



Village of Vesper
6554 Cameron Avenue, Vesper, WI 54489

Zoning Permit Application

Applications for a zoning permit shall be made to the Zoning Administrator and shall include the following where pertinent and necessary as outlined in detail on this document for proper review.

Attach a site plan with dimensions and a sketch showing the location of all existing and proposed buildings (if applicable), driveway, adjacent road(s), and setbacks from all lot lines and road right-of-way.

Table with 2 columns: Applicant's Name, Applicant's Address, Applicant's Signature, Date, Applicant's E-Mail Address, Applicant's Phone #, Applicant's Cell Phone #

Table with 2 columns: Project Location Address, Project Legal Description (Section, Township, Range), Tax Parcel #, Owner, Prospective Owner

Proposed Development (A general description of all proposed construction on-site i.e. buildings, paving, landscaping, signs)
Size of Building(s) or Structure(s)
Use of Building(s) or Premises
Type of Construction
Estimated Costs

Current Zoning District

Approved or Denied

Village Zoning Administrator Signature Date

Mail Completed Form to:
Village of Vesper Zoning Administrator
PO Box 127
Vesper WI 54489

Revised 4/14/23

VILLAGE USE ONLY
Permit Fee: \$50.00
Cash or Check #: _____
Date Paid: _____
Receipt #: _____
Permit #: _____

Section 13-1-153 Zoning Permit

A. Zoning Permit Required

1. No new structure, new use of land, water or air or change in the use of land, water or air shall hereafter be permitted and no structure or part thereof shall hereafter be located, erected, moved, reconstructed, extended, enlarged, converted or structurally altered without a zoning permit. The Zoning Permit is issued as part of the issuance of a building permit in some instances.

B. Application. Applications for a zoning permit shall be made to the Zoning Administrator and shall include the following where pertinent and necessary for proper review.

1. Names and addresses of the applicant, owner of the site, architect, professional engineer and contractor.
2. Description of the subject site by lot, block and recorded subdivision or by metes and bounds; address of the subject site; type of structure; existing and proposed operation or use of the structure or site; number of employees; and zoning district within which the subject site lies.
3. Plat of survey prepared by a land surveyor registered in the State of Wisconsin or other map drawn to scale and showing such of the following as may be required by the Zoning Administrator: the location, boundaries, dimensions, uses, and size of the following: subject site; existing and proposed structures; existing and proposed easements, streets and other public ways; public utilities; off-street parking, loading areas and driveways; existing highway access restrictions; high water; channel, floodway and floodplain boundaries; and existing and proposed street, side and rear yards.
4. Fee receipt from the Village Clerk in an amount as prescribed in Section 1-3-1
5. Additional information may be required by the Zoning Administrator or Village Board

C. Action

1. A zoning permit shall be granted or denied in writing by the Zoning Administrator within thirty (30) days of application and the applicant shall post such permit in a conspicuous place at the site.
2. The permit shall expire within six (6) months unless substantial work has commenced or within eighteen (18) months after the issuance of the permit if the structure for which a permit is issued is not substantially completed, in which case of expiration, the application shall reapply for a zoning permit before commencing work on the structure.
3. Any permit issued in conflict with the provisions of this chapter shall be null and void.

Section 13-1-154 Site Plan Approval

A. Site Plan Approval. All applications for Zoning Permits for any construction, reconstruction, expansion or conversion, except for one (1) and two (2) family residences in Residential Districts, shall require site plan approval by the Village Board in accordance with the requirements of this Section.

B. Application. The applicant for a zoning permit shall also submit a site plan and sufficient plans and specifications of proposed buildings, machinery and operations to enable the Village Board or its expert consultants to determine whether the proposed application meets all the requirements applicable thereto in this Chapter.

C. Administration. The Zoning Administrator shall make a preliminary review of the application and plans and refer them, along with a report of his findings, to the Village Board within ten (10) days. The Village Board shall review the application and may refer the application and plans to any expert consultants selected by the Village Board to advise whether the application and plans meet all the requirements applicable thereto in this Chapter. Within forty-five (45) days of its receipt of the application, the Village Board shall authorize the Zoning Administrator to issue or refuse a Zoning Permit.

D. Requirements. In acting on any site plan, the Village Board shall consider the following:

1. The appropriateness of the site plan and buildings in relation to the physical character of the site and the usage of adjoining land areas.
2. The layout of the site with regard to entrances and exits to public streets; the arrangement and improvement of interior roadways; the location, adequacy and improvement of areas for parking and for loading and unloading and shall, in this connection, satisfy itself that the traffic pattern generated by the proposed construction or use shall be developed in a manner consistent with the safety of residents and the community, and the applicant shall so design the construction or use as to minimize any traffic hazard created thereby.
3. The adequacy of the proposed water supply, drainage facilities and sanitary and waste disposal.
4. The landscaping and appearance of the completed site. The Village Board may require that those portions of all front, rear and side yards not used for off-street parking shall be attractively planted with trees, shrubs, plants or grass lawns and that the site be effectively screened so as not to impair the value of adjacent properties nor impair the intent or purposes of this section.

E. Effect on Municipal Services. Before granting any site approval, the Village Board may, besides obtaining advice from consultants, secure such advice as may be deemed necessary from the Village Engineer or other municipal officials, with special attention to the effect of such approval upon existing municipal services and utilities. Should additional facilities be needed, the Village Board shall not issue final approval until the village Board has entered into an agreement with the applicant regarding the development of such facilities.