



Village of Sister Bay
2383 MAPLE DRIVE • SISTER BAY, WI 54234
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▼ THIS AREA FOR OFFICE USE ONLY ▼	
Account No.	Permit Issued Date
Fee Amount Paid:	Receipt #:

Driveway Permit

NAMES & MAILING ADDRESSES		PROPERTY DESCRIPTION	
Applicant (Agent)		Parcel Identification Number (PIN) 181-	
Street Address		Subdivision or CSM (Volume/Page/Lot)	
City • State • Zip Code		Address Of Property (DO NOT Include City/State/ZipCode)	
Property Owner (If different from applicant)		Is this property connected to public water? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Street Address		Is this property connected to public sewer? <input type="checkbox"/> No <input type="checkbox"/> Yes	
City • State • ZipCode			
CURRENT PROPERTY USE		PROPOSED PROPERTY USE	
<input type="checkbox"/> Vacant Property <input type="checkbox"/> Single-Family Residence <input type="checkbox"/> Working Farm <input type="checkbox"/> Business, Commercial <input type="checkbox"/> Other _____		<input type="checkbox"/> Vacant Property <input type="checkbox"/> Single-Family Residence <input type="checkbox"/> Multi-family/Condo <input type="checkbox"/> Business Commercial <input type="checkbox"/> Other _____	
PROPOSED PROJECT			
Type of Construction (Please check/complete ALL that apply below) <input type="checkbox"/> Home <input type="checkbox"/> Pool <input type="checkbox"/> Commercial <input type="checkbox"/> Fence <input type="checkbox"/> Single family <input type="checkbox"/> Attached Garage <input type="checkbox"/> Deck <input type="checkbox"/> Multi-family <input type="checkbox"/> Detached Garage <input type="checkbox"/> Shed <input type="checkbox"/> Boathouse <input type="checkbox"/> Addition (Describe below) <input type="checkbox"/> Other _____		Project Details <input type="checkbox"/> Primary Driveway Width at edge of pavement _____ Width at right of way line _____ <input type="checkbox"/> Secondary Driveway Width at edge of pavement _____ Width at right of way line _____ Type of surface material within the right of way _____	
Is there a ditch or drainage swale in the area where the driveway would enter the roadway? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do any of the abutting properties have driveway culverts? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answer yes to either question the driveway permit request will be reviewed by the Village Engineer for storm drainage purposes.			
Please complete the site plan on the attached sheet. <input type="checkbox"/> I agree to mark or stake out the location of the proposed project on the site.			
CERTIFICATE			
I, the undersigned, hereby apply for a Land Use Permit and certify that all the information both above and attached is true and correct to the best of my knowledge. I affirm that all work performed will be done in accordance with the Sister Bay Zoning Code and with all other applicable laws and regulations. I hereby authorize the Zoning Administrator to enter the above-described property for purposes of obtaining information pertinent to my application request and to conduct land use code inspections.			
Signature _____		Date _____	
Daytime Contact Number (_____) _____ - _____ Email _____			

SITE PLAN

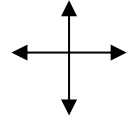
INSTRUCTIONS

- INDICATE north and ENTER the dimensions of the property.
- SKETCH the location of the well, septic system (tank/field) and all other buildings present on the property.
- SKETCH the location of the proposed project (include dimensions) and SHOW the shortest distance from the project to the:

- Ditches
- Adjacent Buildings
- Edge Of Lake/Stream/Wetland
- Drainage swales
- Rear & Side Property Lines
- Center(line) of Road/Highway
- Right-of-Way of Road/Highway

NOTE: When showing distances less than 300 feet, please measure and show distance to the “**nearest foot**” (do not estimate). Distances over 300 feet, may be estimated.

- LABEL all abutting roads, highways, lakes, streams or wetlands.
- LABEL the “USE” of all buildings shown.
- SHOW the outside dimensions of all structures on the property.
- Mark driveway location and length and width on site plan.



Width _____

Rear property line OR Edge of water or wetland

(North Arrow)

Side Property Line

Side Property Line

▲ Right-of-Way Line of Road/Highway ▲

Width _____

▼ Center(line) Of Road/Highway ▼

Name Of Road/Highway _____

APPROVALS

▼ AREA BELOW THIS LINE FOR OFFICE USE ONLY ▼

PLAN COMMISSION ACTION

Date Of Decision _____ Decision _____

Zoning District

Zoning Administrator

☐ APPROVED ☐ DENIED

Overlay District

Date _____

▼ AREA BELOW THIS LINE FOR OFFICE USE ONLY ▼

Road/Highway Designation

- ☐ Village ☐ US/State
☐ County ☐ Private

Existing Right-Of-Way

Required Road/Highway Setback

From Right-of-Way _____
From Centerline _____

Maximum Lot Coverage Allowed _____

Existing _____ Proposed _____
Aggregate _____