

Zoning Department Fees

LAND USE PERMITS

Dwelling or principal dwelling (1 st Structure on property)	\$300.00
Addition to dwelling	\$250.00
Renovation to structure	\$205.00
Accessory building	\$250.00
Addition to accessory building	\$225.00
Decks/Stairs	\$150.00
Commercial/Industrial building	\$500.00
Addition to Commercial/industrial building	\$400.00
Structure in shoreland setback area	\$375.00
Shore land Grading (>2,000 and <10,000 sq. ft)	\$300.00
Change of Use Permit	\$550.00
Signs (general)	\$150.00
Signs (billboard)	\$350.00
Camper permit (non-shoreland only)	\$275.00
Cell Tower, new or class one collocation	\$3,000.00
Cell Tower, class two collocation	\$500.00
Guest Cabin	\$1,000.00
Bunkhouse	\$275.00
Boathouse	\$1,000.00
Expedited permit	2 x fee
Driveway inspection fee	\$25.00

**Construction begun w/out first obtaining
land-use permit (added to normal permit fee) \$600.00**

** On-sites will be done on all waterfront parcels prior to permits being issued.*

PUBLIC HEARINGS (Application for Public Hearings are not Refundable)

Conditional Use Application	\$250.00
Variance Application	\$575.00
Appeal to Board of Adjustment	\$975.00
Appeal to Zoning Committee	\$625.00
Rezone/Text Amendment Application	\$300.00

SANITARY PERMITS

Conventional system	\$325.00
Holding tank system	\$385.00
Mound system or at-grade system	\$400.00
Technology sys. (atu's etc.) or systems > 3,000 gals/day	\$450.00
Privy (plus \$30 payable to Register of Deeds-for affidavit)	\$200.00
Sanitary permit transfer/renewal/revision	\$125.00
Return inspection for private sewage system	\$125.00
Connection/reconnection/emergency install	\$125.00
Same day inspection	\$ 50.00
Certified Soil Test Review and filing fee	\$ 50.00
Request for marking setbacks only	\$125.00
Rural Address/Fire Sign	\$ 65.00
Certified Survey Map Review	\$200.00 plus \$25/lot
Condo plat and declaration review(new or conversion)	\$200.00
Preliminary County Plat	\$400.00 plus \$50/lot
Final County plat	\$300.00 plus \$50/lot >>>Please make

checks payable to Washburn County Zoning<<<

Washburn County Zoning Department

Court House – PO Box 506
10 Fourth Avenue
Shell Lake WI 54871
Telephone 715-468-4690
Fax 715-468-4640

Website: www.co.washburn.wi.us

Applications are available online

Office Hours

Monday through Friday

8:00 am to 4:30 pm

excluding Holidays



ZONING REGULATIONS

Guidelines for buyers and builders in
Washburn County

Notes

Property legal description:

Property fire #: _____

Year & name of property owner at time of soil test and/or when permits were applied for:

Zoning district: _____

Distance of existing structures to the OHWM of navigable body of water:

Age of septic and well:

Can property meet all setbacks?

Registered Land Surveyors

<u>NAME</u>	<u>PHONE</u>
	(715)
Cornerstone Surveying & Mapping, Inc.	374-2331
Tamarac Land Surveying LLC	416-0044
Heart of the North Surveying of Hayward	634-2442
Jesse Suzan Land Surveying	634-0774
North Forty Land Surveying	865-9745
Point North Land Surveying & Mapping	699-6817
Ripley Land Surveying LLC	635-2245
Ritchie Land Surveying	234-9055
Stowe Land Surveying	354-7826
Wagner Surveying Association	866-4295
Nelsen Land Surveying	235-6641

