



**Village of Sister Bay**  
2383 MAPLE DRIVE • SISTER BAY, WI 54234  
PHONE: (920) 854-4118 • FAX: (920) 854-9637  
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▼ THIS AREA FOR OFFICE USE ONLY ▼	
Zoning Permit Fee:	Permit Issued Date

## Standard Zoning Permit Application

### NAMES & MAILING ADDRESSES

<b>Applicant's Name: (Property Owner)</b>	<b>Contractor Name:</b>
Street Address	Street Address
City • State • Zip Code	City • State • Zip Code
Home Phone	Business Phone
Cell Phone	Cell Phone
Email	Email
Parcel Identification Number (PIN)	Is this property connected to public water? <input type="checkbox"/> No <input type="checkbox"/> Yes
Street Address of Property in Sister Bay	Is this property connected to public sewer? <input type="checkbox"/> No <input type="checkbox"/> Yes

### PROPOSED PROJECT

Type of Construction	Project Details
<i>(Please check/complete ALL that apply below)</i>	Lot Size(Ft.): _____ by _____
<input type="checkbox"/> Home <input type="checkbox"/> Pool <input type="checkbox"/> Commercial	Total Lot Area (Sq. Ft.) _____
<input type="checkbox"/> Fence <input type="checkbox"/> Single family <input type="checkbox"/> Attached Garage	Building Length _____ Building Width _____
<input type="checkbox"/> Deck <input type="checkbox"/> Multi-family <input type="checkbox"/> Detached Garage	Building Footprint (Sq. Ft.) _____
<input type="checkbox"/> Shed <input type="checkbox"/> Boathouse <input type="checkbox"/> Addition <i>(Describe below)</i>	Number of Stories _____
<input type="checkbox"/> Other _____	Height (Roof Peak) _____ (Primary Roof)
<b>Please Provide a Brief Description of Your Project:</b>	Type of Construction _____
_____	_____
_____	Estimated Cost \$ _____
_____	

**Please attach all the plans listed on the attached sheets.**

### CERTIFICATION

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 \_\_\_\_\_

### ♦ AREA BELOW THIS LINE FOR OFFICE USE ONLY ♦

<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED Plan Commission Review Date: _____	<b>Zoning Administrator:</b> _____ <b>Date:</b> _____ <b>CONDITIONS OF APPROVAL:</b>
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### Utilities Approval:

Utilities Representative

Date: \_\_\_\_\_

Estimated Impact Fee: \_\_\_\_\_

*(Based on information provided by builder)*



## **SISTER BAY PROJECT CHECKLIST**

**Before ANY applications will be considered this Permit/Application form must be completed and the following documents must be submitted to the employees in the Village Administration Office.**  
**(The only exception will be “Early Start” Permits)**

- **The Attached Wetland Acknowledgment must be completed and signed by the property owner.**
- **Site Plan**, showing location of all existing and proposed structures with setback distances depicted on the plan. A recent or updated survey may be required after initial review by Staff.
- **Architectural Plan**, showing all 4 sides of the building, as it will be constructed. Renderings need to be in color and ACTUAL SAMPLES OF COLORS AND MATERIALS MUST BE SUBMITTED.
- **Landscaping Plan**, showing location of all plants, landscaping features, fences, or accessories. A plant species list should be attached and referenced on the plan.
- **Parking Plan**, showing location of all parking improvements, pavement markings and signs and the number of parking stalls which will be provided.
- **Lighting Plan**, showing location of all exterior lights. Copies of proposed fixtures should be attached, with a calculation of lumens of output from the fixtures. All plans must conform to the Village's performance standards section of the Zoning Code regarding light trespass. Approval by the Plan Commission and/or staff does not constitute an engineering approval, and lights found to be in violation of the Village Code will be required to be removed or replaced at the owner's expense regardless of any approvals received from the Village.
- **Drainage Plan**, lots in excess of 1 acre will need to meet State of Wisconsin standards, and require engineering approval. Lots less than 1 acre in size will be evaluated on a case by case basis by staff, and, if appropriate, approved by the Plan Commission.
- **Floor Plans including a foundation plan**
- **Building Plans, showing the interior of the proposed structure. These plans include HVAC, plumbing, and electrical plans.**
- **For New Construction – A Complete Water & Drainage Fixture Unit Listing Must Be Provided** – A licensed plumber will need to evaluate your plans, and submit a complete Water and Drainage Fixture Unit List, so that REU calculations can be made by the Utilities Director. Any and all impact fees must be paid and a final Utilities inspection conducted before a water meter will be installed.
- **For Remodeling Projects** – *Before any permits will be issued* a licensed plumber will need to evaluate your plans, and submit a complete Water and Drainage Fixture Unit List so that REU calculations can be made by the Utilities Director. Any and all impact fees must be paid before any remodeling commences.
- **Other plans as requested by Village Staff.**

