

# SIGN PERMIT APPLICATION – Burnett County, WI

<b>Permit Fees:</b>	
Off-Premise	<b>\$100</b>
On-Premise	<b>\$50</b>
Directional (Off-Premise)	<b>\$25</b>

**\*NOTE:** After-the-fact (when no permit is obtained prior to construction) is up to **three times the normal fee.**

**Applicant Complete All Sections Below This Line**

Property Owner's Name: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_  
City                      State                      Zip

Contact's Telephone Number: \_\_\_\_\_

Contact's Email: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Section #: \_\_\_\_\_ Town #: \_\_\_\_\_ N Range #: \_\_\_\_\_ W    Town of: \_\_\_\_\_

*\*Attach additional page if needed for lengthy description OR attach a copy of the deed OR attach tax system property page.\**

Parcel # (24 digits): \_\_\_\_\_

Tax ID # (1-5 digits): \_\_\_\_\_

Property Site Address: \_\_\_\_\_

**TYPE OF PERMIT(S): Check appropriate box/boxes**

- Off-Premise                     
  On-Premise                     
  Directional (Off-Premise)

Sign Contractor: \_\_\_\_\_

Anticipated Construction Start Date: \_\_\_\_\_

**AREA BELOW THIS LINE FOR LAND SERVICES STAFF COMMENTS/CONDITIONS ONLY**  
**THIS PERMIT IS SUBJECT TO ALL CONDITIONS LISTED BELOW:**

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Date of staff site visit: \_\_\_\_\_ Initials of site visit staff: \_\_\_\_\_

PERMIT APPROVED BY LAND SERVICES OFFICIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

SGN-21- \_\_\_\_\_ Owner \_\_\_\_\_ Tax ID \_\_\_\_\_  
 Permit Issued (Date) \_\_\_\_\_ Town \_\_\_\_\_  
 \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4 Gov't Lot \_\_\_\_\_ Lot \_\_\_\_\_ CSM Vol. \_\_\_\_\_ Pg \_\_\_\_\_ S \_\_\_\_\_ T \_\_\_\_\_ N R \_\_\_\_\_ W  
 Subdivision \_\_\_\_\_ Zoning District \_\_\_\_\_ Lake Class \_\_\_\_\_

Fee Rec: \_\_\_\_\_

**THIS SIDE LAND SERVICES STAFF ONLY - RECEIVED STAMP**

**A plot plan drawing is required to be submitted along with this application. The plot plan drawing shall either be drawn with a scale between 1"= 20' and 1"= 50' by multiples of 10' or FULLY dimensioned. Please note the scale used on the drawing. If all distances are dimensioned a scale is not necessary. The plot plan drawing shall be on letter or legal size paper with North being at the top of the page. (Make sure all relevant items below are shown – check each relevant box):**

- Property lines, road right-of-ways, and road centerlines including distances to property lines, road right-of-ways and road centerlines for all existing and proposed signs on the parcel
- Ordinary High Water Mark (OHWM) and distances to it from all existing and proposed signs; must show all within 200 ft of signs
- Floodplain and wetland areas/boundaries and distances to them from all existing and proposed signs; must show all within 200 ft of signs
- Proposed signs and their proposed locations; must show dimensions for ALL items
- Distance from proposed sign to nearest road intersection
- Distance from proposed sign to road centerline and distance from proposed sign to road right-of-way
- Distance from proposed sign to nearest existing off-premise sign in each direction (*off-premise applications only*)
- Existing structures on the parcel including all decks/porches/walkways/etc and including any existing sanitary system, drainfield and wells; must show dimension for ALL items
- Heights for all existing and proposed signs \*Height is measured from lowest adjacent grade to the highest peak, heights shall not exceed 35 ft. Unique exceptions, such as agricultural buildings and communication structures, may be allowed to exceed the height limit
- Existing and proposed driveway(s); must show dimensions and width. \*Driveways must have a cleared width of 20 ft and a cleared height of 13 ft
- North arrow
- Vegetation proposed to be removed or disturbed
- Existing and proposed utilities and utility easements
- Location and extent of proposed filling/grading
- Location and type of erosion control measures
- Any other construction related to your project

