



# Shoreline Alteration Permit

PIN# \_\_\_\_\_  
(From Tax Bill – (3 digits-4 digits-3 digits-4 digits) - Include All Zeros and Decimal Points)

**Permit No.** \_\_\_\_\_  
(Office Use Only)

1. Name of Owner \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
E-mail \_\_\_\_\_ Cell: \_\_\_\_\_  
Address of Project Site \_\_\_\_\_  
(If different)

2. Name of Agent \_\_\_\_\_ Phone: \_\_\_\_\_  
(If different than owner)  
Address \_\_\_\_\_

3. Name of Contractor \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_

4. Legal Description of Site \_\_\_\_\_  
\_\_\_\_\_

5. Proposed Project Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

6. The project site **is / is not** in the floodplain. (CIRCLE ONE) The project site **is / is not** in a wetland. (CIRCLE ONE)  
Please contact Conservation, Planning, and Zoning Staff to determine if your property is within one of these areas:

7. Calculate the area to be disturbed by filling and grading activities. Include stockpile areas or any other areas where bare soil will be exposed. \_\_\_\_\_ square feet.

8. Purpose for the shoreland alteration/earth disturbance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Spoil (excess excavated material) **will / will not** be removed from the parcel. (CIRCLE ONE) If spoil is to be used on the project site, indicate this on your plan. If spoil will be removed from the parcel please provide legal description and/or address of disposal site. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Attach completed site plans for existing and proposed features.

11. Attach completed Shoreland Impervious Surface Calculations worksheet. (If Applicable)

**Final Impervious Surface Calculation**  
(From Shoreland Impervious Surface Calculation Worksheet)

$$\left( \frac{\text{Total Sq.Ft of Impervious Surfaces}}{\text{Total Sq.Ft of Shoreland Lot}} \right) \times (100) = \boxed{\text{Total \% of Impervious Surfaces}}$$

(Within 300' Of the OHWM)                      (Total Lot Area)

THE FOLLOWING CONDITIONS ARE TO BE APPLIED TO ALL PERMITS.

1. All activities must be performed using appropriate best management practices specified in the DNR Stormwater Manual (<https://dnr.wi.gov/topic/stormwater/manual.html>).
2. The area of soil disturbed or exposed and length of time of disturbance/exposure shall be minimized.
3. Fill shall not be deposited in any floodplain or wetland without proper written authorization.
4. Erosion control practices shall be installed for all filling, grading, and excavating projects within 100 feet of the Ordinary High Water Mark of a lake or stream, on slopes greater than 5%, and on all projects within 25 feet of a property line. All erosion control practices/plans shall be approved by Marathon County Conservation, Planning & Zoning Department prior to issuing a Shoreland Alteration Permit.
5. All final slopes as a result of excavation or filling shall not exceed one (1) foot vertical to three (3) foot horizontal.
6. No spoils shall be placed within 35 feet of the Ordinary High Water Mark.
7. No heavy equipment shall be permitted to operate on or below the Ordinary High Water Mark.
8. Total area to be filled, graded or excavated shall not exceed 10,000 square feet in size including the area of the private onsite wastewater treatment system.
9. Post construction runoff shall be considered and appropriately controlled to prevent erosion and sediment transport.
10. Upland slopes and drainage ways shall be stabilized according to accepted engineering practices.
11. The permit shall expire six (6) months from the date of issuance if project hasn't been initiated, unless a written renewal request is submitted with the appropriate fee to the Department.

The undersigned hereby makes application for a Shoreland Alteration Permit for the work described and located as shown herein. The undersigned agrees that all work shall be done in accordance with the requirements of the Marathon County Zoning Ordinance including conditions set forth as part of the permit issuance process and with all other applicable county ordinances and the laws and regulations of the State of Wisconsin. I declare that the information that I am supplying is true and accurate to the best of my knowledge, and I acknowledge this information will be relied upon for the issuance of this permit. By signing this application I am granting permission to department staff to enter my property at any reasonable time for the purpose of inspection to assure compliance with the zoning laws relative to the issuance of this permit.

