



Town of Buchanan  
 N178 County Road N  
 Appleton, WI 54915  
 Phone: (920) 734-8599

# GENERAL BUILDING & ZONING PERMIT APPLICATION

**APPLICATION #:** \_\_\_\_\_

Applicant/Contractor Information				
Applicant Name (Indiv., Org. or Entity)		Authorized Representative		Title
Mailing Address		City		State      Postal Code
E-mail Address		Telephone (include area code)		Fax (include area code)
Landowner Information (if different than Applicant)				
Name (Organization or Entity)		Contact Person		Title
Mailing Address		City		State      Postal Code
E-mail Address		Telephone (include area code)		Fax (include area code)
Project or Site Location				
Site Address / Location:		Parcel ID(s):	Plat / CSM / Lot No.:	
Current Zoning:			Current Use:	
Lot Dimensions:    Front:		Side:	Rear:	Side:
Lot Area:				<input type="checkbox"/> acres or <input type="checkbox"/> square feet
Project Information				
<u>Structure:</u>		<u>Type:</u>	<u>Trades:</u>	<u>Setbacks – Principal Bldg.:</u>
<input type="checkbox"/> Principal		<input type="checkbox"/> New	<input type="checkbox"/> Plumbing	Front:          Side:
<input type="checkbox"/> Accessory		<input type="checkbox"/> Addition	<input type="checkbox"/> Electrical	Rear:          Side:
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Other: _____	<input type="checkbox"/> HVAC	Front:          Side:
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Other: _____	<input type="checkbox"/> HVAC	Rear:          Side:
<u>Project Description:</u>			<u>Lot Coverage:</u>	<u>Land Disturbance:</u>
			Existing:	Area (Sq Ft):
			Proposed:	Fill/Ex (Cu Yds):
			Height (to peak):	<small>Any land disturbing activities over 4,000 square feet or filling &amp; excavation totaling over 100 cubic yards requires a separate erosion control &amp; stormwater management permit.</small>
Project Plans (see reverse side)				
<input type="checkbox"/> Site Plan		<input type="checkbox"/> Building Plans		<input type="checkbox"/> Grading/Drainage & Erosion Control Plan/Permit
Additional Requirements (Check all that apply)				
<input type="checkbox"/> Special Exception No. _____		<input type="checkbox"/> Shoreland Zoning Permit No. _____		<input type="checkbox"/> Floodway/Floodplain
<input type="checkbox"/> Sanitary Permit No. _____		<input type="checkbox"/> Garners Creek Stormwater Utility Permit No. _____		Conditional Use Permit No. _____
<u>Zoning Administrator Remarks:</u> _____				
Acknowledgement, Certification & Permission				
<b>Acknowledgement:</b> <i>The applicant &amp; landowner agree to comply with all applicable codes/zoning ordinances, state statutes, local, federal and state building code requirements and with the conditions of this permit; understands that the issuance of this permit creates no legal liability, expressed or implied by the Town of Buchanan; and certifies that all the information stated above is hereby correct.</i>				
<b>Certification:</b> The applicant & landowner certify that the information contained in this form and attachments is true and accurate. I understand that failure to comply with any or all of the provisions of Town Ordinances and/or permit may result in notices, fines / forfeitures, stop work orders, permit revocation, and cease & desist orders.				
<b>Permission:</b> The landowner hereby gives the permit authority permission to enter and inspect the property to evaluate this permit application, to determine compliance with the ordinances, and to perform corrective actions after issuing proper notice to the landowner.				
Applicant Signature				Date
Landowner Signature				Date

LEAVE BLANK – FOR TOWN USE ONLY

Fee(s)\$:	Receipt No:	Date Received:	Zoning Review:
Building Inspector Signature:		Date Issued:	Insp Completion Date:

**Project Plans**

- Site Plan.** A detailed drawing, drawn to scale, indicating lot lines, roads, driveways, sidewalks, buildings, structures, building setbacks, and any other pertinent information shall be submitted.
- Building Plans.** A detailed drawing, drawn to scale, indicating all floor plans, elevations and any other pertinent information shall be submitted.
- Grading/Drainage Plan.** A detailed drawing, drawn to scale, indicating the ground elevation at the foundation and at all lot corners. All grades must be consistent with an approved grading/drainage plan for the subdivision, if one exists. If there is no grading/drainage plan, the average grade elevation of the adjacent lands must be maintained.

**Site Plan Example**

(With typical Residential/Rural Residential Setback minimums, please check zoning ordinance for specific setbacks)

