

FEE: \_\_\_\_\_

**LANGLADE COUNTY**  
**LAND RECORDS AND REGULATIONS DEPT.**

Resource Center                      837 Clermont St.                      P.O. Box 505                      Antigo, WI 54409-0505  
Phone: (715) 627-6206                      Fax: (715) 627-6281                      Email: [landrecords@co.langlade.wi.us](mailto:landrecords@co.langlade.wi.us)

**FILL AND GRADE PERMIT APPLICATION**

**PERMIT #** \_\_\_\_\_

OWNER \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NAME OF CONTRACTOR/BUILDER/AGENT \_\_\_\_\_ ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
Gov't. Lot \_\_\_\_\_, \_\_\_\_\_ 1/4, \_\_\_\_\_ 1/4, Section \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ E Town of \_\_\_\_\_

\_\_\_\_\_ Water Class \_\_\_\_\_ Parcel # \_\_\_\_\_

Address (Fire #) of where work is to be done \_\_\_\_\_

PROVIDE SITE PLAN OR ATTACH 8 1/2" X 11" OR LARGER SHEET  
(SEE REVERSE SIDE FOR PLAN REQUIREMENTS)

I, the undersigned, assume responsibility for the above said project. The undersigned hereby grants the County permission to enter upon, and inspect, the property as needed.

Signature of party responsible for the work to be performed. Owner or Agent \_\_\_\_\_ Date \_\_\_\_\_

Permit Issued \_\_\_\_\_, 20\_\_\_\_ FOR OFFICE USE ONLY  
Work \_\_\_\_\_  
Date Started \_\_\_\_\_ Expiration Date \_\_\_\_\_

CONDITIONS OF APPROVAL: \_\_\_\_\_

Permit Issued By: \_\_\_\_\_

LC/LR&R -6- (Rev. 3/03)

LANGLADE COUNTY  
LAND RECORDS & REGULATIONS DEPARTMENT  
RESOURCE CENTER, 837 CLERMONT STREET  
ANTIGO, WI 54409-0505  
PH: 715 627-6206

APPLICATION REQUIREMENTS FOR FILL, GRADE OR EXCAVATING PROJECTS

If information submitted with application is inadequate, your application will not be processed.

Prior to conducting any fill and grade activities in Langlade County, an initial consultation with the Land Records and Regulations Department is recommended.

This consultation should determine a correct legal description for the fill, grade, or excavating project and to check the proximity of the fill, grade, and excavating project to wetlands (conservancy districts), shoreland and floodplain areas. If certain types of fill, grade or excavating projects are located in a conservancy district or floodplain district, a rezoning is also required before a permit can be acted upon.

This initial consultation will determine if you need a fill and grade permit or conditional use permit. A conditional use permit requires a public hearing before the Langlade County Board of Adjustment.

1. FILL & GRADE PERMITS are required for any filling, grading, or excavating within 300' of a navigable water body per Section 17.30(7) and for farm irrigation ponds.
2. CONDITIONAL USE PERMITS are required per Section 17.18(1) for the following projects:
  - a. Filling & grading > 2,000 square feet with > 20% slopes.
  - b. Filling & grading > 2,000 square feet within 50' of a lot line.
  - c. Filling & grading > 10,000 square feet in Shoreland areas.
  - d. Artificially constructed ponds except farm irrigation ponds.

In order to process your permit in the shortest possible time frame, we will need all of the following information:

1. For a fill and grade permit, submit a complete and accurate fill and grade application form along with a \$25.00 fee to our office (for areas within 300' of a lake or stream).
2. For a conditional use permit, submit a complete and accurate conditional use permit application form along with a \$175.00 fee to our office. Be sure to complete the project specifications section.

**BE SURE TO DRAW ALL PLANS AS ACCURATELY AS POSSIBLE.** The site location and any plan drawings should be clear and have enough detail that we can find the site and understand the project proposal without having to visit the site. Good photographs which clearly show the existing area to be altered may also be used along with the site plan or drawings.

The Water and Land Use Planning Committee is a committee of the County Board and consists of five members. The committee shall conduct public hearings on all petitions of rezonings and shall cause a Class 2

notice under Chapter 985 of the Wisconsin Statutes to be published and give due notice of the hearing to all property owners within 300' of the described parcel, the town clerk, and the town chairman. The applicant or an agent must be present at the hearing to explain his/her intentions. The Board of Adjustment will receive all testimony, make a decision based on said testimony and standards outlined in the zoning ordinance, and establish any conditions deemed necessary.

Fill and grade permits are subject to the following standards:

3. Standards
  - a. Erosion control practices shall be instituted on all projects within 100' of the ordinary high watermark of a lake or stream on slopes greater than 5% and on all projects within 25' of a property line. These practices shall remain until vegetation has stabilized the area and sufficiently to deter erosion.
  - b. No heavy equipment may be used closer than 75' to the ordinary high watermark of a lake or stream or the approved average setback distance and no spoils shall be placed in this area.
  - c. Areas to be altered contiguous to the ordinary high watermark shall not exceed 200 square feet.
  - d. Total area to be approved shall not exceed 10,000 square feet not including the identified septic system area.
  - e. Permits are valid for 60 days unless an extension is granted.