\_\_\_\_\_  
**Owner Signature (required)**

\_\_\_\_\_  
 Date

\_\_\_\_\_  
**Agent / Person responsible for work Signature (required)**

\_\_\_\_\_  
 Date

**FOR OFFICE USE ONLY:**

\_\_\_\_\_  
**Issued By: (Signature)**

\_\_\_\_\_  
 Date

**Fee \$** \_\_\_\_\_  
 Make checks payable to Marathon County

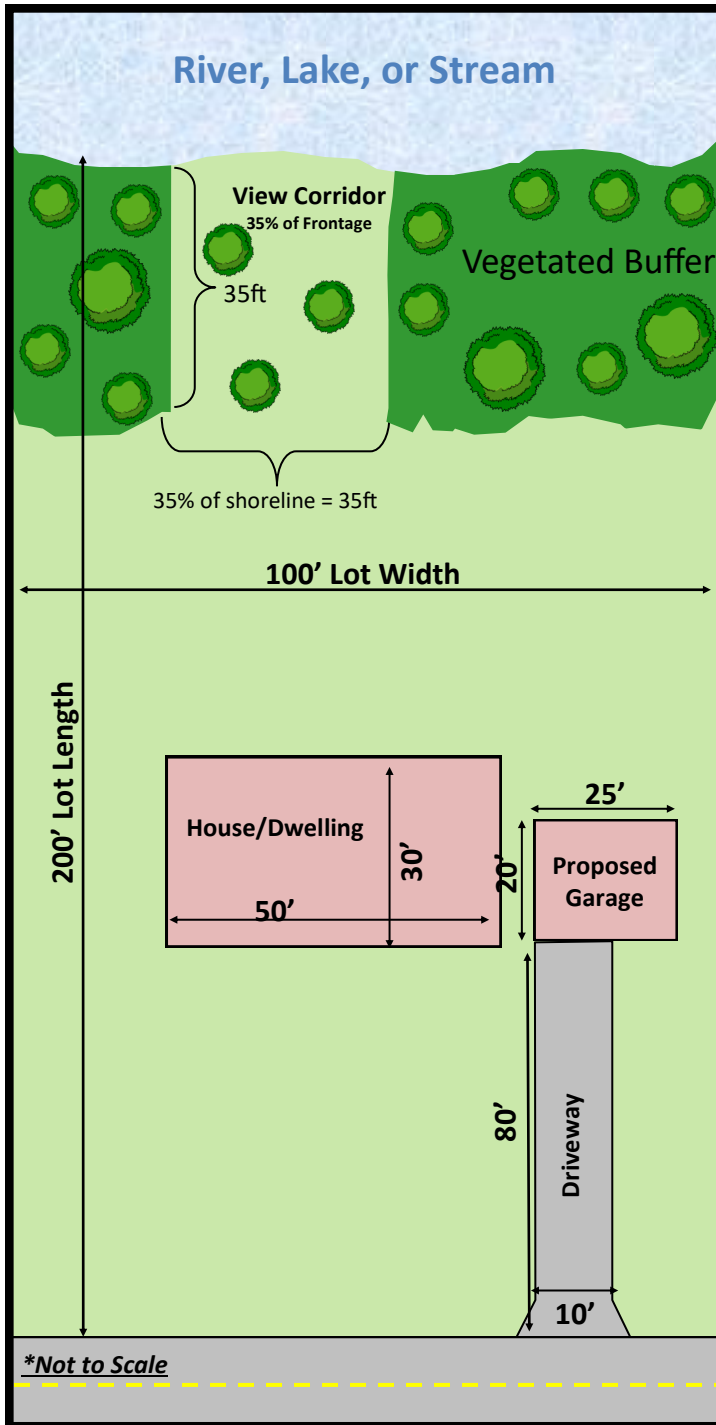
PERMIT EXPIRES: \_\_\_\_\_

Inspections:

Date	Inspector	Remarks
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# Shoreland Impervious Surface Calculations

Riparian lots or properties entirely within 300' of the Ordinary High Water Mark



## How do I calculate total impervious surfaces?

Impervious surfaces are all those surfaces that do not allow rain to absorb into the soil. This includes: roofs, paved areas such as driveways, sidewalks and patios, and compacted areas such as graveled driveways, walkways, and play areas. To calculate the percent of **existing and proposed** impervious surfaces on your lot: divide the total square footage of **existing** impervious surfaces by the total square footage area of your lot then multiply by 100. Then divide the total square footage of **proposed** impervious surfaces by the total square footage area of your lot then multiply by 100. Please view the example below as a reference.

