

Land Use Certificate No. \_\_\_\_\_

Date Clerk received \_\_\_\_\_

### TOWN OF GLENDALE, MONROE CO. WI

## APPLICATION FOR LAND USE CERTIFICATE AND OCCUPANCY PERMIT

Tax Parcel ID No. \_\_\_\_\_

Town Board: The undersigned hereby applies for a certificate to do work herein described and located as shown on the attached plot plan. The undersigned agrees that all work will be done in accordance with the Town of Glendale Land Use Ordinance and all other ordinances of the Town of Glendale and with all the laws of the State of Wisconsin. Applicable to said premises and with the information hereon.

Name of Owner \_\_\_\_\_ Name of Agent \_\_\_\_\_  
(please print) (please print)

Name of Co-Owner \_\_\_\_\_ Agent Signature \_\_\_\_\_  
(please print)

Mailing Address \_\_\_\_\_ Agent Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Agent Phone: \_\_\_\_\_

Certified Survey Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_ Subdivision \_\_\_\_\_  
(If applicable)

Legal description \_\_\_\_\_ 1/4 of \_\_\_\_\_ 1/4, Sec. \_\_\_\_\_ T \_\_\_\_\_ N, R \_\_\_\_\_ E or W

**Property Address:** \_\_\_\_\_

Driveway permit number: \_\_\_\_\_ (attach copy of driveway permit if access is to be on State or County Highway)  
(If applicable)

**Lot size:** \_\_\_\_\_ (**attach PLOT PLAN** on a separate sheet. Application will **NOT** be processed without a Plot Plan!!)

**Type of Construction** \_\_\_\_\_ **Premises to be occupied as** \_\_\_\_\_  
(stick, manufactured, pole, etc.) (dwelling, cabin, porch, living room, bedroom, deck, barn, storage, etc.)

**Approximate Construction Start Date:** \_\_\_\_\_ **Estimated Cost:** \_\_\_\_\_ **Height** \_\_\_\_\_ **ft. / No. of stories:** \_\_\_\_\_  
(Each separate structure must have its own application)

**Work consists of:** (check one)

New building \_\_\_\_\_  
Addition \_\_\_\_\_  
Other \_\_\_\_\_

**Size: Width, Length, Square footage**

dwelling: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. \_\_\_\_\_ sq. ft.  
garage: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. \_\_\_\_\_ sq. ft.  
deck / porch: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. \_\_\_\_\_ sq. ft.  
addition: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. \_\_\_\_\_ sq. ft.  
shed: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. \_\_\_\_\_ sq. ft.  
lean to: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. \_\_\_\_\_ sq. ft.  
other: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. \_\_\_\_\_ sq. ft.

**FEE: \$50.00** per application

**\*\*\*\$50.00 Land Use application fee\*\*\***

Submit payment with application to: Town of Glendale / P.O. Box 244 / Kendall, WI 54638

*Town Clerk or Chairman **must** receive your application and fees by the Wednesday prior to the second Monday of the month. For your convenience, we also have a locked drop box at the Town Hall / Shop.*

This application is for review / approval by the Glendale Town Board, for a Town of Glendale Land Use Certificate. For building permits, contact General Engineering Company (GEC) for all other necessary permits, seal, etc. **PRIOR to beginning construction!!**  
**Town Building Inspector: Matt Carl / Cell: 608-617-3358 / Email: [mcarl@generalengineering.net](mailto:mcarl@generalengineering.net)**  
General Engineering Company (GEC) / 916 Silver Lake Drive / P.O. Box 340 / Portage, WI 53901  
*Building inspection fees are determined and paid directly to the Building inspector.*

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 [www.dnr.wi.gov/wetlands/delineation.html](http://www.dnr.wi.gov/wetlands/delineation.html) OR CONTACT A DEPARTMENT OF NATURAL RESOURCES SERVICE CENTER. *Any construction within 300 feet of a waterway requires the applicant to contact Monroe County Zoning, at 608-269-8736, for approval. If unsure if the property is in a flood plain, contact Monroe County Zoning.*

I hereby certify the application is a true and correct statement of work to be done and that the building will conform to ALL applicable laws. Additionally if the requested Land Use Certificate is granted, the Town Board or its representatives shall be permitted access to said property to monitor compliance with terms and conditions of said granting. The applicant shall pay all required fees.

\_\_\_\_\_  
**Signature of Property Owner** \_\_\_\_\_  
**Date**  
*By signing this, I acknowledge that I have received this notice.*

**IF APPLICABLE:**

Monroe County Rural Address Application Completed & Submitted with their \$20 fee. Yes / No *(circle one)*  
*(Mail form and \$20.00 fee to Monroe County Land Info / 777 S Black River Street, Suite 2 / Sparta, WI 54656)*

**TOWN OFFICIAL:**

Fire Number Fee received \$ \_\_\_\_\_ Yes / No      Check # \_\_\_\_\_ Other \_\_\_\_\_  
*(\$75 per sign made payable to: Town of Glendale)*

**LAND USE CERTIFICATE NO.** \_\_\_\_\_

Certificate is hereby issued for the above described work on condition that the same be done in accordance with the application and in compliance with the Town of Glendale Land Use Ordinance and the laws of the State of Wisconsin. **Permit expires 24 months from date of issue** unless work has commenced. Please contact the Town of Glendale if an extension is needed.

\_\_\_\_\_  
Approved (Town Board) Check # \_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_  
Denied (Town Board)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Clerk)

Reason denied: \_\_\_\_\_

Date Inspected: \_\_\_\_\_ Inspected By: \_\_\_\_\_