



COUNTY OF KENOSHA

Division of Planning and Development

INFORMATION AND PERMITTING PROCESS FOR SHORE PROTECTION AND THE PLACEMENT OF FILL NEAR A WATERWAY OR IN THE FLOODPLAIN FRINGE OVERLAY DISTRICT

DO YOU NEED A SHORELAND PERMIT?

There are several projects that would require a shoreland permit, provided the property in question is located within a shoreland zone. Several applicable definitions follow.

- A shoreland zone is defined by State Statutes as, the land that is within 300 feet of the ordinary high water mark of a navigable river, stream, or the landward side of the floodplain, or is within 1000 feet of a lake, pond, or flowage.
- A navigable body of water is defined by the Wisconsin Supreme Court as, “A body of water that has a bed differentiated from adjacent uplands and levels or flow sufficient to support navigation by a recreational craft of the shallowest draft on an annually recurring basis (i.e. a stream which is navigable by skiff or canoe during normal spring high water is navigable in fact under the laws of the State though it may be dry during other seasons.)”
- An ordinary high water mark (OHWM) is defined by the Wisconsin Department of Natural Resources as, “The point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristics.”

Lands in the unincorporated regions of Kenosha County that fall into the above category are classified to be in a shoreland zoning district and can be viewed on County zoning maps. Many types of projects require a Shoreland Permit within this zone. Some of the more common projects that occur within the County on a regular basis include, but are not limited to the following:

- Shoreline stabilization – includes projects such as retaining walls, riprap or bio-revetment installation to prevent erosion.
- Fill placement - includes projects designed to improve drainage in the shoreyard (provided it is not a zoned wetland), or fill used in the foundation of new home construction beyond “usual and customary” amounts normally used for home site development. *NOTE: for fill projects in the Camp/Center Lake Floodplain Fringe Overlay District please review the “BUILDING WITHIN THE CAMP LAKE/CENTER LAKE FLOODPLAIN FRINGE OVERLAY DISTRICT” Handout.*
- Dredging or removal of sediments from streams or lakebeds – includes agricultural sediment removal projects or dredging near the shoreline for watercraft docking.
- Earth Movement/Grading, Major Landscaping and Berms.

For a more comprehensive list of permissible projects, consult the Kenosha County General Zoning and Shoreland Floodplain Zoning Ordinance. Most projects requiring a shoreland permit from Kenosha County will require a corresponding Wisconsin Department of Natural Resources and possibly a U.S. Army Corps of Engineers permit. Kenosha County shoreland permits are not valid without the necessary Federal or State permits.

PERMITTING PROCESS:

1. Fill out the Kenosha County Stipulated Shoreland Permit Application.
 - Fill the top portion out completely to include name, address, phone numbers, property address, parcel number, subdivision, lake or river the property is adjacent to, and section, township and range.
 - List materials that are going to be used.
 - If bringing in fill – specify the dimensions (area and depth) of the fill placement.
 - Type of restoration methods that will be used – seed and mulch, sod, etc. and how long it will take to restore the property back to the original condition.
 - Indicate who designed the project and who will be completing the work.
2. Complete the accompanying site plan form.
 - If a contractor has a design drawn up for the project, then this form does not need to be completed. On the form write “Please see attached drawings.”
 - The site plan should be reasonably to scale and show clearly what the project will entail. It should show the location of the structures on the property in relation to the project site and the body of water, and should clearly show all dimensions.
3. Once the form is complete, submit the form along with a fee of \$250.00.
4. Once the permit has been reviewed, you will then be notified by the County staff of when to pick it up. At that time you will be required to submit the appropriate recording fee for recording of the documents at the Register of Deeds Office.
5. The Kenosha County shoreland permit IS NOT VALID without all required State and Federal permits.

IMPORTANT TELEPHONE NUMBERS

Kenosha County Center	
Department of Planning & Development	
19600 - 75 th Street, Post Office Suite 185-3	
Bristol, Wisconsin 53104	
Land & Water Conservation).....	857-1900
Facsimile #.....	857-1920
Public Works - Division of Highways	857-1870
Administration Building	
Division of Land Information.....	653-2622
Brighton, Town of	878-2218
Bristol, Village of.....	857-2368
Paris, Town of	859-3006
Randall, Town of.....	877-2165
Salem Lakes, Village of	843-2313
Utility District.....	862-2371
Somers Village of	859-2822
Wheatland, Town of.....	537-4340
Wisconsin Department of Natural Resources - Waukesha Office.....	574-2136
Wisconsin Department of Transportation - Waukesha Office	548-8722