Impervious Surface Items	Dimensions	Surface Area (ft <sup>2</sup> )
House/Dwelling	Length 30' x Width 50'	1,500 sq. ft.
Proposed Garage	Length 20' x Width 25'	500 sq. ft.
Driveway	Length 80' x Width 10'	800 sq. ft.
<b>Total Impervious Area</b>		<b>= 2,800 sq. ft.</b>

Impervious and treated surfaces are determined by Marathon County Conservation, Planning & Zoning Staff.

**Total Existing Impervious Area (Square Feet): =2,800 sq. ft.**

**Total Lot Area (Square Feet): =20,000 sq. ft.**

**$(2,800 \text{ sq. ft.}) \div (20,000 \text{ sq. ft.}) \times 100 = 14\% \text{ Impervious}$**   
Total Impervious Area ÷ Total Lot Area x 100 = Impervious Surface Calculation

**Total Proposed Impervious Area (Square Feet): = 3,800 sq. ft.**

**Total Lot Area (Square Feet): =20,000 sq. ft.**

**$(3,800 \text{ sq. ft.}) \div (20,000 \text{ sq. ft.}) \times 100 = 19\% \text{ Impervious}$**   
Total Impervious Area ÷ Total Lot Area x 100 = Impervious Surface Calculation

## Conservation, Planning & Zoning Department

# Shoreland Impervious Surface Calculations



Riparian lots or properties entirely within 300' of the Ordinary High Water Mark

PARCEL PIN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Permit# \_\_\_\_\_  
(From Tax Bill - Include All Zeros and Decimal Points) (FOR OFFICE USE ONLY)

Name of Owner \_\_\_\_\_

Address of Project Site \_\_\_\_\_

**Parcel Impervious Surface Percentage ≤ 15% = No Mitigation Required**

**Parcel Impervious Surface Percentage from 15.1% to 30% = Requires Mitigation** \*See mitigation help sheet

## Calculating the percent of existing impervious surfaces on your lot within 300 feet of OHWM:

Impervious surfaces are those surfaces/areas that releases the runoff of all or a majority of the precipitation that falls onto it. "Impervious surface" excludes frozen soil but includes rooftops, sidewalks, driveways, parking lots, and streets unless specifically designed, constructed, and maintained to be pervious. **Please fill in the information that is applicable to your project below and calculate the percent of existing impervious areas within your lot.**

- House/Dwelling (square footage of roof) \_\_\_\_\_ sq. ft.
- Driveway(s), Paved or Unpaved \_\_\_\_\_ Sq. ft.
- Parking pads(s) Paved or Unpaved \_\_\_\_\_ sq. ft.
- Walkway(s), concrete, pavers, or gravel \_\_\_\_\_ sq. ft.
- Patio(s), (including wood slatted decks) \_\_\_\_\_ sq. ft.
- Outbuilding 1 (square footage of roof and slabs) \_\_\_\_\_ sq. ft.
- Outbuilding 2 (square footage of roof and slabs) \_\_\_\_\_ sq. ft.
- Other Impervious Areas ( \_\_\_\_\_ ) \_\_\_\_\_ sq. ft.
- Other Impervious Areas ( \_\_\_\_\_ ) \_\_\_\_\_ sq. ft.
- Other Impervious Areas ( \_\_\_\_\_ ) \_\_\_\_\_ sq. ft.
- Total ft<sup>2</sup> of Existing Impervious Surfaces** **Total** \_\_\_\_\_ Sq. Ft.

