

City of Cumberland Planning Commission Meeting Minutes

City of Cumberland Planning Commission meeting minutes, Thursday, August 21, 2025, at 9:00 a.m. at City Hall.

Those present were Paul Flottum, John Anderson, Gary Gannon, Tom Schroeder, Mayor Shoemaker, Arlene Frisinger, Randy Reeg and other citizenry. Absent: Tom Goldsmith.

Mayor Shoemaker called the meeting to order at 9:00 a.m.

A motion was made by Gannon, seconded by Schroeder, to approve June 19, 2025, meeting minutes. Motion carried.

Barndominiums regulations was discussed. No action was taken and will be brought back to the September meeting.

A motion was made by Schroeder, seconded by Flottum, to recommend to the council for approval the CSM for 1485 Arcade Ave, Kevin Adascheck. Motion carried.

A motion was made by Schroeder, seconded by Gannon, to adjourn at 9:30 a.m. Motion carried.

Respectfully submitted by,

Arlene Frisinger, Clerk

City of Cumberland Planning Commission Meeting Minutes

City of Cumberland Planning Commission meeting minutes, Thursday, September 04, 2025, at 10:00 a.m. at City Hall.

Those present were Paul Flottum, John Anderson, Gary Gannon, Tom Goldsmith, Tom Schroeder, Mayor Shoemaker, Arlene Frisinger, Randy Reeg and other citizenry.

Mayor Shoemaker called the meeting to order at 10:10 a.m.

A motion was made by Schroeder, seconded by Goldsmith, to recommend to the council for approval the Conditional Use Permit for 1685 Dani's Way for Lori Bents to build a duplex. Motion carried.

A motion was made by Schroeder, seconded by Goldsmith, to adjourn at 10:25 a.m. Motion carried.

Respectfully submitted by,

Arlene Frisinger, Clerk

CITY OF CUMBERLAND ZONING AND BUILDING
APPLICATION FORM, APPROVAL RECORD AND PERMIT

SHADED AREAS FOR STAFF USE ONLY

ZONING PERMIT
CONDITIONAL USE PERMIT
REZONING
APPEAL OF ADMINISTRATIVE DECISION
VARIANCE
LAND DIVISION
PLANNED UNIT DEVELOPMENT

