



**VILLAGE OF SISTER BAY, WISCONSIN
DEMOLITION PERMIT APPLICATION PACKET
2383 Maple Dr., PO BOX 769
Sister Bay, WI 54234**

Demolition permits are required for the demolition of any structure or part of a structure greater than 400 square feet in area (Village of Sister Bay Municipal Code, Sec. 14.15 (a)). No demolition activities may commence prior to the issuance of a permit.

This packet contains 7 sheets. All pages must be submitted for your request to be considered.

- Razing permit application (only item needed for accessory structures w/out utilities)
- Utility signoff sheet
- Certificate of liability insurance naming VILLAGE OF SISTER BAY as additional insured
- Acknowledgement and signature sheet
- A copy of the Wisconsin Department of Natural Resources Notification of Demolition and/or Renovation form and application for Permit Exemption, if applicable: <https://dnr.wi.gov/files/PDF/forms/4500/4500-113.pdf> (you are responsible for determining if your project requires DNR permitting)
- \$_____ Fee enclosed

GENERAL INFORMATION

Property information

Property Address:	
Parcel Number:	
Owner Name:	
Owner Address:	
Owner Email Address:	
Phone Number:	

Contractor information

Name:	
Address:	
Contractor Email Address:	
Phone Number:	

Project commencement date: _____

Project expected completion date: _____

HAZARDOUS MATERIALS

Village of Sister Bay Municipal code, Sec. 14.15 (b)(5) requires that an application for razing/demolition permit must include a list of all hazardous waste and hazardous and toxic substances (Wis. Admin. Code NR chapter 661 Hazardous Waste Identification and Listing) contained in the building, a statement as to whether the building contains asbestos, and a detailed description of the method to be used in removing, transporting and disposing of any hazardous waste, hazardous and toxic substances and asbestos.

See Wisconsin Department of Natural Resources publication "Waste Determinations & Recordkeeping" at <https://dnr.wi.gov/files/pdf/pubs/wa/wa1152.pdf> to determine if a waste is hazardous.

Hazardous Materials Present (check all that apply)
<input type="checkbox"/> Asbestos (ceilings, electrical systems, flooring, HVAC, insulation, plumbing, roofing, etc.)
<input type="checkbox"/> CFCs (chlorofluorocarbons) and halons
<input type="checkbox"/> Lead
<input type="checkbox"/> Mercury
<input type="checkbox"/> PCBs (polychlorinated biphenyls)
<input type="checkbox"/> Other - _____

REMOVAL, TRANSPORTATION AND DISPOSAL OF HAZARDOUS MATERIALS

Removal, transportation and disposal of all hazardous wastes, hazardous and toxic substances and asbestos shall be conducted in compliance with all applicable state, federal and local statutes, ordinances, and regulations. The permit holder shall give the building inspector 72 hours written notice prior to any removal, transportation, or disposal of hazardous wastes, hazardous and toxic substances and asbestos. [Village of Sister Bay Code of Ordinances Section 14.15 (e)]

Provide a detailed description of the method to be used in removing, transporting, and disposing of hazardous waste, hazardous and toxic substances and asbestos:

DEMOLITION AND DISPOSAL OF NON-HAZARDOUS MATERIALS

Provide a detailed description of how and where the waste materials resulting from the demolition will be transported and disposed of (including the description of the route to be used by trucks in hauling the waste):

Describe the method of demolition:

Material Reuse and Recycling Information

Many materials, fixtures and components can be donated or sold for reuse or recycled prior to demolition. As you inventory the project site for harmful materials, take note of materials that can be reused or recycled and remove them from the project site before demolition work begins.

- Business Materials Exchange of Wisconsin (BMEx) is a regional material exchange connecting people with reusable items with people who want them. It is part of an effort to reduce the amount of reusable goods being thrown away. The BMEx is open to any resident, business, organization, institution, agricultural operation or other entity located in Wisconsin. www.bmex.org
- Door County Habitat for Humanity Restore offers no-cost home deconstruction services for your home renovation or teardown. Habitat will remove reusable materials: cabinets, lighting fixtures, plumbing fixtures, appliances, wood paneling, siding, doors, and trim. Items will be sold in the ReStore to raise money for new home construction and home repairs.
https://www.doorhabitat.org/application/files/4116/3450/3641/Habitat_Deconstruct.pdf
- Concrete Recycling and Disposal: <https://dnr.wi.gov/files/pdf/pubs/wa/wa605.pdf>
- Recycling Residential Asphalt Shingles: <https://dnr.wisconsin.gov/topic/Demo/Shingles.html>
- Wisconsin Recycling Markets Directory provides information about landfill diversion opportunities for various materials in Wisconsin. <https://www.uwgb.edu/solid-hazardous-waste-education-center/>

SITE MANAGEMENT

Provide a detailed description of all methods to be used to prevent water runoff and soil erosion from the site to neighboring properties and to prevent releasing unreasonable amounts of dust from the site. If an erosion control plan or stormwater runoff management plan is required, please attach additional pages and/or drawings.