Total sq. ft. of  
Impervious Surfaces  
*(Within 300' of the OHWM)*

Total sq. ft. of  
Shoreland Lot  
*(Total Parcel Area)*

( \_\_\_\_\_ ) ÷ ( \_\_\_\_\_ ) X (100) = Total % of Impervious Surface

FOR OFFICE USE ONLY

Reviewer Signature \_\_\_\_\_

Date \_\_\_\_\_

# Shoreland Impervious Surface Calculations



Riparian lots or properties entirely within 300' of the Ordinary High Water Mark

PARCEL PIN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 (From Tax Bill - Include All Zeros and Decimal Points)

Permit# \_\_\_\_\_  
 (FOR OFFICE USE ONLY)

Name of Owner \_\_\_\_\_

Address of Project Site \_\_\_\_\_

**Parcel Impervious Surface Percentage ≤ 15% = No Mitigation Required**

**Parcel Impervious Surface Percentage from 15.1% to 30% = Requires Mitigation** \*See mitigation help sheet

## Calculating the percent of proposed impervious surfaces on your lot within 300 feet of OHWM:

Impervious surfaces are those surfaces/areas that releases the runoff of all or a majority of the precipitation that falls onto it. "Impervious surface" excludes frozen soil but includes rooftops, sidewalks, driveways, parking lots, and streets unless specifically designed, constructed, and maintained to be pervious. **Please fill in the information that is applicable to your project below and calculate the percent of proposed impervious areas within your lot.**

- House/Dwelling (square footage of roof) \_\_\_\_\_ sq. ft.
- Driveway(s), Paved or Unpaved \_\_\_\_\_ Sq. ft.
- Parking pads(s) Paved or Unpaved \_\_\_\_\_ sq. ft.
- Walkway(s), concrete, pavers, or gravel \_\_\_\_\_ sq. ft.
- Patio(s), (including wood slatted decks) \_\_\_\_\_ sq. ft.
- Outbuilding 1 (square footage of roof and slabs) \_\_\_\_\_ sq. ft.
- Outbuilding 2 (square footage of roof and slabs) \_\_\_\_\_ sq. ft.
- Other Impervious Areas ( \_\_\_\_\_ ) \_\_\_\_\_ sq. ft.
- Other Impervious Areas ( \_\_\_\_\_ ) \_\_\_\_\_ sq. ft.
- Other Impervious Areas ( \_\_\_\_\_ ) \_\_\_\_\_ sq. ft.

**Total ft<sup>2</sup> of Proposed Impervious Surfaces** \_\_\_\_\_ **Total** \_\_\_\_\_ Sq. Ft.

Total sq. ft. of  
 Impervious Surfaces  
*(W/in 300-ft of OHWM)*

Total sq. ft. of  
 Shoreland Lot  
*(Total Parcel Area)*

( \_\_\_\_\_ ) ÷ ( \_\_\_\_\_ ) X (100) = Total % of Impervious Surface

FOR OFFICE USE ONLY

Reviewer Signature \_\_\_\_\_

Date \_\_\_\_\_

# MARATHON COUNTY DEMOLITION PERMIT

Applicant Name: \_\_\_\_\_

PIN # \_\_\_\_\_

Address of property where the wrecking, razing, or demolition of a building or structure will occur:

\_\_\_\_\_

Date demolition will occur: \_\_\_\_\_ Time period of demolition: \_\_\_\_\_

I, the applicant, hereby certify that the statements contained in the application are true and correct, that I have read and understand the conditions on this form and the ordinances, and if granted a permit, I will comply with all terms and conditions that apply.

- All utilities including but not limited to such utilities as water, electricity, gas and sewer, having service connections with the building or structure of the work to be done have been notified.
- All connections such as meters and regulators have been removed or sealed and plugged in a safe manner.
- Barricades or safeguards as directed by the Zoning Administrator must be erected at the worksite to promote public safety.
- All rubble, rubbish, and other debris from any work or construction site shall be removed promptly so as to safeguard against health safety and welfare of the public. All rubble and rubbish shall be hauled to a site that is either a licensed solid waste disposal facility or will otherwise allow the deposit of such materials under all state and town laws, ordinances, and regulations.
- All rubble, rubbish, and other debris must be removed within 35 feet of the ordinary high water mark.
- No machinery or construction material below the ordinary high water mark.
- Plot Plan submitted showing which structures that are being removed.
- Attach description of how site will be reclaimed (if applicable)??