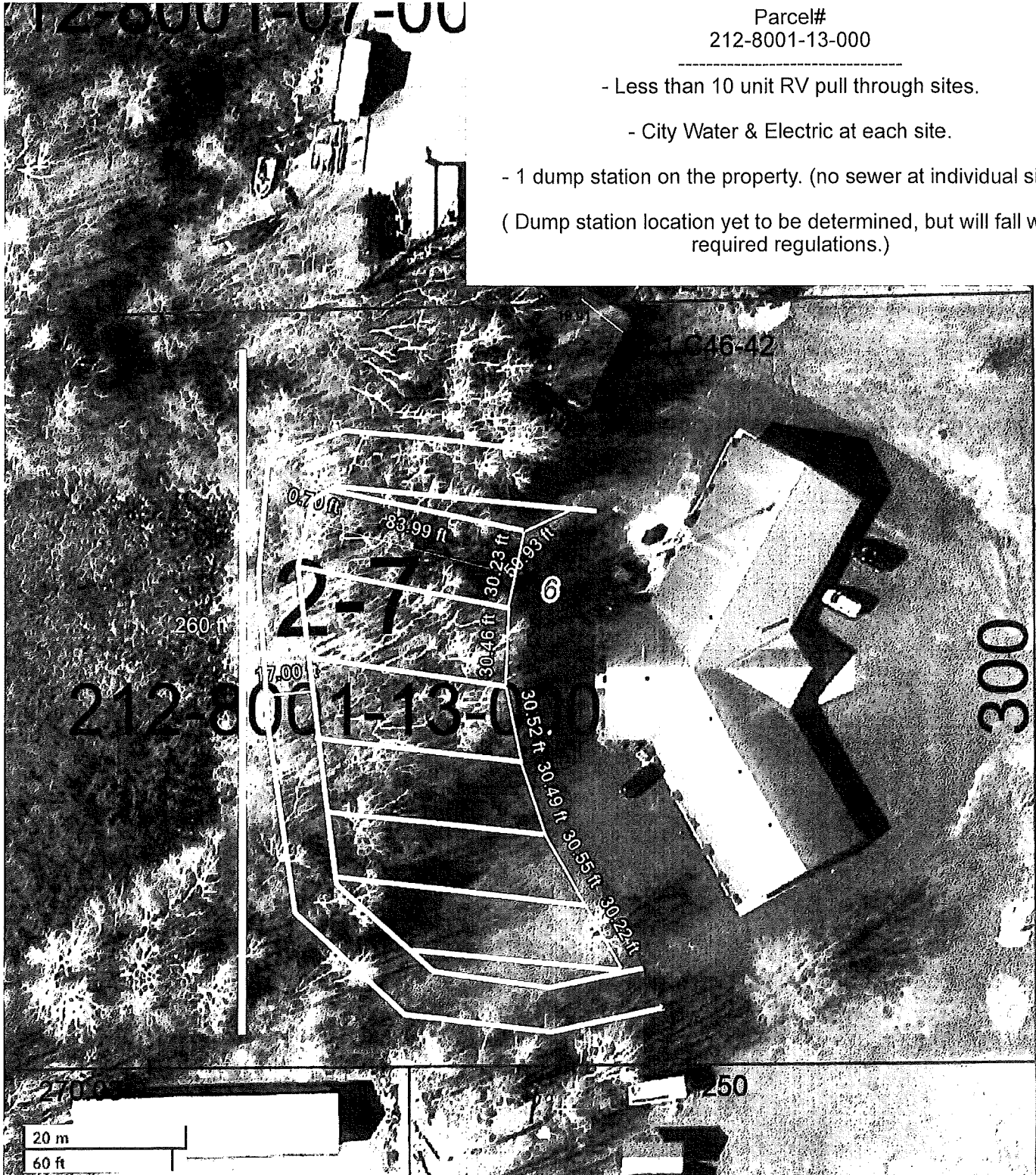
PROJECT NUMBER		PROJECT NAME			
CHECK ALL THAT APPLY					
☐ ZONING PERMIT	☒ CONDITIONAL USE	☐ JUNKYARD		☐ SKETCH PLAN	
☐ BUILDING	☐ ADULT ESTABLISHMENT	☐ METALLIC MINE		☐ PRELIMINARY PLAT	
☐ OTHER STRUCTURE	☐ COMMUNICATION TOWER	☐ MOBILE HOME PARKING FEE		☐ FINAL PLAT	
☐ SIGN	☐ LAND SPREADING/STORAGE	☐ MOBILE HOME PARK		☐ CSM	
☐ ZONING AMENDMENT, TEXT	☐ HOME OCCUPATION	☐ NON-METALLIC MINE		☐ PUD:	
☐ ZONING AMENDMENT, MAP	☐ ADMINISTRATIVE APPEAL	☒ VARIANCE		☐ OTHER:	
LOCATION(S) STREET ADDRESS(ES)		COUNTY PIN			
2245 Superior Avenue		212-800-13-000			
SUBDIVISION OR PLANNED UNIT DEVELOPMENT NAME					
LOT(S)	BLOCK(S)	SECTION(S)	TOWNSHIP(S)	RANGE(S)	
APPLICANTS					
APPLICANT/PROPERTY OWNER			STREET ADDRESS		
JAPPELL LLC			P.O. BOX 6613		
CITY	STATE	ZIP CODE	PHONE	FAX	
Rice Lake	WI	54864	715-651-3394		
AGENT/CONSULTANT			STREET ADDRESS		
CITY	STATE	ZIP CODE	PHONE	FAX	
ZONING AND BUILDING PERMIT INFORMATION					
☐ NEW CONSTRUCTION OR ☐ MODIFICATION TO EXISTING STRUCTURE					
PROPOSED USE					
ESTIMATED COST					
DESCRIPTION OF PROJECT OR PERTINENT CIRCUMSTANCES:					
Potential 10 nightly RV sites To the west of the motel building. attached gis printout and potential layouts for sites. city water + electric @ sites 1 dump station yet to be determined					
ADDITIONAL SPACE ON BACK, ATTACH ANY ADDITIONAL MATERIALS					
CERTIFICATION					
I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. In filing the application, I am acting with the knowledge and consent of those persons who are owners of subject property or are parties to this application. I understand that all materials required by the City of Cumberland must be submitted prior to having this matter processed. I understand that public hearings or meetings may be required. I understand that additional fees or materials may be required as the result of considerations which may arise in the processing of this docket. I understand that road and park dedications may be required as a condition of approval. I understand that I am consenting to allow City of Cumberland staff involved with this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining any prior consent.					
SIGNATURE				DATE	
X A. Phillip				10/29/25	
SIGNATURE				DATE	
X					
PLEASE NOTE					
REFER TO THE REGULATIONS FOR COMPLETE REQUIREMENTS					
PLEASE SEE THE BACK					

Island Inn Motel RV

The Island Inn Motel

Parcel#
212-8001-13-000

- Less than 10 unit RV pull through sites.
- City Water & Electric at each site.
- 1 dump station on the property. (no sewer at individual sites.)
(Dump station location yet to be determined, but will fall within required regulations.)



DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

Date created: 10/29/2025

Last Data Uploaded: 10/29/2025 8:11:23 PM

Developed by

 **SCHNEIDER**
CONSULTING

CITY OF CUMBERLAND ZONING AND BUILDING
APPLICATION FORM, APPROVAL RECORD AND PERMIT

SHADED AREAS FOR STAFF USE ONLY

ZONING PERMIT
CONDITIONAL USE PERMIT
REZONING
APPEAL OF ADMINISTRATIVE DECISION
VARIANCE
LAND DIVISION
PLANNED UNIT DEVELOPMENT

PROJECT NUMBER		PROJECT NAME	
CHECK ALL THAT APPLY			
☐ ZONING PERMIT	☒ CONDITIONAL USE	☐ JUNKYARD	☐ SKETCH PLAN
☐ BUILDING	☐ ADULT ESTABLISHMENT	☐ METALLIC MINE	☐ PRELIMINARY PLAT
☐ OTHER STRUCTURE	☐ COMMUNICATION TOWER	☐ MOBILE HOME PARKING FEE	☐ FINAL PLAT
☐ SIGN	☐ LAND SPREADING/STORAGE	☐ MOBILE HOME PARK	☐ CSM
☐ ZONING AMENDMENT, TEXT	☐ HOME OCCUPATION	☐ NON-METALLIC MINE	☐ PUD:
☐ ZONING AMENDMENT, MAP	☐ ADMINISTRATIVE APPEAL	☐ VARIANCE	☐ OTHER:
LOCATION(S) - STREET ADDRESS(ES)		COUNTY PIN	
1461 9th Ave.		212- 1244-23-000	
SUBDIVISION OR PLANNED UNIT DEVELOPMENT NAME			
LOT(S)	BLOCK(S)	SECTION(S)	TOWNSHIP(S)
RANGE(S)			
APPLICANTS			
APPLICANT PROPERTY OWNER		STREET ADDRESS	
Ron Ruppel		1520 Hines Lakeview Dr.	
CITY	STATE	ZIP CODE	PHONE
Cumberland	WI	54829	
AGENT/CONSULTANT		STREET ADDRESS	
CITY	STATE	ZIP CODE	PHONE
			FAX
ZONING AND BUILDING PERMIT INFORMATION			
☐ NEW CONSTRUCTION OR ☐ MODIFICATION TO EXISTING STRUCTURE			
PROPOSED USE			
ESTIMATED COST			
DESCRIPTION OF PROJECT OR PERTINENT CIRCUMSTANCES:			
Daplex in R1			
ADDITIONAL SPACE ON BACK, ATTACH ANY ADDITIONAL MATERIALS			
CERTIFICATION			
I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. In filing the application, I am acting with the knowledge and consent of those persons who are owners of subject property or are parties to this application. I understand that all materials required by the City of Cumberland must be submitted prior to having this matter processed. I understand that public hearings or meetings may be required. I understand that additional fees or materials may be required as the result of considerations which may arise in the processing of this docket. I understand that road and park dedications may be required as a condition of approval. I understand that I am consenting to allow City of Cumberland staff involved with this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining any prior consent.			
SIGNATURE		DATE	
X [Signature]		10/30/25	
SIGNATURE		DATE	
X			
PLEASE NOTE			
REFER TO THE REGULATIONS FOR COMPLETE REQUIREMENTS			
PLEASE SEE THE BACK			

**Wisconsin Uniform Building
Permit Application**

App. NO.
Parcel No.

CC25-33
212-1244-23-000

**The information you provide may be used by other
government agency programs (Privacy Law, s. 15.04 (1)(m))**

Other

Permit

Requested ☒ Construction ☒ HVAC ☒ Electrical ☒ Plumbing ☐ Erosion ☐ Other

Owner/Contractor		Lic/Cert#	Mailing Address	Tel & Fax	email
Owner	Ronald Ruppel		1520 HINES LAKEVIEW DR CUMBERLAND, WI 54829	(715)419-1960	CHADKT4@GMAIL.COM
Dwelling Contractor	Cs Anderson Construction	1217000 58 - DC	2568 8 1/2 ST CUMBERLAND, WI 54829	(715)790-0237	CHADKT4@GMAIL.COM
Dwelling Qualifier	Cs Anderson Construction	0410000 73 - DCQ	CUMBERLAND, WI 54829	(715)790-0237	CHADKT4@GMAIL.COM
HVAC	Solution Heating And Air Conditioning,	1124377	PO BOX 730 RICE LAKE, WI 54868	(715)419-1070	info@solution-hvac.com
Electrical Contractor	Schell Power And Light	1484623	2306 45TH ST CUMBERLAND, WI 54829	(715)790-0757	schellpowerwi@gmail.com
Master Electrician	Schell, Dustin Thomas	1001471	2306 45TH ST CUMBERLAND, WI 54829	(715)790-0757	schellpowerwi@gmail.com
Plumbing	Ricks Plumbing - Nate Anderson	225209	891 BERDAN ST SPOONER, WI 54801	(715)416-0222	ricksplumbing.wi@gmail.com

