

RACINE COUNTY
Shoreland Contract
Application Requirements
Racine County Development Services

*Development Services Division phone: 262-886-8440; fax: 262-886-8480
14200 Washington Avenue, Sturtevant, WI 53177
HOURS: 8:00 a.m. to 12:00 p.m. & 12:30 p.m. to 4:30 p.m., Monday through Friday*

- All parcels with Private Onsite Wastewater Treatment Systems and non-plumbing sanitation systems (unsewered areas) must contact Racine County Development Services for sanitation review and approval as zoning permits will not be issued before sites comply with local, County, & State sanitation regulations. *This process can be lengthy, so we recommend that you immediately contact Development Services.*
- Please note that the municipality, DNR, & Racine County Land Conservation are contacted for their possible review & input.
- Allow approximately 20 working days for ***shoreland contract*** preparation and processing. Once the contract is prepared, the property owner will be contacted. The owner must sign the contract in the Racine County offices before a zoning permit will be issued. Another party may sign for and obtain the shoreland contract **ONLY** with explicit written permission from the property owner.
- Racine County reserves the right to reject petitions that are incomplete or inadequate or are inconsistent with the provisions of Chapter 20, Zoning, Racine County Code of Ordinances.
- Racine County reserves the right to determine if the proposed use may be handled by shoreland contract or should require a public hearing. *Different timeframes and procedures apply to shoreland conditional use **public hearings**. Filing deadlines and meeting dates are listed on the Economic Development & Land Use Planning Committee schedule and must be submitted in the Development Services office.*
- Site plans must be based on a survey; they must be neatly drawn to scale using a professionally recognized method of drafting.
- The completed petition and applications, accompanied by the required fees and information, must be submitted to Racine County in order to apply for a shoreland contract. The following list identifies the minimal required information that must be submitted to have an application processed. Additional documents might be required if the Department, the DNR and/or the municipality feel that further information is necessary to adequately evaluate the proposed use.

REQUIRED INFORMATION *(Please note that incomplete applications may be rejected.)*

1. **Racine County Zoning Permit & Conditional Use Applications** – These applications must be fully completed and signed by the applicant or the applicant’s agent. If an agent is involved, written verification that the agent is authorized to act in the applicant’s behalf must be submitted at the time of application.

2. ***Plat of survey or site plan, where applicable*** prepared by a Wisconsin registered land surveyor illustrating the following information must be submitted when constructing a primary building. Plot plans may be acceptable when constructing accessory structures such as garages, additions to residences, retaining walls, etc.
 - A. identify parcel lines with dimensions;
 - B. locate all existing and proposed buildings/additions within subject property with setbacks from the property lines, designated wetland areas, 100-year floodplain limits, environmental corridor areas, and the ordinary high water mark of any waterway or lake;
 - C. define proposed limits of backfilling outward from the proposed structure;
 - D. identify elevations (tied into mean sea level datum) as follows:
 1. existing elevations at the property corners and at the corners of the existing and proposed buildings/additions;
 2. proposed finished yard grade and first floor elevation of proposed buildings/additions;
 3. existing yard and floor grades of abutting properties within forty (40) feet of subject site;
 4. locate, delineate, and label the 100-year floodplain elevation;
 5. demonstrate a typical cross-section of retaining walls (This office recommends that you contact a licensed engineer.)

3. ***Shoreland contract fees:*** Fees as established by the adopted fee schedule are due at the time of filing. All fees are non-refundable.