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APPLICATION for TEMPORARY USE /STRUCTURE PERMIT

Contact Information:

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Applicant (if different from Property Owner): _____

Address: _____

Phone: _____ Email: _____

Developer / General Contractor: _____

Address: _____

Phone: _____ Email: _____

Property Description (complete for all applicable parcels):

Address: _____ Current Zoning: _____

Tax Parcel No.: _____ Lot Area: _____ Lot Width: _____

(If additional parcels, please attach as separate sheet)

Current Use of Property: _____

Temporary Use / Structure:

The Temporary Use or Structure Permit is requested for the following purposes as provided for in Chapter 17.2.04(C)(1) of the Zoning Ordinance (provide detailed description):

Duration of Temporary Use or Structure: From: _____ To: _____

Application Checklist:

The purpose of the Application Checklist is to ensure a complete submittal has been prepared and to expedite the review process. Please complete the checklist in full by using one of the following symbol codes.

- ✓ Included with Application - Appears Inapplicable

Code	Temporary Use Application 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 two or more weeks or which include the use of temporary structures shall comply with the requirements for Temporary Structures as presented in the table above.

Code	Temporary Structure Application 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 the Building Code, as applicable.

Additional Information:

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

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 the Building Code.

Prohibited Structures:

As per Chapter 17.2.04(H) of the Town of Hortonia 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.’

Completeness of Application:

An incomplete Application or Application Packet lacking all required information will not be accepted.

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.

Owner Signature: _____ Date: _____

Application Fee:

The Application Fee for a Zoning Change is \$100.00. The Application shall not be accepted until the Application Fee has been paid.

Review and Administration Fee:

The Applicant shall pay a fee equal to the actual cost to the Town for all legal, engineering and planning work incurred by the Town in connection with proposed developments, permits and other matters pertaining to zoning review. Engineering work shall include the preparation of construction plans and standard specification. The Town Engineer may permit the Applicant to furnish all, some or part of the required construction plans and specifications, in which case no engineering fees shall be levied for such plans and specification. Planning work may include concept plan and review, conditional use review, and other work as directed by the Plan Commission.