Project Name	ADDITION				
Project Description					

Project Location	Lot Area	☐ One acre of soil or	☒ City of ☐ Town of ☐ Village of		
	.34	Sq. ft.	more will be disturbed	CUMBERLAND	1/4, 1/4, of Section T N, R

Building Add. 1461 9TH AVE CUMBERLAND, WI 54829			County BARRON		Subdivision			Lot No.		Block No.		
Zoning District		Zoning Permit #		Setbacks:	Front	ft.	Rear	ft.	Left	ft.	Right	ft.

1. Project		3. Occupancy		6. Electric		9. HVAC Equip.		12. Energy Source	
Addition		☐ Single Family ☐ Two Family ☐ Garage ☐ Other		Entrance Panel Amps _____ ☐ Underground ☐ Overhead		☐ Furnace ☐ Radiant Basebd ☐ Heat Pump ☐ Boiler ☐ Central A/C ☐ Fireplace ☐ Other		Space Htg. ☐ Nat. Gas ☐ LP ☐ Oil ☐ Elec. ☐ Solid ☐ Solar Water Htg. ☐ Nat. Gas ☐ LP ☐ Oil ☐ Elec. ☐ Solid ☐ Solar	
2. AREA INVOLVED (sq ft)		4. Const. Type		7. Walls		10. Sewer		13. Heat Loss	
	Unit 1	Unit 2	Total	☐ Site-Built ☐ Mfd per WI UDC ☐ Mfd per US HUD		☐ Wood Frame ☐ Steel ☐ ICF ☐ Timber/Pole ☐ Other		BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rez-check report)	
Unfin Bsmt	60		60	5. Stories		☐ 1 Story ☐ 2 Story ☐ Other		14. Estimated Building Cost w/o LAND	
Living Area	360		360	☐ Plus Basement		8. Use		Construction: _____	
Garage				☐ Seasonal ☒ Permanent ☐ Other		11. Water		Plumbing: _____	
Deck						☐ Municipal ☐ Sanitary Permit # _____		HVAC: _____	
Porch						☐ On-Site Well		Erosion: _____	
Totals	420		420					Electrical: _____	
								Un-itemized: \$150,000.00	
								TOTAL: \$150,000.00	

I understand that I am subject to all applicable codes, laws, statutes; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality, and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and storm water management. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purposes to inspect the work which is being done.

I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility.

APPLICANT (Print) _____ **Signature:** _____ **Date:** _____
Electronic Signature: _____ **Date:** _____

Issuing Jurisdiction: ☒ City of ☐ Town of ☐ Village of _____ **State Contracted Inspection Agency #** _____ **Municipality Number of Dwelling Location** _____
CUMBERLAND 03-212

Fees	Date Paid:	11/6/2025	Total	\$434.20	Permits Issued	State Permit Seal #	Permit Issued By
Plan Review	\$33.40				☒ Construction		Name Ben Campbell
Inspection	\$334.00				☒ HVAC		Phone (715)556-3136
Admin Fee	\$66.80				☒ Electrical		Date 11/6/2025
					☒ Plumbing		Cert # 658622
					☐ Erosion		
					☐ Other		

City of Cumberland LAND USE PERMIT APPLICATION - DWELLING

This is a two page document. Be sure to complete both pages.

City of Cumberland Zoning Administrator Submit completed application to the City of Cumberland Zoning Administrator to obtain permit. Please Print-Use Black Ink
950 1st Ave, Cumberland, WI. 54829 Please allow 2-5 business days for review. You will be notified if additional information is required.
715-822-2752, Mon. - Fri. 8:00 am - 4:30 pm If approved, permit will be mailed to property owner.

