

Sauk County Land Resources & Environment Department Request for Zoning Determination

Instructions: This form is provided for property owners to notify the Department of their intention to create, alter, or expand 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 a use would be allowed and what permit(s) and/or approvals 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:	

1. Describe any persons responsible for activities/uses taking place on the property, other than the property owner _____, relationship to the property owner is _____

2. Describe current land uses (activities) and structures currently on the site. Please attach a site map that identifies all structures documented in this section, as well as the location of any uses taking place outside of any structures.

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

4. Does your proposed use involve camping? If so please identify the following:

Tents – number of units _____ Camper/RV - number of units _____ Other – please describe and include the number of units: _____

Over night stays associated with activities = _____

5. Does your proposed use involve serving food? If so, please identify the following:

Food truck – number of units_____ Food tents Packaged food sales/on site consumption (please describe)

Farmers Market type food sales /off site consumption (please describe) _____

Bring your own food/no food sales (please describe) _____

6. Does your proposed use involve serving beverages? If so, please identify the following:

Associated with food truck – number of units_____ Associated with food tents Alcohol sales with on-site consumption (please describe)

Bring your own beverages/no beverage sales (please describe) _____

No alcohol sales or consumption associated with this use

7. Is your proposed use for public or private events or associated activities? Please describe: _____

8. How many patrons do you expect to bring to the property with your proposed use? Daily: _____

Weekly:_____ Monthly:_____ Other: _____

(If you have held similar events in the past, please provide documentation as an example)_____

9. What type of vehicle traffic is associated with your proposed use? Semi Car/truck RV ATV Other _____

Do have a parking plan associated with your proposed use? Yes No If yes, please attach site map showing example.

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

11. Are any sales, other than food or beverage, that will take place with your proposed project, please verify the relative amount of sales from each activity. (List each activity separately).

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

13. 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). _____

14. Please describe the likely overall impact on surrounding properties. _____

15. Are there any special requirements, or state, federal, town or other county permits that may be associated with your project? Yes No Have not researched If yes or no, please describe and contacts made to determine: _____

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

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: _____