Notes

Licensed Septic Plumbers

NAME	ADDRESS	PHONE (715)
Silver Tip Excavating Aaron Nielsen	N961 Leach Lake Rd, Barronett, WI 54813	468-2603
Carey Gidley	10585 N Ranch Road, Hayward, WI 54843	634-3577
Dan Burch	N5914 County Hwy K, Spooner, WI 54801	416-1642
Dave Tomesh	2970 – 21 st Street, Sarona, WI 54871	236-2945
Dennis Rasmussen	PO Box 66, Cable, WI 54821	7983355
Gary Christman	N10015 Mack Lake Road, Trego, WI 54888	416-0373
Jerry Ruid	N6405 Lake Rd, Stone Lake, WI 54876	865-4081
Jerry Rydberg	W9304 Woodyard Rd, Shell Lake, WI 54871	468-2768
Kelly Ferguson	W9502 Dock Lake Rd, Spooner, WI 54801	635-2887
Mel Ferguson	N6228 County Line Rd, Spooner, WI 54801	635-7482
Rick Brown	PO Box 637, Spooner WI 54801	635-8752
Norm Arndt	N4656 Pieper Rd, Weyerhaeuser, WI 54895	353-2263
Richard Hopkins	27760 Hwy 35 N, Webster, WI 54893	866-4157
Ron Friedell	1419 13 th Ave, Barron, WI 54812	637-3020
Ron Spreckels, Jr.	N9283 State Rd 27, Hayward, WI 54843	634-8250
Rick Brown	P O Box 637, Spooner, WI 54801	419-0739
Travis Butterfield	14346 W. St. Rd 77, Hayward, WI 54843	634-8176
Willie Kauffman	W1949 County Hwy E, Springbrook, WI 54875	766-3493
Cory Jackson	9306 Black Brook Rd, Webster WI 54893	866-8944

General Overview

The purpose of this pamphlet is to provide some helpful hints to those individuals who anticipate the purchase of property and/or construction in the unincorporated areas of Washburn County. This pamphlet will discuss some of the basic provisions of the Washburn County Comprehensive Zoning Ordinance and the procedures required to obtain permits. Again, this is only an overview of the zoning program. If you have more specific questions, please contact the Zoning Office, or visit one of the following links: For Zoning Information:

<http://www.co.washburn.wi.us/departments/zoning>

For Washburn County Code information, including the Zoning Ordinance:

https://www.municode.com/library/wi/washburn_county/codes/code_of_ordinances?nodeId=COCO_CH38LADECO

ZONING ADMINISTRATOR

Michelle Boutwell – mboutwel@co.washburn.wi.us

ADMINISTRATIVE ASSISTANT

Trisha Saletri – tsaletri@co.washburn.wi.us

The Washburn County Board of Supervisors adopted a Zoning Ordinance in 1968. The Ordinance was amended and replaced by the current Zoning Ordinance in 1978 with ongoing amendments to the Ordinance.

The purpose of the Zoning Ordinance is to promote and protect the public health, safety, and general welfare by:

- Guiding orderly expansion of growth and development,
- Protecting agriculture and environmentally sensitive lands,
- Protecting natural beauty and enhancing recreational opportunities,
- Preventing pollution, and
- Preventing conflicts between different land uses.

The above goals are accomplished by the requirements of permits for all structures, Private Onsite Wastewater Treatment Systems (POWTS), grading and filling within the shorelands, and the enforcement of standards on the development of lots.

General Information

For specific information, please contact the following Washburn County or State offices:

Washburn County Zoning Office

10 4th Avenue PO Box 506, Shell Lake WI 54871 Ph: 715-468-4690 Fax: 468-4640

- Information and assistance on zoning and land use issues, POWTS (private on-site wastewater treatment systems (septic)), setbacks, lot size and land subdivision requirements.

Washburn County Land Records

10 4th Avenue PO Box 639, Shell Lake WI 54871 Ph: 715-468-4696 Fax: 468-4699

- Information includes: legal descriptions, section maps, aerial photos, names and addresses of property owners.

Washburn County Highway Department

1600 County Highway H, Spooner WI 54801 Ph: 715-635-4480 Fax: 635-4485

- Information and permits for culverts and driveways that connect to County Highways.