Property Owner Ron Ruppel Contractor CS Anderson Const LLC
Mailing Address 1520 Mims Lakeview Dr Address 2568 8 1/2 St
City Cumberland State WI Zip 54829 City Cumberland State WI Zip 54829
Phone Home: 715 419 1960 Work Cell (715) 790-0237

SITE INFORMATION

Property Address: 1461 9th Ave Lot Size _____ Sq. Ft./ Acres SHORELAND ☐ YES ☒ NO

Parcel ID # 2 1 2 1244 23 000

PERMIT REQUESTED FOR

☐ New Dwelling	Type of Dwelling ☐ Stick Built ☐ Modular ☐ Double Wide ☐ Mobile Home ☐ Other _____	No. of Bedrooms ☐	Walk Out ☐ Yes ☐ No	Attached Garage ☐ Yes ☐ No _____ X _____ = _____ SF	Footprint of Proposed Structure _____ X _____ = _____ Total SQ. FT. _____ Overhang _____
		No. of Stories ☐	Loft ☐ Yes ☐ No	Deck ☐ Yes ☐ No _____ X _____ = _____ SF	
☒ Addition To Dwelling	Use of Addition ☒ Living Room ☒ Kitchen ☒ Bathroom ☒ Bedrooms ☐ Garage ☐ Deck ☒ Entryway ☐ Other _____	Bedrooms Existing ☐ Total ☐ Additional ☐ No. of Stories ☐ Loft ☐ Yes ☐ No	Size of Proposed Addition _____ X _____ = _____ SF Total SQ. FT. _____ Overhang _____ ft		
# of Structures on Property	Height of Structure	Type of Construction ☐ Frame ☐ Metal ☐ Log ☐ Concrete ☐ Other _____	Estimated Value \$ Of Construction <u>\$150,000</u>		

A PLOT PLAN MUST BE PROVIDED (SEE BACK SIDE), ALONG WITH A SET OF FLOOR PLANS (NOT TO EXCEED 8 1/2 x 14)

THIS PERMIT IS SUBJECT TO THE FOLLOWING REQUIREMENTS/RESTRICTIONS AND ALL APPLICABLE ORDINANCES:

- 1.) Only one dwelling per parcel is allowed with a minimum size requirement for dwellings is 24' X 24'
- 2.) Maximum height for dwellings in a residential district is 35'. Height is measured from the point of maximum exposure to the highest point of structure.

I understand that I am responsible for complying with State and Federal laws concerning construction near or on wetlands, lakes, and streams. Wetlands not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law and/or other penalties or costs. For more information, either contact the Department of Natural Resources Center or visit the Department of Natural Resources Wetlands Identification web page at www.dnr.wi.gov/wetlands/locating.html.

In the event this application is approved by the Zoning Administrator, I agree:

- That my signature is required on the City of Cumberland Land Use Permit,
- That no work shall commence until I have received the issued Land Use Permit, and the Permit Card is posted,
- That all work shall be done in accordance with the requirements of the City of Cumberland Land Use Permit, the City of Cumberland Zoning Code, all other applicable City Codes and the laws and regulations of the State of Wisconsin,
- That City officials charged with administering City Codes or other authorized person shall be permitted access to the above described property at any reasonable time for the purpose of inspection,
- That it is my responsibility to contact the Uniform Dwelling Code (UDC) Inspector regarding the issuance of a Building Permit.

I the undersigned do hereby apply for a Land Use Permit and acknowledge that this application and all accompanying documents are correct and complete to the best of my knowledge and that I understand the above conditions.

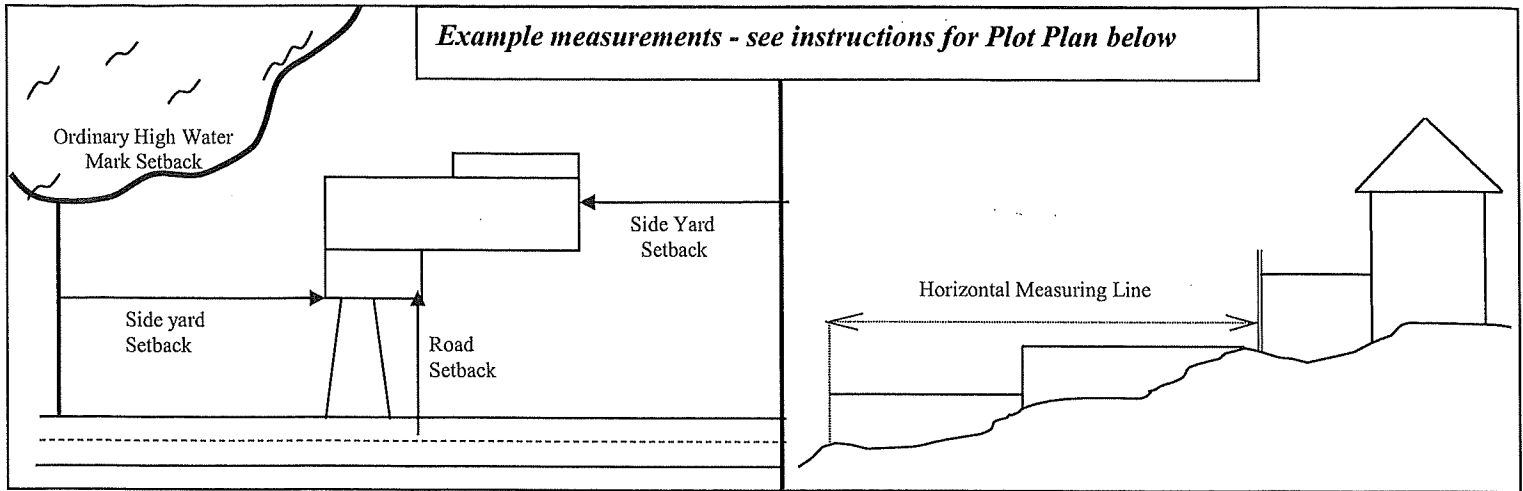
Signature of Property Owner [Signature] Date: 10 130 125

