____