



**Town of Liberty Grove
Door County, Wisconsin
www.libertygrove.org**

Applications Guide for

Land Divisions

Zoning Changes

Site Plan Approvals

Zoning and Building Permits

Driveway Construction Permits

Mobile Home Permits

Communication Towers Permits

2011 Edition

Introduction

Purpose

This Guide was developed to help you understand the requirements and procedures necessary in proceeding with your applications. These steps will ensure careful consideration of your request.

Land Use Plan

If you are contemplating any new land use activity, please read and become familiar with the Town of Liberty Grove's Comprehensive Plan as it applies to your project, which was written as a guideline for future development.

Ordinances

You should also read and become familiar with those Town & County ordinances that apply to the land use activity you are considering.

The Application Guide

When you have reviewed the applicable documents, consult this Guide. Because each applicant has different requests, this guide is divided into sections pertaining to each type of land use request. In the writing of this Guide, an effort was made to summarize all pertinent Town of Liberty Grove procedures in one place.

Multiple Requests

If your request involves multiple activities such as dividing land, having it rezoned, and building a house, you will need to get several permits and approvals. Because you will need to follow a similar process for each activity if done separately, you may save time and money by combining your efforts. If you combine your requests, the “whole package” can be viewed at the same time. You need to follow all the individual requirements, but you will only need to submit one set of each of the exhibits required. Likewise, all required site visits and public hearings can be combined. If you are not sure what you want to do as a “whole package,” you may proceed with the individual requests.

Before Applying

Prior to completing and formally submitting an application you are invited and encouraged to bring questions before the Town Plan Commission for a pre-application concept review. The intent and purpose of such review is not to make a formal determination, but to discuss in an informal setting your concept’s compatibility with existing ordinances and planned land use for the Town. There is no fee for the pre-application concept review.

Help

If you have any questions about this Guide, the applications, or required attachments, please contact the Town of Liberty Grove office. Please check with the Clerk to be sure you have the latest edition before submitting any applications.

Land Divisions

Who Needs Them

All land divisions less than or equal to 10 acres require approval by the County of Door. The County’s policies can be found in its Land Division Ordinances.

The Door County Land Division Ordinance is a complex document. Discussion with County Planning staff, an attorney and/or surveyor is encouraged during the review of same if you have any questions in regards to that Ordinance or any specific legal or zoning questions regarding the Ordinance.

A minor land division is currently defined as a division that comprises new creation of four (4) or fewer new parcels from a larger tract. A minor land division process may only involve an over the counter permitting process, but such process shall also include compliance with any applicable State or County codes or ordinances, including the possibility of coordination with the Department of Natural Resources.

Although the Town does not have its own Land Division Ordinance, copies of all permit applications submitted to the County shall also be submitted to the Town with the appropriate Town application and review fee within five (5) business days of submission to the County (to allow time for changes to the County submittal, if determined necessary by the County).

To Apply

Submit a Land Division Application and its appropriate fee to the County of Door. If the intent or purpose is to create more than 4 new parcels more restrictions will apply.

Requirements

Be aware that for any land reconfiguration, either by land division or joining of properties, a certified survey map will most likely be required.

Zoning Changes**Who Needs Them**

Zoning changes may involve a change from one zoning classification to another zoning classification (a map amendment). They may also involve a change in the type of use allowed within an existing classification (a text amendment). Decisions on requests for zoning changes in the Town of Liberty Grove are made jointly by the Town and County. Such requests must be consistent with the policies of both governments. The Town's policies can be found in the Town's Comprehensive Plan. The County's policies can be found in the County's Comprehensive Plan.

Before coming to the Town you should confirm with the Door County Planning Department that the use you propose is consistent with the zoning classification to which you are requesting a change or with the list of permitted or conditional uses allowed.