Revised 5/05/18

DATE RECEIVED: _____

Date Approved: 10-31-25

Zoning Administrator Signature: [Signature]



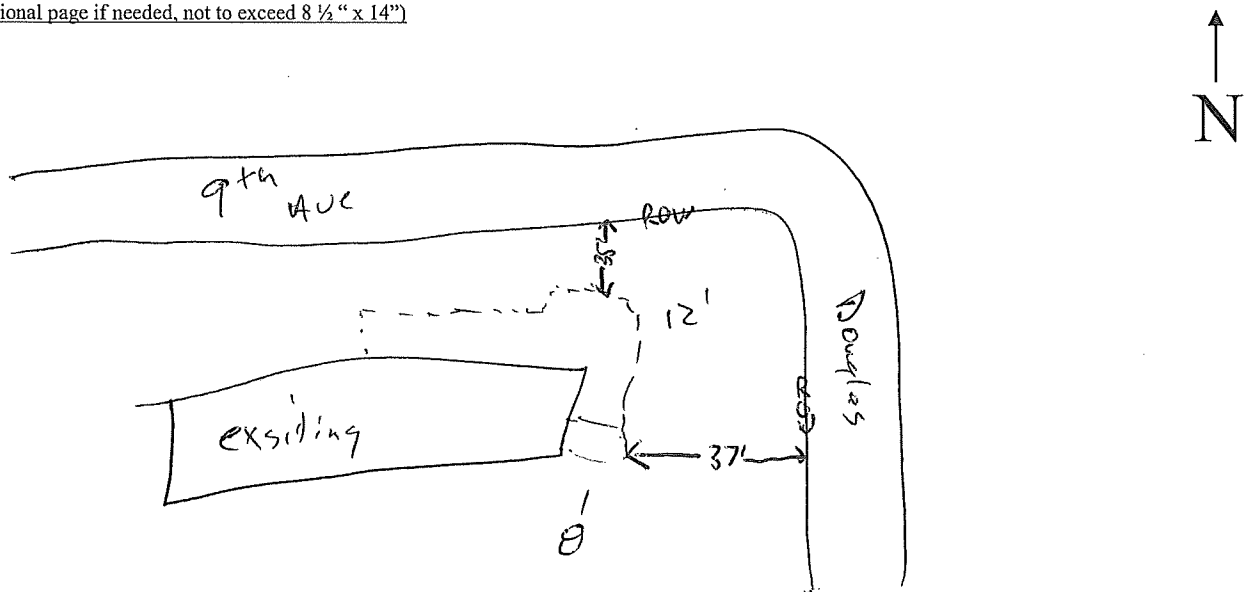
Plot Plan Instructions: Use the area provided below, or a separate piece of paper, to show **ALL** of the following items:

1. The location and size of all *proposed and existing* buildings
2. The location of any lake, flowage, stream or river that either abuts or is near your property
3. The location and name of all roads
4. The location of any Easements (road, utility or other)
5. The location of any proposed or existing well(s)
6. Location of Privately Owned Wastewater Treatment System (POWTS). A POWTS includes a septic tank, holding tank, mound system or drain field
7. Show distances in feet from:
 - a) Buildings to lot lines
 - b) Buildings to center of roads and/or edge of easements
 - c) Buildings to ordinary highwater mark of any lake, river, stream or wetland if applicable.
8. Show vegetation protection area and proposed viewing corridor on lake lots. *The vegetation protection area is the first 50-100 feet from the OHWM of the lake based on the lake classification and there are limits to the cutting of trees and shrubs in this area. A viewing corridor is allowed within the vegetation protection area, however, it can not be more than 30% of the width of the lot, not to exceed 30 feet in width, set back 20 feet from the lot line and is more or less perpendicular to the shore. No more than 50% of the trees can be removed within the viewing corridor. See Section 17.36 (80) of the City of Cumberland Zoning Code for more information. Contact the Zoning Administrator prior to landscaping, tree or shrub cutting in the vegetation protection area.*

All measurements are from the furthest extension of the structure (eaves, overhangs, etc are part of the structure) to the nearest point of a setback.