Washburn County Land & Water Conservation

P.O Box 486 10 4th Avenue, Shell Lake WI 54871 Ph: 468-4654 Fax: 468-4640

- Technical and financial assistance in: Shoreline and wetland restoration, erosion control and livestock waste management. Also administers WI Wildlife Damage Program, rental of conservation equipment, and annual tree and shrub sale.

Washburn County Land Information/Surveyor/Mapping

10 4th Ave, Shell Lake Ph: 468-4696 Ph: 468-4780 Fax: 468-4699

- Survey information, digital aerial photos and parcel mapping.

Wisconsin Department of Natural Resources

810 West Maple Street, Spooner WI 54801 Ph: 715-635-2101

- Information regarding: docks, piers, riprap, water boathouses, and other issues below the Ordinary High Water Mark (OHWM). Regulation of water wells.

University of Wisconsin – Extension

W6646 Highway 70, Spooner WI 54801 Ph: 715-635-3506 Fax: 635-6741

- Resource development information, farming, agricultural practices, home management, site design, and energy efficiencies. Water test kits for well water samples are available from this office as well as the DNR office.

Certified Soil Testers

NAME	ADDRESS	PHONE (715)
Silver Tip Excavating Aaron Nielsen	N961 Leach Lake Rd, Barronett WI 54813	468-2603
Craig Conroy	28330 Bonner Lake Rd, Webster, WI 54893	259-3297
Dan Burch	N5914 County Hwy K, Spooner, WI 54801	416-1642
Dan Draves	W7245 Cty Hwy E, Spooner, WI 54801	635-8155
Dan Harrington	PO Box 261, Shell Lake WI 54871	468-4228
Dave Tomesh	2970 – 21 st Street, Sarona, WI 54870	236-2945
Dennis Rasmussen	PO Box 66, Cable WI 54821	634-8752
Gary Christman	N10015 Mack Lake, Trego, WI 54888	416-0373
Jerry Ruid	N6405 Lake Road, Stone Lake WI 54876	865-4081
John Solofra	N12045 Hidden Lake Rd, Minong WI 54859	271-7691
Keith Stoner	23220 Wood Creek Road, Siren WI 54872	653-2324
Mark Thompson	16684W US Hwy 63, Hayward WI 54843	634-3139
Mel Ferguson	N6228 County Line Rd, Spooner WI 54801	635-7482
Norm Arndt	N4656 Pieper Rd, Weyerhaeuser, WI 54895	353-2263
Pat Kissack	218 Cedar St, Spooner WI 54801	635-9538
Ron Friedell	1419 13 th Avenue, Barron WI 54812	637-3020
Ron Proffit	16713 Highway 35, Dairyland WI 54830	244-3509
Rick Brown	P O Box 637, Spooner, WI 54801	419-0739
Ron Spreckels Jr.	9283 N State Rd 27, Hayward WI 54843	634-8250
Travis Butterfield	14346 W. St. Rd 77, Hayward WI 54843	634-8176
Cory Jackson	9306 Black Brook Rd, Webster WI 54893	866-8944

Rural Address Fire Numbers

A rural address/fire number is required for each developed property. The number must be applied for whenever a new building site is established. Please contact the Zoning Office for details.

Note: It may take 3 months to process a number.

Are Zoning Permits Required?

A Zoning Permit (land use Permit) is required before any building or structure is erected, moved, or structurally altered. Permits are required for slabs/approaches/patios, dwellings, garages, signs, accessory buildings, farm structures, additions, mobile homes, boathouses, walkways/pathways/sidewalks, retaining walls, firepits, and some grading activities in the shore land areas, (all structures must meet the setback requirements). No Zoning Permit is required for satellite dishes, or for accessory buildings less than 65 square feet; however, all setback requirements must be met. **If in doubt as to whether a permit is needed, contact the Zoning Office.**

Individual Townships may also have regulations regarding driveway permits, building permits, mobile homes and use of holding tanks, etc. Please check with town officials.

