



Planning and Development Department

Planning * Solid Waste * Zoning * Sanitation * Property Listing *

311 N. Main Street, Shawano, WI 54166 * (715)526-6766 * Fax (715)526-6273 * www.co.shawano.wi.us

Please share this at your meeting and in the municipal hall.

The Shawano County Planning, Development and Zoning Department is requiring an appointment to obtain a permit starting May 17, 2021. This will help to determine what information needs to be brought to the appointment, if an onsite inspection is needed and any other information can be looked into before you arrive.

Start working on your permits at least 2-3 months prior to building.

Information can also be obtained on our website at www.co.shawano.wi.us
On the right hand side, click on [permits](#).

You can call the office at (715) 526-6766 to set up an appointment and to speak with a land use enforcement officer. You can also e-mail our department by going to the County website above. Our office is open Monday through Friday from 8:00 AM until 4:30 PM. Appointment times will be scheduled for Monday through Friday between 8:30 AM and 3:30 PM to give our staff time to work with you.

There are several reasons your project might be delayed:

- Septic systems other than a residential conventional system require approval from the Dept. of Safety & Professional Services prior to permit issuance, and this process can take up to 6 weeks.
- The proposed use might be a [conditional use](#), which requires Town approval and then a public hearing before the Zoning Committee.
- If you cannot meet setbacks, you may have to relocate your proposed project or a Variance which requires Town approval and then a public hearing before the Board of Adjustment.
- Property within the [Shoreland](#) areas may require onsite inspections prior to issuing permits to determine setbacks, impervious surface and mitigation.
- If you are going to be close to property lines, you may need to have the lot line [surveyed](#) before a permit will be issued.
- [Comprehensive Plan Map Amendments](#) and [Zone Changes](#) are a lengthy process.

Thank you
Shawano County Planning and Development Department