When measuring setback distance on a sloping building site, the measurement must be done on a **HORIZONTAL (flat) MEASURING LINE**. The horizontal measuring line is created by holding the measuring tape level **AND NOT MEASURING ALONG THE SLOPE**. Depending on the amount of slope, several short measurements may have to be made.

Plot Plan (Attach additional page if needed, not to exceed 8 1/2" x 14")



Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73		Wisconsin Uniform Building Permit Application			Application No. _____ Parcel No. _____		
PERMIT REQUESTED		☒ Constr. ☐ HVAC ☐ Electric ☐ Plumbing ☐ Erosion Control ☐ Other: _____					
Owner's Name <u>Ron Ruppel</u>		Mailing Address <u>1520 Hines Lakeshore Dr</u>			Tel. <u>419-1960</u>		
Contractor Name & Type _____		Lic/Cert# _____	Exp Date _____	Mailing Address _____		Telephone & Email _____	
Dwelling Contractor (Constr.) _____		<u>1217000</u> <u>58</u>		<u>2568 8 1/2 St</u> <u>Cumberland WI 54029</u>		<u>(715) 790-0237</u>	
Dwelling Contr. Qualifier (The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.) _____		<u>0410000</u> <u>73</u>	<u>3/31/24</u>	<u>2568 8 1/2 St</u> <u>Cumberland WI 54029</u>			
HVAC <u>Solution Heating & Cooling</u>						<u>715 458-1010</u>	
Electrical Contractor <u>Schell Power & Light</u>						<u>715 418 6080</u>	
Electrical Master Electrician _____							
Plumbing <u>Rock's Plumbing</u>						<u>(715) 416-0222</u>	
PROJECT LOCATION		Lot area _____ Sq.ft.	☐ One acre or more of soil will be disturbed		☐ Town ☐ Village ☐ City of _____		
				_____ 1/4, _____ 1/4, of Section _____, T _____ N, R _____ E/W			
Building Address <u>1461 9th Ave</u>		County <u>Barron</u>		Subdivision Name _____		Lot No. _____	
Zoning District(s) _____		Zoning Permit No. _____		Setbacks:	Front _____ ft.	Rear _____ ft.	
				Left _____ ft.	Right _____ ft.		
1. PROJECT		3. OCCUPANCY		6. ELECTRIC		9. HVAC EQUIP.	
☐ New ☐ Repair ☐ Alteration ☐ Raze ☒ Addition ☐ Move ☐ Other: _____		☐ Single Family ☒ Two Family ☐ Garage ☐ Other: _____		Entrance Panel Amps: _____ ☒ Underground ☐ Overhead		☐ Furnace ☐ Radiant Basebd ☐ Heat Pump ☒ Boiler ☐ Central AC ☐ Fireplace ☐ Other: _____	
2. AREA INVOLVED (sq ft)		4. CONST. TYPE		7. WALLS		12. ENERGY SOURCE	
	Unit 1	Unit 2	Total	☒ Wood Frame ☐ Steel ☐ ICF ☐ Timber/Pole ☐ Other: _____		Fuel _____ Nat Gas _____ LP _____ Oil _____ Elec _____ Solid _____ Solar Geo _____ Space Htg _____ Water Htg _____	
Unfin.				☒ Site-Built ☐ Mfd. per WI UDC ☐ Mfd. per US HUD		10. SEWER ☒ Municipal ☐ Sanitary Permit# _____	
Bsmt				5. STORIES ☒ 1-Story ☐ 2-Story ☐ Other: _____		11. WATER ☒ Municipal ☐ On-Site Well	
Living Area				☒ Permanent ☐ Other: _____		13. HEAT LOSS _____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)	
Garage				☒ Basement		14. EST. BUILDING COST w/o LAND \$ _____	
Deck/Porch							
Totals							
I understand that I: am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done. ☐ I vouch that I am or will be an owner occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the second page of this form.							
APPLICANT (Print:) <u>Chad Anderson</u> Sign: _____ DATE <u>10/30/25</u>							
APPROVAL CONDITIONS This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. ☐ See attached for conditions of approval.							
ISSUING JURISDICTION		☐ Town of _____ ☐ County of _____ ☐ Village of _____ ☐ State _____ ☐ City of _____		State-Contracted Inspection Agency#: _____		Municipality Number of Dwelling Location _____	
FEES:		PERMIT(S) ISSUED		WIS PERMIT SEAL #		PERMIT ISSUED BY:	
Plan Review \$ _____ Inspection \$ _____ Wis. Permit Seal \$ _____ Other \$ _____ Total \$ _____		☐ Construction ☐ HVAC ☐ Electrical ☐ Plumbing ☐ Erosion Control				Name _____ Date _____ Tel. _____ Cert No. _____ Email: _____	