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STIPULATED SHORELAND PERMIT APPLICATION

Owner _____ Date _____

Mailing Address _____ Phone # _____

_____ Phone # _____

THE UNDERSIGNED HEREBY APPLIES FOR A PERMIT TO DO THE WORK HEREIN DESCRIBED, AND AS SHOWN ON THE REQUIRED SITE PLAN FORM OR ATTACHED REGISTERED SURVEY HEREOF, AND HEREBY AGREES THAT ALL WORK WILL BE DONE IN ACCORDANCE WITH ALL THE LAWS OF THE STATE OF WISCONSIN AND ALL THE ORDINANCES OF THE COUNTY OF KENOSHA, APPLICABLE TO THE FOLLOWING DESCRIBED PREMISES:

Property Address: _____ Parcel No.: _____

Subdivision Name: _____ Lot: _____ Block: _____

Zoning District(s): _____ Section: _____ Township: _____ Range: _____

Abutting Body of Water: _____

PROJECT SPECIFICATIONS

Type and Size of Materials to be Used: _____

Dimensions and Depth of Area to be Filled: _____

Amount of Fill to be Used: _____

Restoration Methods to be Used (Include Time Table): _____

Designed by: _____ Contractor: _____

IT IS THE RESPONSIBILITY OF ALL APPLICANTS TO COMPLY WITH THE FOLLOWING CONDITIONS

1. ALL PROJECTS CONSTRUCTED SHALL MEET THE CONDITIONS STIPULATED AT THE TIME THE PERMIT IS APPROVED. FURTHERMORE, THE PROJECT SHALL NOT CAUSE THE DIVERSION OF ANY STORM WATER ON TO ABUTTING PROPERTIES OR THE ROAD RIGHT-OF-WAY.
2. ALL APPLICANTS ARE REQUIRED TO INQUIRE AND OBTAIN ANY AND ALL NECESSARY PERMITS FROM THE U.S. ARMY CORPS OF ENGINEERS, THE DEPARTMENT OF NATURAL RESOURCES AND THE LOCAL TOWNSHIP. NO WORK SHALL COMMENCE UNTIL ALL NECESSARY PERMITS HAVE BEEN OBTAINED.
3. EACH APPLICANT FOR A STIPULATED SHORELAND PERMIT IS CHARGED WITH KNOWLEDGE OF THE KENOSHA COUNTY GENERAL ZONING AND SHORELAND/FLOODPLAIN ZONING ORDINANCE. COPIES OF THE TEXT OF THIS ORDINANCE OR PORTIONS THEREOF AND COPIES OF THE OFFICIAL ZONING MAPS ARE AVAILABLE FOR SALE, COPYING OR INSPECTION UPON REQUEST. ANY STATEMENT MADE, SITE PLAN SUBMITTED, ANY PROJECT IMPROPERLY CONSTRUCTED, ASSURANCE GIVEN OR PERMIT ERRONEOUSLY ISSUED CONTRARY TO THIS ORDINANCE IS NULL AND VOID AND MAY BE SUBJECT TO PROSECUTION.

I have applied for permits from the: WI Dept. of Natural Resources U.S. Army Corps of Engineers

Date Received: _____ Date Received: _____

THE UNDERSIGNED HEREBY ATTESTS THAT THE ABOVE STATED INFORMATION IS TRUE AND ACCURATE.

Owner/Agent: _____

Agent Address: _____

Agent Phone Number(s): _____

Date Permit Issued: _____

For Office Use Only



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STIPULATED SHORELAND PERMIT SITE PLAN FORM

As required by the Kenosha County General Zoning and Shoreland/Floodplain Zoning Ordinance and the Wisconsin Administrative Code, the following information is required and SHALL be drawn to scale:

1. Shape and dimension of lot.
2. Location and dimensions of all existing and proposed structures on lot.
3. Setback distances from all lot lines and distances between structures. All street yard distances measured shall be measured from the edge of the highway right-of-way (property line).
4. Septic or holding tank and seepage field location and distance from lot line and buildings on lot.
5. Amount and location of fill indicated by inches or feet over the area to be filled.
6. Location of any proposed shore protection
7. Indicate type and size of materials to be used.
8. **PRIOR TO COMPLETING THIS SITE PLAN, ANY APPLICANT WITH ANY QUESTIONS IN REGARDS TO THE REQUIREMENTS OF THIS APPLICATION SHOULD CONTACT THIS DEPARTMENT.**

Scale used: _____

THE UNDERSIGNED HEREBY ATTESTS THAT THE ABOVE SITE PLAN IS AN ACCURATE REPRESENTATION OF THE PROPERTY AND ALL STRUCTURES, AREAS TO BE FILLED, AND SHORE PROTECTION TO BE INSTALLED THEREON.

Signature

Date