Control measures apply to all aspects of the proposed land disturbance use or activity and shall be in operation during all stages of the disturbance activity. See Village of Sister Bay Municipal Code of Ordinances, Section 66.1015, Land Disturbance Regulations.

TREE CUTTING

Bluff Protection Overlay District

The Village of Sister Bay has an established Bluff Protection Overlay District (Village of Sister Bay Zoning Code, Chapter 66.0344) which restricts the clearing of trees, shrubbery, undergrowth, and other ground cover on properties within the district.

- The project location is NOT within the Bluff Protection Overlay District.
- The project location IS within the Bluff Protection Overlay District AND I have read, understand, and will abide by the requirements of the Bluff Protection Overlay District, section 66.0344 of the Village of Sister Bay Zoning Code.

Shoreland Areas

The Village of Sister Bay has established tree cutting regulations in the shoreland area, defined as paralleling the shoreline and extending 350 feet inland from all points along the normal high-water mark of the shoreline (Village of Sister Bay Zoning Code, Section 66.1000 (a)(1)).

- The project location is NOT within the shoreland area as defined in 66.1000(a)(1).
- The project location IS within the shoreland area as defined 66.1000(a)(1) AND I have read, understand, and will abide by the requirements in the shoreland area as required by 66.1000(a).

All other areas

The Village of Sister Bay has established tree cutting regulations for all other areas of the Village with woody vegetation with a stem of at least 3 inches in diameter measured at a height of 4.5 feet above the ground.

- The project location is NOT in the bluff protection overlay district nor the shoreland area and therefore tree cutting is regulated by Sec. 66.1000 (b). I have read, understand, and will abide by the requirements of 66.1000(b).

UTILITY SIGNOFF SHEET
RELEASE FROM ALL UTILITIES SERVING THE PROPERTY

Address of property being razed: _____

Water meter and service removed
Village of Sister Bay Utilities
920-854-4118

Approved: _____ Date: _____
Sister Bay Utilities

Water and sewer lines capped at property
Village of Sister Bay Utilities
920-854-4118

Approved: _____ Date: _____
Sister Bay Utilities

Electric meter(s) and service(s) removed
Wisconsin Public Service
800-450-7260 Residential Customer Service
877-444-0888 Business Solutions Center

Approved: _____ Date: _____
Wisconsin Public Service

Gas meter(s) and service(s) removed (identify company below)
_____ Door County Cooperative: 800-257-8475

_____ Milton Propane: 920-743-8800

_____ Ferrellgas: 920-854-2123

Approved: _____ Date: _____
Representative

ACKNOWLEDGEMENT AND SIGNATURE SHEET

By signing this form, you agree to the following required by Village of Sister Bay Municipal Code, Section 14.15, Razing and Demolition:

- The site shall be properly cleared of debris, rubbish and pavement and shall be properly graded and leveled to conform with the adjoining grade of the neighboring property; when so graded and leveled, the site shall be seeded, sodded or treated in some other manner acceptable to the municipal inspector to prevent blowing dust, dirt or sand.
- Excavations remaining after demolition shall be filled, graded and leveled off not later than 30 consecutive days after demolition is completed.
- Excavations from demolished buildings or structures shall not be filled with any materials subject to deterioration.
- Voids in filled excavations are not permitted.

State regulations may apply depending on project size, scope, materials, etc. Prior to the start of any demolition project, be sure to visit the Wisconsin DNR website (<https://dnr.wisconsin.gov/topic/Demo>) and contact the appropriate departments/individuals to ensure the State of Wisconsin rules and regulations are also adhered to. You are responsible for determining the applicability of state codes and by signing this form, you acknowledge that you have determined the applicability of and commit to the requirements of state regulations.

By making application, the Owner/Applicant acknowledges, agrees and understands that it is the responsibility of the Owner/Applicant to verify all the information provided to the Village and to conduct the due diligence as necessary. The Owner/Applicant is advised that he or she is responsible for the accuracy and sufficiency of all information supplied to the Village. The Owner/Applicant acknowledges, agrees and understands that the Village is not responsible for errors, omissions or misrepresentations made by the Owner/Applicant. The Village and its staff can only provide procedural guidance and reference. The Village and its staff cannot provide guidance on state or federal law applicability or legal advice.

By signing below you further understand a copy of this application will be made available to the local Fire Chief and Emergency Management Personnel. They may contact you with further instructions regarding best management practices for the razing, demolition, and removal of hazardous materials.

Owner Signature

Date

Contractor Signature

Date

APPROVAL

This permit is issued subject to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalties.

Permit approved by: _____ Date: _____
Julie A. Schmelzer, Zoning Administrator

Copy:

- ____ Fire Chief
- ____ Door County Emergency Management

Mail completed applications to:

**Village of Sister Bay
ATTN: Janal
PO BOX 769
Sister Bay, WI 54234**

Emailed applications can be sent to:

Janal.suppanz@sisterbaywi.gov

Call (920) 854-4118 with any questions.