



**Department of Development and Land Services**  
**Planning & Zoning | GIS & Land Information**  
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## Quick Guide to Shoreland Zoning Permit Applications

Explanation of the three (3) types of Shoreland Zoning Permits issued by Outagamie County. Development within 300 ft of the ordinary high water mark of a navigable waterway requires one of the following permit types.

<b>TYPE 1:</b>	<b>Shoreland Zoning – Principal Structure</b>	<b>\$450</b>
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- Select this permit type for any Principal Structure (e.g. single-family residence), including any associated filling and grading (Sec 44-305).
- Site Plan Requirements: See “Small Project Checklist” below.

<b>TYPE 2:</b>	<b>Shoreland Zoning – Filling &amp; Grading</b>	<b>\$450</b>
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- Select this permit type for any Filling & Grading activities which has surface drainage toward the water and on which there is either (Sec 44-173):
  - Any filling or grading on slopes more than 20%
  - Filling or grading of more than 1,000 ft<sup>2</sup> on slopes of 12-20%
  - Filling or grading of more than 2,000 ft<sup>2</sup> on slopes less than 12%
- Site Plan Requirements: See “Small Project Checklist” below.

<b>TYPE 3:</b>	<b>Shoreland Zoning – Accessory Structure</b>	<b>\$150</b>
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- Select this permit type for any Accessory Structure (e.g. fence, deck, and patio) (Sec 44-305). Projects including land disturbing activity may be subject to the above Filling & Grading requirements.
- Site Plan Requirements:
  - Tax Parcel Number(s)
  - North Arrow
  - Proposed Structure(s) Dimensions
  - Measurements of Proposed Structure(s) to Property Lines
  - Measurements of Proposed Structures(s) to Ordinary High Water mark
  - Location of 300 ft Shoreland Zoning Buffer
  - Location of Floodplain (if applicable)



## Site Plan Requirements - Erosion Control/Stormwater Permits

### SMALL PROJECT

(<20,000 ft<sup>2</sup> Impervious & <43,560 ft<sup>2</sup> Land Disturbance)

The following includes a list of REQUIRED site plan information items for SMALL PROJECT Erosion Control & Stormwater permit applications. Please ensure all applicable items are included on the site plan. Items not included may result in an incomplete permit application. Applications shall be submitted via the [Outagamie County CityView Web Portal](#).

GENERAL	Common Scale w/ Graphic Bar
	Legend & North Arrow
	Tax Parcel Number(s) & Site Address (if assigned)
	Project Narrative
	Schedule w/ Approximate Dates (Construction & Soil Stabilization, etc.)
	Property Owner Contact Info (Phone, Email Address & Mailing Address)
	Builder/Contractor Info (Phone, Email Address & Mailing Address)
ZONING	Zoning District
	Existing & Proposed Use Statement
	List Required Setbacks (Front, Rear, Side Yards)
	List Required Lot Coverage Requirements
CALCS	Lot Coverage Percentage
	Area Calculation—Disturbed (ft <sup>2</sup> of proposed disturbed area)
	Area Calculation—Impervious (ft <sup>2</sup> of proposed impervious surface)
LAYOUT / DESIGN	Existing & Proposed Structures
	Location of Existing and Proposed Well(s) & POWTS System(s)
	Property & Easement Lines
	Required Setback Lines (Front, Rear, Side Yards)
	Show Distance of Proposed Structure(s) to Property Lines & Other Structures
	Existing & Proposed 1 ft Contours w/ Critical Spot Elevations (Sub-foot)
	Critical Structure Elevations (Garage Floor, First Floor, Lowest Exposed Window, Top of Wall, Culverts, etc.)
	Identify Slopes (of 5:1 (20%) or greater)
	Erosion Control Best Management Practices (Perimeter Protection, Tracking Pad, Erosion Matting, etc.)
	Reference WDNR Technical Standards for Best Management Practices (BMPs)
	Identify methods & locations to show how the impervious has been 'Disconnected' (downspouts, parking areas, etc.)
ENVIR	Identify & quantify any offsite water directed at the site and how it will be managed
	WDNR Mapped/Delineated Wetlands & Setbacks (Include Delineation Source & Date)
	Copies of Permits/Approvals from WDNR/ACOE /FEMA (NOI, Wetland Fill, Etc.)
	Shoreland District 300 ft Buffer, Navigable Waterway & 75 ft Setback
	100 Year Floodplain (BFE, Floodway, Floodfringe, Flood Storage)