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**PLEASE SEE THAT THE REQUIRED FEE IS SUBMITTED ALONG WITH YOUR ZONING PERMIT APPLICATION. IF YOU HAVE ANY QUESTIONS REGARDING WHAT THAT FEE WILL ACTUALLY BE, PLEASE CONTACT JANAL SUPPANZ, THE ADMINISTRATIVE ASSISTANT, AT 920-854-4118.**

*Thank you for your anticipated cooperation.*

*If you have any questions regarding impact fees please call the WWTP at 920-854-2246.*

*If you have any questions regarding Building Permits please call the Building Inspector at 920-495-3232*

# SITE PLAN

**IF YOU ALREADY HAVE THE PLAN PREPARED ON ANOTHER SHEET ATTACH IT INSTEAD.**

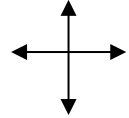
## INSTRUCTIONS

- 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:

- Well
- Adjacent Buildings
- Edge Of Lake/Stream/Wetland
- Easements
- Septic Tank & Drain Field
- 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

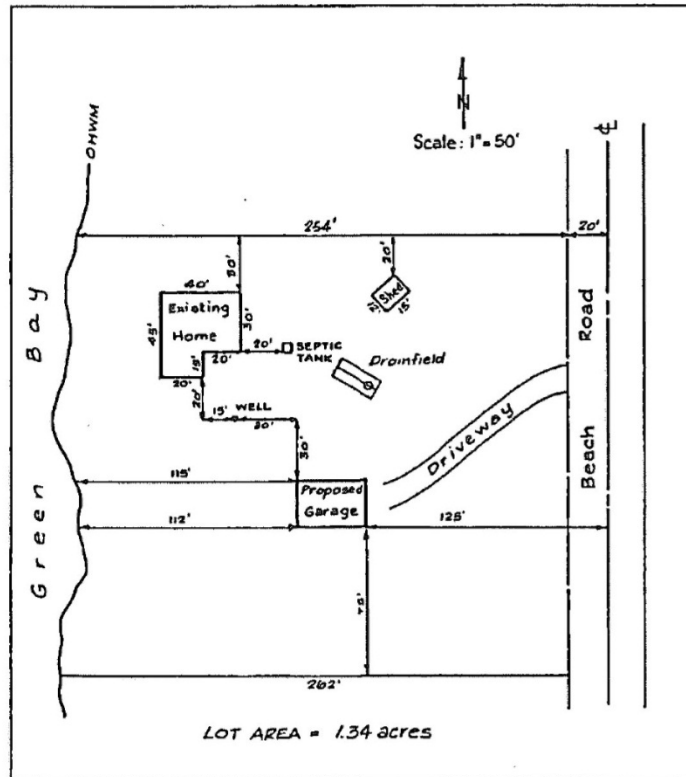
☐ Right-of-Way Line of Road/Highway ☐ Width \_\_\_\_\_

☐ Center(line) Of Road/Highway ☐

Name Of Road/Highway \_\_\_\_\_

# SITE PLAN EXAMPLE

- Boundaries, dimensions, and area of the site.
  - Location of public roads and right-of-ways.
  - Location of private roads.
  - Location of easements.
  - Location of navigable waters.
  - Location and dimensions of all existing structures.
  - Location of existing or proposed well and waste water disposal system.
  - Location and dimension of all proposed structures and additions.
  - Location of rockholes.
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- Location of proposed and existing road access points, parking and loading areas, and driveways.
  - Distances from proposed project to:
    - Abutting public roads and right-of-ways.
    - Private roads.
    - Property lines.
    - Well
    - Waste water disposal system.
    - Ordinary high water mark (OHWM) of navigable waters.
  - Indicate North arrow.





## WETLAND NOTICE AND ACKNOWLEDGEMENT

According to 2009 Wisconsin Act 373, no permit may be issued until the property owner signs the statement below acknowledging that s/he received the following notice:

You are responsible for complying with state and federal laws concerning construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page at <http://dnr.wi.gov/wetlands/locating.html> or contact the Department of Natural Resources service center.

By signing this form, I acknowledge I have received this notice.

Print Property Owner Name \_\_\_\_\_

Property Owner Signature / Date \_\_\_\_\_

Property Identification Number \_\_\_\_\_

Address of property / parcel \_\_\_\_\_

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### Quick Reference Official's Contact List:

JULIE SCHMELZER – Zoning Administrator - E-Mail: [julie.schmelzer@sisterbaywi.gov](mailto:julie.schmelzer@sisterbaywi.gov) / Tele: 920-421-4457

MEGAN BARNES – Utilities Director - E-Mail: [megan.barnes@sisterbaywi.gov](mailto:megan.barnes@sisterbaywi.gov) / Tele: 920-854-2246

BRETT GUILLETTE – Building Inspector - E-Mail: [brettg.isllc@gmail.com](mailto:brettg.isllc@gmail.com) / Tele: 920-495-3232

DOOR COUNTY SANITARIAN – Telephone: 920-746-2308