Driveway Standards

In the interest of allowing emergency vehicles, snow plows, etc., safe access to property, Washburn County has adopted the following minimum standards:

- Driveways must be 20 feet wide, unobstructed into the driveway to a height of 15 feet.
- Driveways must have a turn-around 20 feet wide and 40 feet long within 100 feet of the building.
- Driveways serving more than two dwellings must be 33 feet wide

Selecting Your Home Site

Purchasing or building a home may be one of the largest financial investment decisions an individual will make in their lifetime. One should take great care in selecting a home site.

A few items to consider are:

1. Is the property zoned for its intended use?
2. Has a suitable soil and site evaluation for a septic system been obtained?
3. Will the property meet all zoning setbacks and minimum lot size requirements?
4. Are services available and adequate? (Fire protection, utilities, school bus routes, snow removal, etc.)

Flood Plain Regulations

Washburn County has adopted flood plain regulations that apply to all bodies of water in the County. Determination as to whether the building site is located in a flood plain must be made prior to the issuance of a Zoning Permit*. Often, the determination can be made by reviewing the general flood plain district maps available at the Zoning Department; however, in some instances field verification and determination of the regional flood elevation may be required. Washburn County is now a participant in the National Flood Insurance Program.

*Note: A Letter of Map Amendment (LOMA) issued by FEMA does not necessarily remove a structure from the floodplain for zoning permit purposes.

Shoreland Regulations

One of Wisconsin's greatest natural assets is its clean water. Our many lakes, rivers, and streams attract businesses, property owners, and thousands of vacationers every year. As a landowner, angler, boater, or water watcher, you can appreciate first hand that what each of us does on our waterfront property affects not only the value of our own property, but also that of our neighbors. Our actions also determine whether visitors are attracted to our community.

Shoreland zoning regulations promote wise use of lands surrounding our lakes and streams. Protecting waters is so essential to the economy and way of life that Wisconsin was one of the first states to require shoreland zoning.

All buildings and structures shall be set back 75 feet from the OHWM of navigable waters, rivers, streams and creeks; 25 feet from the OHWM of a wetland; and 10 feet from drainage ways and non-navigable intermittent streams, Division 27, Section 38-595. Such setbacks shall be measured from the most water ward projection of a structure to all points along the OHWM. Shoreland regulations require that buffer mitigation be performed when certain types of land use permits are issued. A buffer is the area of natural vegetation that is (or was) along the lake shoreline. Mitigation involves restoring this area to the natural condition, thereby protecting the aquatic environment and the aesthetics of the lake. Before you plan to alter a dwelling on a waterfront lot, you should contact the zoning office to see if/when mitigation is required.

Other Setbacks

Shoreland Setbacks:

- 75 feet from the Ordinary High Water Mark.
- 25 feet from a Wetland
- 10 feet from side property line.
- 40 feet from a rear lot line.

The septic tank must be a minimum distance of:

- 25 feet from a well.
- 05 feet from a building.
- 02 feet from a property line.
- 15 feet from a pool.
- 25 feet from the OHWM of any navigable body of water.
- Required setback from road right of way plus 2 feet (state roads only)

The private waste system disposal field must be a minimum distance of:

- 10 feet from a building.
- 05 feet from a property line.
- 50 feet from a well and/or the OHWM of any navigable body of water.
- May not be sited on slopes in excess of 25%
- Required setback from road right of way plus 5 feet (state roads only).

The well must be a minimum distance of:

- 02 feet from a building drip line.
- 25 feet from a septic tank.
- 50 feet from the soil absorption field of a private sewage system.
- 50 feet from a privy.

All structures, permanent, portable and no matter the size must meet all setbacks. If setbacks cannot be met, call the Zoning Office.

Creation of a Subdivision

The division of land, and the recording of documents related to the division are regulated by Chapter 62 of the Washburn County Code, pursuant to Chapter 236 Wisconsin Stats. Generally, subdivisions fall into one or more of the following categories:

A certified survey map (CSM) shall be prepared and recorded for land divisions resulting in the creation of no more than 8 parcels of 9 acres or less within a period of 5 years.