To Apply

Submit a Zoning Change Application and its appropriate fee to the County Planning Department. Planning staff will list the documents required with the application, but most likely will include the following:

- a. Plat Map
- b. Aerial photo
- c. Petition for zoning amendment form & fee
- d. Legal description

After Applying

County Planning staff will determine the sufficiency of the application and supporting documents. Upon this determination the completed application will be forwarded to the Town and furnish a 28 day review period. Within the 28 day review period, you may be asked to appear at a Town Plan Commission and/or Town Board meeting to explain your application. Based on the results of the Plan Commission and/or Town Board meeting, the Town may send a letter of support or non-support regarding your request to the County Planning Department. Upon completion of the 28 day review period, County Planning will schedule a hearing before the County Resource Planning Committee (RPC) and notify you to appear at that hearing and explain your request to them. A decision by the RPC may be made the same night of the hearing. If the decision is favorable, the next step is presentation to the County Board for their action.

Zoning and Building Permits

Zoning Permits

All construction of new buildings, manufactured homes, including accessory buildings (for definitions of ag and non-ag accessory buildings see the definitions, and all additions or additional stories (see definitions), except the ones exempted in the Door County Zoning Ordinance require a zoning permit issued by the County. For additional information on the requirements for obtaining a zoning permit from the County of Door, you may refer to Chapter 11 of the Door County Zoning Ordinance which contains more specifics (available on line at the Door County government website). Call the Planning Department at the Door County Government Center at 920-746-2323 and ask for your area representative.

Building Permits

Building permits are required by the state. The Town's policies on building permits can be found in the Town's Building Permit Code Ordinance 2-00 and its amendments.

No Building Permit will be issued until a County zoning permit, applicable sprinkler requirements, County Soil & Water Conservation Department erosion/stormwater plans, and/or other necessary documents as required are approved and copies of compliance are submitted for the Town files. In the event a waiver is given to any of the aforementioned requirements, this too shall be documented and a copy placed on file in the Town's records.

In the case of commercial or commercial/residential endeavors the following shall also be required: 2 copies of stamped state approved plans or their equivalent as required by the Wisconsin Department of Commerce.

Before any construction takes place or a building permit is issued an approved driveway permit must be obtained and the driveway must be sited in accordance to the Town Driveway Ordinance and usable for construction purposes. Driveway construction permit applications are available from the Town Clerk. Driveways off state and county roads shall obtain the proper driveway permits from state and county agencies. A letter or certificate of compliance indicating the proper standards have been met shall be filed with the Town for their records within 15 days of completion.

To Apply For a Building Permit

Submit a Wisconsin Uniform Building Permit Application and its appropriate fee to the Town of Liberty Grove building inspectors. The following documents must be submitted with the Permit Application to the building inspector before a building permit can be issued:

- a. County Zoning Permit
- b. County Erosion control Plan for the building site (if required)
- c. Approved driveway permit
- d. County Sanitary Permit
- e. Land Division Approval (if this property was divided from a larger one)
- f. Building plans, application, fee

After receipt of all of the above, the building inspector may issue a building permit.

To Renew a Building Permit

For renewal information please refer to Town of Liberty Grove Ordinance 2-00, Building Code, Permit and Inspection Fees, and its amendments. A copy of this ordinance can be obtained at the Town office.

Suggestion:

It would be wise to check first with both the Town and then the County before starting so you will know what requirements you will need to follow as well as what information you will need to gather so that you can satisfy both entities as you proceed.

Manufactured Home Permits

Please refer to the Door County Zoning Ordinance for manufactured home permit requirements. The ordinance may be obtained from the Door County website or Door County Planning at 421 Nebraska St, phone 920-746-2323.

Telecommunication Tower Permits

No telecommunication tower shall be constructed without a telecommunication tower permit issued by the Town of Liberty Grove per Ordinance 2-16. This ordinance applies to towers that are 200 ft. or less. A copy of Ordinance 2-16 can be found on the Town of Liberty Grove web site or obtained by calling the Town office at 920-854-2934. The latest version of the telecommunication tower ordinance for towers in excess of 200 feet can be obtained on the Door County web site, or a hard copy may be obtained from the Door County Planning Department. Permit applications may be obtained from Door County Planning, 421 Nebraska Street in Sturgeon Bay, phone 920-746-2323.

Adopted by the Liberty Grove Town Board at a regular Board meeting on February 20, 2013.

Walter L. Kalms, Clerk/Administrator