



Pier Permit Application

Date:	
Property Owner Name:	
Property Owner Phone:	Property Owner Email:
Property Address:	
Tax Parcel Number:	Amount of Lake Frontage:
Project Description:	
Contractor Name:	
Contractor Address:	
Contractor Phone:	Contractor Email:

Fee: \$ 250.00 Admin Fee 10% Total Fee: \$275.00

SUBMITAL		
<input type="checkbox"/>	Survey (required if pier is 15 feet or closer to riparian line) or scaled Site Plan indicating the follow:	
<input type="checkbox"/>	Existing pier configuration, existing structures, and existing shoreline conditions / Per Sec. 54-86(b)(2)(a)	
<input type="checkbox"/>	Proposed pier configuration, proposed structures, and proposed shoreline alterations / Per Sec. 54-86(b)(2)(b)	
<input type="checkbox"/>	Riparian rights: extended lot line method and extended knitter method / Per Sec. 54-86(b)(2)(c)	
<input type="checkbox"/>	Adjacent properties include distance to closest piers or structures / Per Sec. 54-86(b)(2)(d)	
<input type="checkbox"/>	Copy of DNR application	
<input type="checkbox"/>	Written update regarding status of DNR application	
<input type="checkbox"/>	Proof that notification was sent via certified mail to abutting riparian neighbors	
<input type="checkbox"/>	Signed Cost Recovery agreement	
FOR INTERNAL USE ONLY		
<input type="checkbox"/>	Lakefront & Harbor Committee Review	
<input type="checkbox"/>	Village Board approval/denial	
<input type="checkbox"/>	Permit issued	Date: Number:
<input type="checkbox"/>	As-built Survey submitted	Date:
<input type="checkbox"/>	Photos of Completed Project submitted	Date:
<input type="checkbox"/>	Project Complete:	

NOTES:

Sec. 54-86. Pier permit required

(a) *Permits required.*

- (1) Riparian proprietors who construct or place a wharf or pier or cause the same to be done, shall, prior thereto, obtain a permit from the board. Once a permit is issued by the board, no future permit is required so long as the structure remains in the same form and location. This subsection shall not apply to a permissible pre-existing wharf or pier as defined in subsection 54-83(c)(2). Any extension or modification to a permissible pre-existing wharf or pier, however, shall require a permit as provided in this subsection.

In addition to any other fees required to be paid in conjunction in the filing of an application pursuant to this section, the applicant shall compensate the village for all costs and expenses the village incurs in the administration, investigation and consideration of any application or request pursuant to this section, including the cost of retaining the services of professional consultants. The obligation to compensate the village for its costs or expenses shall extend to pre-submission discussions with the village or its representatives which precede an application pursuant to this section.

- (2) No person shall erect, construct, place, extend or maintain any pier in such a manner that it violates any of the provisions of this section or any applicable laws or any rule, order or regulation of the state department of natural resources. However, any permit granted to a riparian proprietor by the state department of natural resources pursuant to Wis. Stats. § 30.12, shall deem the pier to be in compliance with this section, to the extent of the permit so granted.
- (3) Any proposed expansion, extension, or alteration of an existing nonconforming pier shall meet the requirements of the code in those areas of proposed expansion, extension, or alteration, and shall not create a greater degree of nonconformity. Proposed expansions, extensions, or alterations that do not comply with the requirements of this chapter shall not be permitted, unless a variance is granted by the zoning board of appeals.

(b) *Application for permit.* Complete applications are to be filed with the clerk a minimum ten days prior to the lakefront and harbor committee meeting and shall contain the following information:

- (1) Building permit application form, including the following information:
 - a. Name, address and telephone number of the applicant.
 - b. Name, address and telephone number of the owner of the land in front of which the pier is to be placed.
 - c. Description of the real estate in front of which the pier is to be placed, including frontage on lake, tax key number and address.
 - d. Name, address and telephone number of the contractor installing or modifying the pier.
- (2) A scaled site plan indicating the following:
 - a. Existing pier configuration, existing structures (buoys, swim rafts, swim platforms, ramps, etc.) and existing shoreline conditions.
 - b. Proposed pier configuration, proposed structures (buoys, swim rafts, swim platforms, ramps, etc.) and proposed shoreline alterations.
 - c. Riparian rights: extended lot line method and extended knitter method.
 - d. Adjacent properties, including distance to closest piers or structures.

- (3) Documentation which depicts compliance with section 54-83, which shall include, but shall not be limited to, the placement of the pier at a minimum 12.5-foot setback from riparian lines, and that it does not extend beyond the pierhead line, which has been established as 100 feet waterward from the shoreline. (Note: An exception to extending beyond the pierhead line, may be permitted, in accordance to subsection 54-83(c)(1).) A certified survey shall be required for those proposals depicting the location or configuration of piers 15 feet or closer to adjacent riparian lines, whether by extended lot line or knitter method.
 - (4) A copy of the application filed with the state department of natural resources pursuant to Wis. Stats. § 30.12.
 - (5) Written update regarding the status of the state department of natural resources application.
 - (6) Proof that notification was sent via certified mail to the applicant's abutting riparian neighbors that the applicant is seeking a permit.
 - (7) The applicant shall sign an acknowledgement and certificate on a cost recovery agreement form to be made available by the village clerk, acknowledging the applicant's responsibility for all village costs and expenses directly or indirectly related to the application.
- (c) *Investigation.* Upon filing of such application with the village clerk, the clerk shall refer the application immediately to the building and zoning department to determine and put in writing, if the application is complete. The completed application shall be forwarded to the lakefront and harbor committee to determine if all of the requirements of this section, applicable laws, and rules and orders of the state department of natural resources, will be complied with.