A County Plat shall be prepared and recorded for all land divisions resulting in the creation of 9 or more parcels of 9 acres or less within a period of 5 years, with no more than 4 parcels being 1.5 acres or less.

A State Plat shall be prepared and recorded for all land divisions resulting in the creation of 5 or more parcels of 1.5 acres or less, within a period of 5 years, as provided in Section 236.13, Wisconsin Stats.

A CSM is required for newly created parcels of 9 acres or less in area.

Who Can Perform A Soil Evaluation?

Wisconsin law requires that soil evaluations be performed by a Certified Soil Tester. The soil tester performs the required tests and provides the property owner and the Zoning Department with a copy of the results. The soil tester will inform the owner if the tests are suitable or unsuitable. Questions regarding unsuitable tests should be directed to the Zoning Office.

CAUTION: The area for a Private Onsite Wastewater Treatment System (POWTS) will be designated by the Certified Soil Tester, and this area must be set aside and used for the effluent treatment. It is important that you communicate with the soil tester/plumber during the construction process so you can avoid placing any structure in a location designated for a treatment area.

Sanitary Permits

Wisconsin law requires a Sanitary Permit to be issued prior to any installation or repair of any Private Onsite Wastewater Treatment System (POWTS) including privies. The law requires that installation or repair of any POWTS, except privies, be done by a Wisconsin Licensed Master Plumber. In addition, Wisconsin law does not allow County Zoning to issue a Zoning Permit for a structure that requires connection to a POWTS unless the existing system satisfies regulations, or the necessary permits have been obtained to install such a system.

What Information Is Needed To Obtain A Zoning Permit?

You will need to provide the following information on the application form:

1. Legal description of the property.
2. Size and cost of building.
3. Plot plan showing the location of existing buildings and the proposed building on the property with setback distances clearly marked from the new building to the center line or right of way line of the nearest road, lot lines, and the OHWM of any navigable body of water, and the location or proposed location of the well and septic system. (All setbacks for the structure).
4. The direction north should be shown on the plot plan.
5. Rural address/fire number.
6. Acreage (area) or lot dimensions.
7. Names of roads and bodies of water.

How Is A Piece Of Property Zoned?

Washburn County is zoned into several different zoning districts with specific permitted, conditional, and prohibited uses. To obtain specific zoning information on a parcel, contact the Zoning Office and provide the legal description of the property.

What Areas Are Covered By County Zoning?

All unincorporated areas located within 1,000 feet of a navigable body of water, or within 300 feet of a navigable river or stream are covered by the ordinance as required by State law. In addition, most towns have adopted the Comprehensive Zoning Ordinance. The Zoning Office will identify those areas not covered under County Zoning.

Who Is Responsible For Obtaining The Proper Permits?

It is the responsibility of both the owner and the contractor to obtain all the necessary permits.

No work on any structure or private sewage system may take place until a proper permit has been issued and posted. Any work on such structures or private sewage systems undertaken without proper permits will constitute a violation of the Washburn County Zoning Ordinance. **The violator will be subject to citations or other enforcement actions.**

How Does One Obtain A Sanitary Permit?

Take your soil evaluation results, site plans, and construction information to a Wisconsin Licensed Master Plumber who will complete the necessary forms and obtain the Sanitary Permit. The plumber is responsible for the installation of the private sewage system. Sanitary permits are valid for a period of two years from the date of issuance, and are both renewable and transferable, except for some plans requiring state approval. Renewals and/or transfers must be completed before the expiration date of the current permit.

Sanitary permits are also required for privies, both sealed-vault and pit type. For pit privies, a one-boring soil elevation must be done to ensure that suitable soil is present to a depth of three or more feet below the pit bottom. This evaluation must accompany your application or be on file in the Zoning Office. If using a privy in lieu of a sanitary system, the property owner must sign an affidavit to be recorded with the property deed stating that the dwelling/cabin, etc. will have no interior plumbing

Privies require setbacks of 100 feet from the adjoining property residence or 75 feet from the side yard lot boundary.

