



**Community & Economic Development**

**Office of the Zoning Administrator**  
111 S. Main Street • Waupaca, WI 54981  
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www.cityofwaupaca.org  
920.309.0721

**APPLICATION for TEMPORARY STRUCTURE OR USE PERMIT**

**Notice:** Please complete the Application in full. The City of Waupaca cannot accept an incomplete Application Form or Application Packet lacking all required information.

**Contact Information (as applicable):**

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant (if different from Property Owner): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Developer / General Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Description:**

Property Address:

A. Tax Key No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Zoning District: \_\_\_\_\_

B. Tax Key No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Zoning District: \_\_\_\_\_

(If additional parcels, please attach as separate sheet)

Current Use of Property (provide detailed description): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Temporary Use or Structure Permit is requested for the following purposes as provided for in Chapter 17.206 of the City of Waupaca Zoning Ordinance (provide detailed description):

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Duration of Temporary Use or Structure: From: \_\_\_\_\_ To: \_\_\_\_\_

**Additional Information:**

Additional information, if applicable, shall be included as an attachment to the Application.

**Application Checklist:**

The purpose of the Application Checklist is to ensure a complete submittal has been prepared and to expedite the review process. The checklist is not inclusive of all requirements needed to obtain approval of a Temporary Structure or Use Permit and does not absolve the Applicant from compliance with other applicable sections of the Zoning Ordinance. Please complete the checklist in full by using one of the following symbol codes.

✓ Included with Application    -    Appears Inapplicable

| Code | Temporary Structure Submittal Requirements                              |
|------|---|
|      | Written description of intended use of the proposed structure.          |
|      | Type of structure and exterior building materials and colors.           |
|      | Size of structure, including peak height and floor area.                |
|      | Location of all entrances, as applicable.                               |
|      | A site map/sketch of the subject property showing all of the following: |

|  |  |
|--|--|
|  | All lot dimensions of the subject property and applicable setbacks for the temporary structure.                              |
|  | The proposed location of the temporary structure.  |
|  | The type, size, and location of all existing structures onsite with all building dimensions shown.                           |
|  | The location and general description of all existing structures located within 200 feet of the proposed temporary structure. |
|  | Compliance with Chapter 14: Building Code, as applicable.  |

| Code | Temporary Use Submittal Requirements  |
|------|---|
|      | Temporary uses with a requested duration of less than two weeks and which do not include temporary structures will include a site sketch showing the extent and location of the proposed use.                   |
|      | Temporary use with a requested duration of greater than two weeks or which include the use of temporary structures shall comply with the requirements for Temporary Structures as presented in the table above. |

Additional plans and data may be required when determined by the Zoning Administrator to be necessary in order to complete a thorough and efficient review. Certain submission requirements may be waived when determined to be superfluous.

**Prohibited Structures:**

As per Chapter 17.205(1) of the City of Waupaca Zoning Ordinance, the following structures are prohibited for use as Temporary Structures:

*'Portable storage facilities including shipping containers, portable on demand storage (PODS), store and move (SAM) containers, buses, heavy-duty trucks and their bodies, semi-trailers, freight containers, mobile homes, recreational vehicles and trailers, and any other similar items which are no longer in use for their designated purpose.'*

**Submittal Format:**

A digital copy of the Application and associated materials shall be submitted in PDF or compatible format unless otherwise requested by the Plan Commission or Zoning Administrator.

**Other Permits:**

The information, data, and plans required in this Application, and the approval, conditional approval, or denial of said Application, are specific to the Zoning Ordinance. Additional approvals may be required under Chapter 14: Building Code, or by the Department of Public Works and other City Departments under applicable chapters of the City of Waupaca Code of Ordinances.

**Signature and Certification:**

*I certify the information presented on this Application and the drawings, plans, and other materials included therein are, to the best of my knowledge, complete and in accordance with the Zoning Ordinance.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Fee:**

The Application Fee for a Temporary Structure or Use Permit is \$250.00. The Application shall not be accepted until the Application Fee has been paid.

**Consultant Fees:**

The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the review of a proposed conditional use. The submittal of this Application shall be construed as an agreement to pay for such professional review services applicable to the proposal. The City may apply the charges for these services to the petitioner. The City may delay acceptance of this Application as complete, or may delay final approval, until the petitioner pays such fees. Review fees which are applied to a petitioner, but which are not paid, may be assigned by the City as a special assessment to the subject property. The Petitioner shall be required to provide the City with an executed copy of a professional services reimbursement form as a prerequisite to the processing of the development application.

| OFFICE USE ONLY   |                             |                                 |               |
|---|-----------------------------|---------------------------------|---------------|
| District: _____   | Aldersperson: _____         | Date Notified: ____/____/____   |               |
| Decision By: _____  | Zoning Administrator: _____ |                                 |               |
| Ruling: _____   | Approved: _____             | Approved With Conditions: _____ | Denied: _____ |
| Staff report in review of proposed temporary structure or use is attached. Reason for Denial shall be presented in attached staff report. |                             |                                 |               |
| Comments: _____   |                             |                                 |               |