Sauk County Conservation, Planning & Zoning
Request for Zoning Determination

Instructions: This form is provided for property owners to notify the Sauk County Department of Conservation, Planning and Zoning of intention to alter their land use or construct a structure on property they own. The purpose of this form is to provide the Department with accurate information as to the activities being planned and to formally request a determination as to whether or not a use would be allowed and what permit(s) would be required to follow through with such use. Please fill out the form in its entirety, sign and date. Attach additional information, as necessary to describe your proposal. At the time the Department receives a completed Request for Determination, please allow for a minimum of 14 business days to provide you with a written decision.

Property Owner Information:	
Full Name:	
Address:	
Telephone/Cellphone:	
Email:	
Property Location (fire #/road name)	
Tax Parcel:	
Township:	

Describe current land uses (activities) and structures currently on the site_____

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Describe all land uses/activities and structures you are proposing for the site.

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What is the relative amount of site area, floor space, and equipment to be devoted to the activity? (Please verify the structures this will take place in.)

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Are any sales that will take place with your proposed project, please verify the relative amount of sales from each activity. (List each activity separately). _____

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Please list the hours of operation of your proposed use/activity. _____

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Please describe the layout of any proposed building to be used for the use, along with the site arrangement. (Please include a site plan, to scale, showing building dimensions, attached to this document)._____

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Please describe any vehicles used and their parking arrangements, as well as the number of vehicle trips generated by the proposed use. (Please show parking arrangement on site plan) _____

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Please describe the likely overall impact on surrounding properties. _____

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Are there any special requirements or needs associated with your project? _____

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Please provide any further details that you would like the Department to consider in making their decision on your request.

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Owner Acknowledgement. *I acknowledge and understand the purpose of this form is to get a written opinion from the Department based on the intended land use of the property described above. All activities and information have been supplied on this form and I fully acknowledge that any diversion from the proposal as provided herein may result in the denial of future permits or other agency approvals.*

_____ _____

Signature Date

For Office Use Only
Department Decision *(provide written determination to property owner and attach copy to this form)* Date decision rendered: _____ Decision rendered by:_____