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- **Construction plans shall be submitted with this application for all items subject to Uniform Building Code or Uniform Sign Code.**
  - **Construction plans shall be submitted with this application for all non-dwelling (Commercial/Industrial) related construction.**
  - **THIS APPLICATION CONSTITUTES NOTICE THAT ALL IMPROVEMENTS ARE SUBJECT TO ACCESS AND/OR REVIEW BY THE LOCAL MUNICIPALITY'S TAX ASSESSOR FOR THE PURPOSE OF TAX ASSESSMENT.**

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- **Proposed sign locations must be staked prior to submitting this application to the Land Services Department. County staff will do an onsite visit to verify site conditions. If all proposed structures are not staked upon County staff visit, the permit will NOT be issued and it will be returned to the applicant.**
  - **If all existing structures on the parcel are not shown and dimensioned on the plot plan drawing, the permit will NOT be issued and it will be returned to the applicant.**

**THIS PERMIT IS SUBJECT TO ALL CONDITIONS LISTED BELOW:**

- Removal or cutting of trees and vegetation is restricted within the shoreline area. Restricted shoreline area is all area from the OHWM to 50 ft from the OHWM. Contact the Land Services Department prior to cutting any shoreline trees and vegetation.
- No structures (including retaining walls, etc.) are allowed within any setback, unless specifically permitted.
- No filling, grading, or shore land alterations are allowed unless specifically permitted.
- Driveway must meet width/height requirements within 60 days of permit issuance date.

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**\*\*TOWN/UDC PERMITS MAY BE REQUIRED. OWNER IS RESPONSIBLE FOR CONTACTING THE TOWN FOR MORE INFORMATION.**

**\*\*THIS PERMIT SHALL EXPIRE ONE YEAR FROM DATE OF ISSUANCE**

You (owner) 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 or contact a Department of Natural Resources service center.

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**I (owner) declare that this application (including any accompanying drawings and plans) has been examined by me and to the best of my knowledge and belief it is true, correct and complete. I acknowledge that I am responsible for the detail and accuracy of all information contained in this application (including any accompanying drawings and plans) and I further declare that I recognize that this information provided will be relied upon by Burnett County in determining whether to issue a permit. I further accept all liability that may be a result of Burnett County relying on the information I am providing in this application. I acknowledge that I will abide by all private/public covenants, restrictions, leases and easements which may apply to this parcel. I agree to permit county officials charged with administrating county ordinances or other authorized persons to have access to the above-described premises at any reasonable time for the purpose of inspection.**

---ADDITIONAL COMMENTS FROM OWNER ALLOWED HERE---

**OWNER'S SIGNATURE:** \_\_\_\_\_

(DATE)

Property Owner is required to sign and date this application.

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SUBMIT COMPLETED APPLICATION, MAPS, PLANS AND FEE TO:

BURNETT COUNTY LAND SERVICES  
7410 COUNTY ROAD K, #120  
SIREN, WI 54872

APPLICATIONS WILL BE ACCEPTED VIA USPS, ANY STANDARD COURIER, OR IN PERSON. PARTIAL OR INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.  
NO EMAIL OR FAX APPLICATIONS WILL BE ACCEPTED.

ONLY CHECK, MONEY ORDER OR CASH PAYMENT WILL BE ACCPETED. CREDIT OR DEBIT CARDS ARE NOT ACCEPTED AT THIS TIME. MAKE CHECK PAYABLE TO: BURNETT COUNTY LAND SERVICES

Please call the Land Services Department if you have questions. 715-349-2109

**Burnett County, WI ordinances can be found at: <http://www.burnettcounty.com/index.aspx?NID=1043>**

See Burnett County Ordinance for definition of on-premise, off-premise and directional signs.