**PIT PRIVIES ALSO REQUIRE A SOIL TEST
AND ALL PRIVIES REQUIRE A SANITARY PERMIT**

Zoning Districts and Dimensional Requirements

Residential (R).....	100'	20,000 sq.'
Residential Mobile (RM)	100'	20,000 sq.'
Residential Recreational 1 (RR-1).....	100'	20,000 sq.'
Residential Recreational 2 (RR-2).....	200'	3 acres
Residential Agricultural (RA)	250'	5 acres
Agricultural (AG).....	400'	20 acres
Forestry (F).....	400'	20 acres
Commercial (C)	100'	20,000 sq.'
Commercial Highway (CH)	1 acre

What Is A Soil Evaluation?

A soil evaluation is a method used to determine if the site and soil conditions can absorb wastewater from a private sewage (septic) system. Wastewater is all water that carries waste derived from ordinary living such as toilets, sinks, dishwashers, laundry, etc.

Private sewage system wastewater cannot be disposed of into soils which have bedrock or ground water near the surface. These types of soil conditions could cause your well, or your neighbors well to become contaminated. There must be sufficient suitable soil below the system so that the wastewater can be properly treated. Disposal of wastewater into poorly drained soil may also lead to system failure. These conditions are potential health hazards.

Soil and Site Evaluation Report (Formerly Percolation Test)

All areas in Washburn County not served by municipal sewer are under the jurisdiction of the Private Onsite Wastewater Treatment Systems Code, SPS 383. A soil evaluation is a prerequisite to obtain a Sanitary Permit for the installation of a private sewage system.

The Washburn County Zoning Office recommends that a soil evaluation be completed on all parcels before the property is purchased for building purposes. If the site does not have suitable soils, it will not be suitable for a Private Onsite Wastewater Treatment System (POWTS).

Highway Setbacks

Expressways:	190 feet from the center line, or 50 feet from the Right of Way, whichever is greater.
State:	150 feet from the centerline, or 100 feet from the Right of Way, whichever is greater.
County:	133 feet from the centerline, or 100 feet from the Right of Way, whichever is greater.
Town Road	75 feet from the centerline, or 50 feet from the Right of Way, whichever is greater.
Private Roads, Easement Roads, Lanes, alley ways, etc.	*40 feet from the centerline is recommended

*There is no official setback from private or easement roads; however, it is recommended that structures not be built immediately adjacent to legal boundaries of such roads in the event that they are widened or improved after possible inclusion into the town road network. Rear and side lot line setbacks shall prevail in the case of these roads abutting the edge of lots.

All setbacks are level horizontal measurements from a point to the farthest extension of the structure toward the point.

Also subject to WisDOT Trans 233 for State Highway Setbacks.

When setback requirements cannot be met, it is advisable to contact the Zoning Office for further information.

Recreational Equipment/Travel Trailers

Travel trailers, campers, etc., are allowed in the following zoning districts only: R, RR-1, RR-2, RA, AG, and FOR. These recreational units must also meet the minimum setback standards. Such units are allowed on the premises from April 1 to November 30 each calendar year in areas classified as shoreland. In non-shoreland areas, recreational equipment may be placed with a land use permit, see Sect. 38-564, Washburn County Code. If they are occupied for a period to exceed three weeks, they must be served with suitable sanitary facilities in accordance with the Zoning Ordinance. No more than two units are allowed per parcel. More than two constitutes a campground which requires State approval.

Obtaining a Conditional Use Permit

In each Zoning district, there are specific listed uses, including, but not limited to placement of mobile homes, expanded home occupations, commercial activities, etc., that require a Conditional Use permit. Conditional Uses are approvals, which may be granted with conditions set by the Washburn County Zoning Committee after a public hearing. Contact the Zoning office for further information and application forms.