Signed by the Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by the Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Issued by Authorized County Representative: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE RETURN TO:

Marathon County Conservation, Planning and Zoning Department

210 River Drive

Wausau, WI 54403

Email: [cpz@co.marathon.wi.us](mailto:cpz@co.marathon.wi.us)

Phone: 715-261-6000

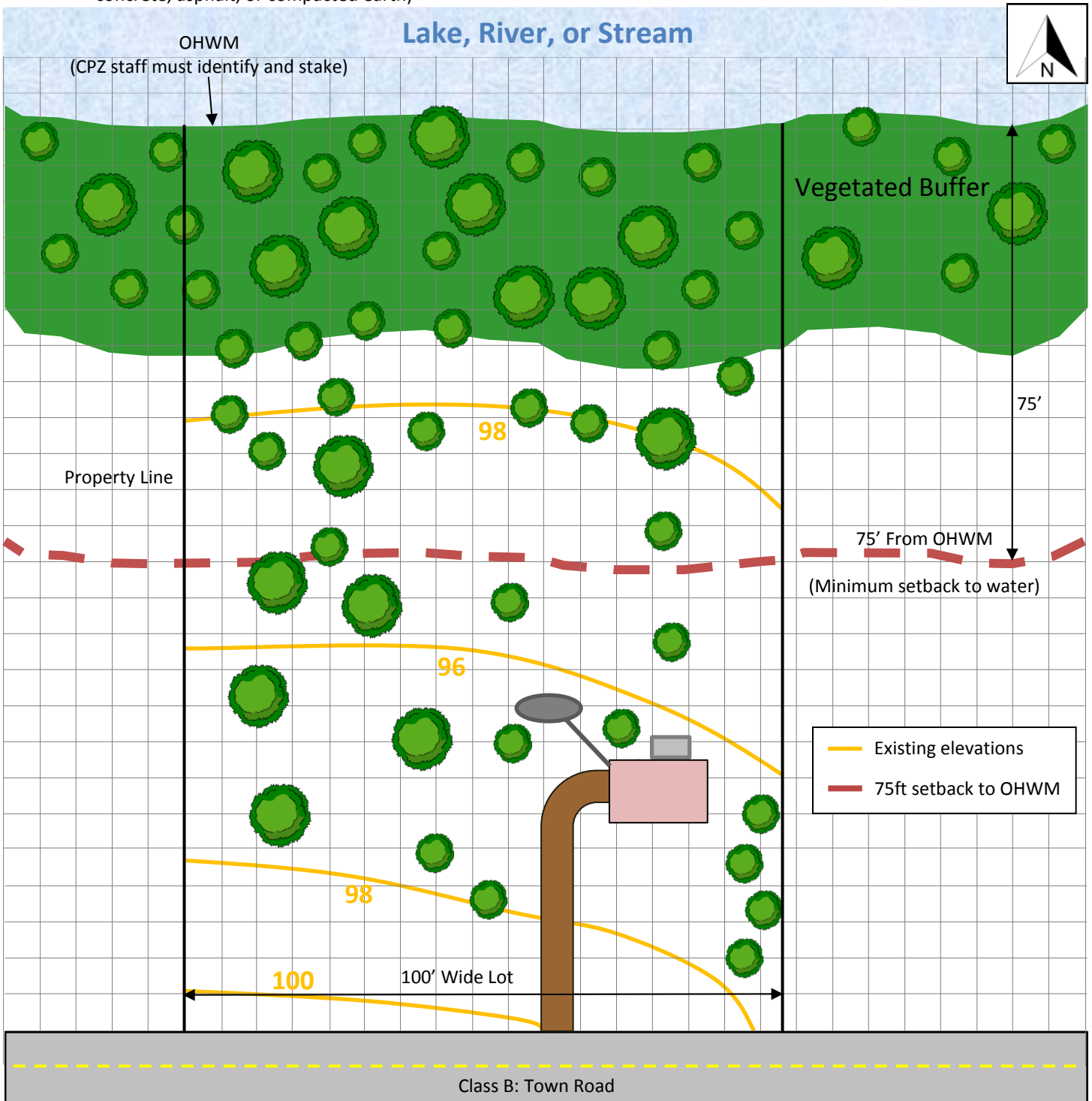
FAX: 715-261-6016



# Example: Site Plan with Existing Site Characteristics

**Requirements:** (indicate dimensions, square footage, scale, and label site features)

- Existing slopes and elevations of property
- Landscaping (gardens, trees, and unique site features)
- Screening (berms, fences, bushes, or screens)
- Private sewage system location (tanks and drain field)
- Driveways, parking pads, paved or unpaved (gravel, concrete, asphalt, or compacted earth)
- Existing structures (principal and accessory)
- Current practices for surface and storm water management
- Property boundaries (include easements)
- North arrow (include scale if applicable)

