

Welcome to....

The City of Bayfield Architectural Review Board

The Architectural Review Board is looking forward to working with you on your upcoming project. We have enclosed some information that we hope you find helpful while going through the Building Permit Application Process.

What needs approval?

All exterior building construction in the City of Bayfield will be reviewed by the Architectural Review Board (ARB) prior to any work commencing. If you are in doubt, please contact City Hall before beginning any projects.

Applications:

A Building Permit Application can be received from the ZA. Applications for approval shall be returned to the Zoning Administrator and shall be accompanied by: plans showing the exterior elevations of existing and proposed changes; a labeled site plan; descriptions of the proposed materials and colors; proposed floor grades; and list of names and addresses of all parties involved and the appropriate application fee.

Building Permits Application Fees

Type	Residential	Commercial	Add. Info.
New Const.	\$200.00	\$400.00	Survey Required
Alterations 1 Additions Garages $\geq 8' \times 12'$ New Decks.	\$100.00	\$200.00	Survey Required
Alterations 2 Roofing, Siding Sm. & Existing Decks Sheds $\leq 8' \times 12'$ Window/Door Rep. Foundation Work	\$50.00	\$100.00	
Maintenance: Roof Patching Siding Patching Rotten Board Rep. Painting	\$0.00	\$0.00	If you are not sure if it's maint., check with the ZA.
Fencing (Perimeter)	\$30.00	\$30.00	No solid fences will be allowed in front or street yards.
Signs	\$30.00	\$30.00	
Penalties - if proper approval is not obtained from the A.R.B. before beginning any work.	Alteration 1 - \$400.00* Alteration 2 - \$250.00* *Doubles every 2 weeks thereafter	Alteration 1 - \$800.00* Alteration 2 - \$400.00* *Doubles every 2 weeks thereafter	Removal of work may be required. Need to stop work and submit proper plans and application for review.

Dimensional Requirements

Residential:

Building Height: - 35 ft.

Required Lots Area:

Single & Two-family Dwellings - 2 Lots

Multi-Family Dwellings - 1 Lot/Family

(Standard Lots 40 ft. x 120 ft.)

Yards Required:

Front Yard - 25 ft.

Front Yard - Historic Dist. - 10 ft.

Side Yards - 7 ft. Gable

- 9 ft. Eave

Rear Yard - 10 ft.

Corner Side Yards - 10 1/2 ft. Gable

- 13 1/2 ft. Eave

Commercial:

Building Height: - 35 ft.

Yards Required:

Side Yards*: None or if provided a minimum of 10 ft.

Front Yard*: - 15 ft.

Rear Yard*: - 10 ft.

* In the blocks in the commercial district which are already developed, setbacks and minimum lot widths for new or renovated buildings may correspond with the existing setbacks, provided the Plan Commission determines such action will be in keeping with the purposes of this Chapter.

Architectural Review Board Meetings

1. The Architectural Review Board generally meets on the fourth Monday of each month. Special meetings may be scheduled toward the end of the building season in order to be more accommodating. However, applicants and builders should plan on reviews at the regular scheduled meeting times.
2. A representative must be present to answer questions the Board may have regarding your application, or the Board reserves the right to table your request until such time one can be present.
3. Meetings are held to review the merits of the application. Items being reviewed include:
 - a. Siding & Roofing: design, type, style, & materials
 - b. Historic Integrity
 - c. Height & setback requirements
 - d. Gross Volume of proposed structure, is it compatible to neighbors
 - e. Proportion & relationship between windows & doors
 - f. Rhythm of Solids to voids created by openings in the façade
 - g. Colors & patterns used on the façade
 - h. Landscape Plan
4. Determinations: The Board shall have the power to hear and decide, reject, conditionally approve or approve, assist, and request additional information on your application.

Other Policies and Procedures:

Historic Preservation

The ARB will be responsible for reviewing all plans to ensure they correspond with the Historic Preservation Ord. Pending all requirements are met, the ARB will issue a Certificate of Approval at the same time a building permit is issued. *Please see the Historic District Guidelines.*

Additional Req. for Commercial District:

You must submit plans to the State for all new construction, alterations, additions and change-in-use, except for simple repairs. Plans do not need to be submitted for offices, warehouses, mercantile buildings, and storage garages of less than 25,000 cubic feet total volume. *For more information, contact the local State Plan Review Office at 715-634-8964.*

Contractor Certification

According to 101.654(1)(a) no person may obtain a building permit unless the person annually obtains a certificate of financial responsibility showing that the person is in compliance and completes the continuing education requirements and furnishes to the issuer of the permit proof of completion of those continuing education requirements, does not apply to an owner of a dwelling who resides or will reside in the dwelling and who applies for a building permit to perform work on that dwelling.

Uniform Dwelling Code (UDC)

Permits are required for all new residential construction in addition to City Permits. For more information please contact *Alder Engineering* at (800) 350-5240.

City of Bayfield Architectural Review Board

www.cityofbayfield.com

P.O. Box 1170

Bayfield, WI 54814

Phone: 715/779-5712

Fax: 715/779-5094

Next meeting date is:

These *items* will need to be completed and returned seven days prior to meeting.

- Application
- Worksheet
- Survey (New Construction)
- Site Plan
- Detailed Elevation Drawings
- Historic Preservation
(If Needed)

Building Permit Information you should know.