DIVISION 2. IMPROVEMENT PERMIT

Sec. 102-57. City improvement permit established.

There is hereby established a city improvement permit subject to the terms and conditions of this article.

(Code 1991, § 17.300)

Sec. 102-58. Purpose.

The purpose of the city improvement permit is to monitor the construction, alteration, repair, and maintenance of structures to ensure that such work does not violate chapter 114 and/or the building code, and to provide accurate information to the city assessor regarding alterations to property which may affect the assessed value of said property.

(Code 1991, § 17.301)

Sec. 102-59. When permit required.

A city improvement permit shall be obtained from the city whenever both of the following criteria are satisfied:

- (1) The construction, alteration, repair, maintenance, movement, or demolition of a building, structure, or addition does not require the issuance of a building permit; and
- (2) The total cost to be expended on the work during any calendar year, including carpentry, plumbing, electrical, etc., is either:
 - a. \$1,000.00 if a contractor performs substantially all the work; or
 - b. \$500.00 if the owner performs part or all of the work.

These amounts shall be determined based upon the estimated cost, bid cost, or final cost of the work, whichever is highest.

(Code 1991, § 17.302)

Sec. 102-60. Application.

An application for a city improvement permit shall be filed with the city clerk pursuant to the provisions of this division, upon forms furnished by the city, prior to the commencement of work on the improvement described therein. However, in the case of an emergency which requires the commencement of work to avoid hardship to the owner/occupant or to avoid damage to property, the application shall be filed within 72 hours after commencement of work.

(Code 1991, § 17.303)

Sec. 102-61. Improvement permit procedure.

- (a) *When required.* An improvement permit shall be obtained from the city pursuant to the requirements of section 102-59.
- (b) *Application.* An application for an Improvement permit shall be filed with the city clerk upon forms furnished by the city, along with an application fee, if any.
- (c) *Evaluation of application.* Upon receipt of an application, the city shall review the application to determine whether it has been properly prepared, and whether the application reveals that other permits are required by the proposed project.
- (d) *Decision on application.* The city shall review the application within ten business days, and shall take one of the following actions:
 - (1) *Rejection.* The city may reject and return the application if it fails to contain the information required by the application form. If the application is rejected, the city shall inform the applicant of the inadequacies of the application, and thereafter the applicant may correct and resubmit the application, along with a reapplication fee, if any.
 - (2) *Denial.* The city may deny the application if the city determines that the proposed project must comply with another ordinance (e.g., building code, zoning code, etc.) for which the applicant has not obtained a permit. If an application is denied, the city shall inform the applicant of the reasons for the denial, and thereafter the applicant may correct the infraction and resubmit the application, along with a reapplication fee, if any.
 - (3) *Approval.* The city shall approve the application if the city determines that the proposed project is allowed by city ordinances without any further applications or permitting. If the city approves the application, the city shall issue an improvement permit to the applicant. Thereafter, the project shall be completed as described in the application, and shall not be altered or changed without approval of the city.
- (e) *Modifications.* The recipient of an improvement permit, or their contractors, agents, or assigns, shall not change or alter the plans and specifications upon which the permit was issued by the city, without the express written approval of the city. All requests for modifications shall be submitted in writing to the city, prior to the construction thereof, along with a modification fee. The city shall review, analyze, and decide upon the request for a modification using the same procedure as set forth in subsection (d) of this section for initial applications.
- (f) *Fees.*
 - (1) The applicant shall pay such fees as may be set from time to time by the city. No application is considered complete and ready for consideration until all fees have been paid.
 - (2) A double application fee shall be charged by the city if an application is submitted after the applicant has committed an act for which the applicant seeks a permit.
 - (3) The applicant shall pay all delinquent fines, forfeitures, fees, or charges to the city, owed by the applicant or by the property for which a permit is requested. No application is considered complete and ready for consideration until all such amounts have been paid.

(Code 1991, § 17.403)