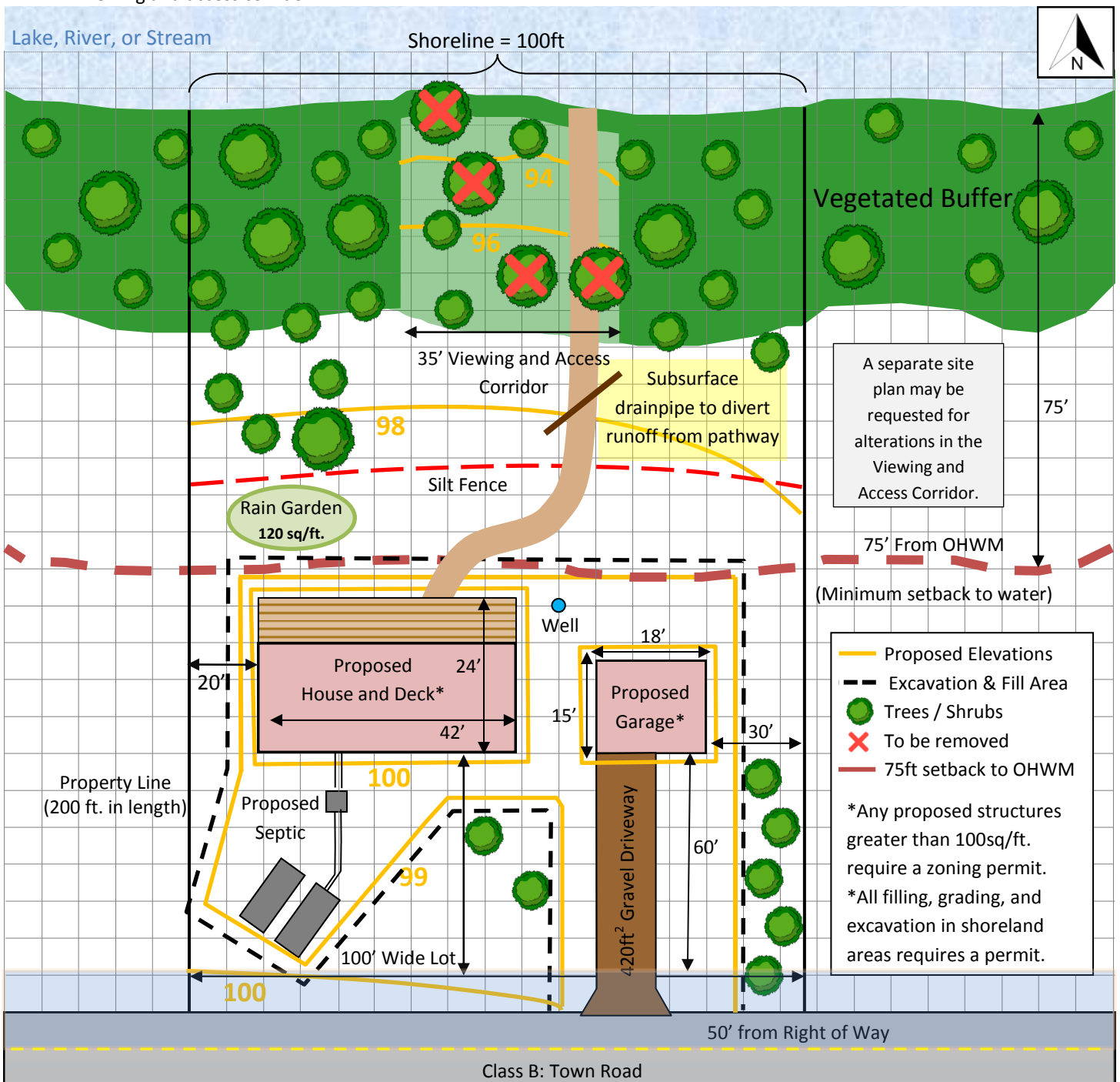




# Example: Site Plan with Proposed Site Characteristics


## Requirements: (indicate dimensions and square footage)

- ✓ Proposed slopes and elevations of property
- ✓ Areas to be excavated, filled, or graded
- ✓ Private sewage system location (tanks and drain field)
- ✓ Driveways and parking pads paved or unpaved (gravel, concrete, asphalt, or compacted earth)
- ✓ North arrow (include scale if applicable)
- ✓ Indicate trees to be removed or planted within the viewing and access corridor
- ✓ Plans for management of surface waters and storm water (Best Management Practices)
- ✓ Setbacks of buildings (proposed and minimum setbacks)
- ✓ Property boundaries
- ✓ Landscaping (gardens, trees, and unique site features)
- ✓ Screening (berms, fences bushes, or screens)
- ✓ Mitigation details (if applicable)






# Site Plan with Existing Site Characteristics


Permit #	Date:	1" = _____' 
Pin #:	Address:	
Owner:		
Project:		

**Requirements:** (indicate dimensions and square footage)

- Existing slopes and elevations of property
- Landscaping (gardens, trees, and unique site features)
- Screening (berms, fences, bushes, or screens)
- Private sewage system location (tanks and drain field)
- Driveways, parking pads, paved or unpaved (gravel, concrete, asphalt, or compacted earth)
- Existing structures (principal and accessory)
- Current practices for surface and storm water management
- Property boundaries (include easements)
- North arrow (*include scale if applicable*)



# Site Plan with Proposed Site Characteristics

Permit #	Date:	1" = _____' 
Pin #:	Address:	
Owner:		
Project:		

**Requirements:** (indicate dimensions and square footage)

- Proposed slopes and elevations of property
- Areas to be excavated, filled, or graded
- Private sewage system location (tanks and drain field)
- Driveways and parking pads paved or unpaved (gravel, concrete, asphalt, or compacted earth)
- Indicate trees to be removed or planted within the viewing and access corridor.
- Plans for management of surface waters and storm water (Best Management Practices)
- Setbacks of buildings (proposed and minimum setbacks)
