SHORELINE DEVELOPMENT
GENERAL DESCRIPTION REQUIREMENTS

The Shoreline Development General Description for a shoreline substantial development, conditional use, or variance permit shall contain, as a minimum, the following information in order to be deemed complete:

1) The name, address and phone number of the applicant. The applicant should be the owner of the property or the primary proponent of the project.
2) The name, address and phone number of the property owner, if other than the applicant.
3) Location of the property. This shall, at a minimum, include the property address and identification of the section, township and range to the nearest quarter, quarter section or latitude and longitude to the nearest minute. All applications for projects located in open water areas away from land shall provide a longitude and latitude location.
4) Identification of the name of the shoreline (water body) that the site of the proposal is associated with. This should be the water body from which jurisdiction of the act over the project is derived.
5) A general description of the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project.
6) A general description of the property as it now exists including its physical characteristics and improvements and structures.
7) A general description of the vicinity of the proposed project including identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics.
8) Extent and type of proposed improvements to the site within the 50' shoreline buffer and 200' Shoreline Jurisdictional area (i.e. new buildings, additions/alterations to existing buildings, landscaping, proposed bulkheads, piers/docks, and/or boatlifts, etc.).

Additional information may be required based on the specific project and/or site. All large maps must be folded to fit into an 10 x 13-inch envelope with the application name of the plan showing.

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