- Property boundaries
- Landscaping (gardens, trees, and unique site features)
- Screening (berms, fences bushes, or screens)
- Mitigation details (*if applicable*)
- North arrow (*include scale if applicable*)



# Shoreland Mitigation Fact Sheet



## Steps for the Permit Application:

When the county issues a permit requiring mitigation, the property owner must submit a complete permit application that is reviewed and approved by the county. The application should include the following:

1. A site plan that describes the proposed mitigation measures.
  - The site plan's intent is to restore the natural functions lost through development and human activities.
  - The mitigation measures shall be proportional in scope to the impacts on water quality, near-shore aquatic habitat, upland wildlife and natural scenic beauty.
2. An implementation schedule and enforceable obligation on the property owner to establish and maintain the mitigation measures.
  - The enforceable obligations shall be evidenced by an instrument recorded in the office of the Register of Deeds.

Activity that Requires Mitigation	Mitigation Practices (Pick Three of the Four)			
<b>Lateral expansion of a principal structure between 35' &amp; 75' of the OHWM.</b>	Remove all non-conforming accessory structures located in the shore setback area.	Establish a vegetative buffer.	Evaluate and upgrade POWTS system.	Establish a stormwater practice.
<b>Replacement or relocation of principal structure between 35' &amp; 75' of the OHWM.</b>	Remove all non-conforming accessory structures located in the shore setback area.	Establish a vegetative buffer.	Evaluate and upgrade POWTS system.	Establish a stormwater practice.
<b>Impervious surface area greater than 15% and/or less than or equal to 30%.</b>	Remove all non-conforming accessory structures located in the shore setback area.	Establish a vegetative buffer.	Evaluate and upgrade POWTS system.	Establish a stormwater practice.
<b>Placement of an open sided or screened structure within 75' of OHWM but at least 35' from the OHWM.</b>	N/A	Establish a vegetative buffer.	N/A	N/A

### Conservation, Planning & Zoning Department