

# MOBILE SERVICE ZONING PERMIT

## CLASS 2 COLLOCATION

**LOCATION OF MOBILE SERVICE FACILITY:** \_\_\_\_\_

Tax Key Number: FDL- \_\_\_\_\_

**LOCATION OF SUPPORT STRUCTURE:** \_\_\_\_\_

Project Applicant			
Name			
Mailing Address	City	State	ZIP Code
Email Address		Phone Number	
Landowner			
Name			
Mailing Address	City	State	ZIP Code
Proposal			
<input type="checkbox"/> <b>CLASS 1 COLLOCATION</b> The placement of a new mobile service facility on an existing support structure such that the owner of the facility does not need to construct a freestanding support structure for the facility but does need to engage in substantial modification. <b>SPECIAL USE PERMIT REQUIRED.</b>			
<input type="checkbox"/> <b>CLASS 2 COLLOCATION</b> The placement of a new mobile service facility on an existing support structure such that the owner of the facility does not need to construct a freestanding support structure for the facility or engage in substantial modification.			

**APPLICANT SIGNATURE** \_\_\_\_\_

<p><b>CITY OF FOND DU LAC COMMUNITY DEVELOPMENT DEPARTMENT</b></p> <p><input type="checkbox"/> <b>APPROVED. (Permit valid for 6 months from date of approval.)</b></p> <p><input type="checkbox"/> <b>DENIED. Determination for denial:</b> _____</p> <p><b>Date:</b> _____</p> <p style="text-align: right;"><b>CITY OF FOND DU LAC</b></p>
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## MOBILE SERVICE ZONING PERMIT (Class 2 Collocation)

### Checklist:

- Mobile Service Zoning Permit Application + Project Plans
- Permit Fee: \$150.

### Application Submittal

A Mobile Service Zoning Permit application may be filed at the City of Fond du Lac Community Development office located on the 4<sup>th</sup> floor of the City-County Government Center, be delivered via postal service or submitted electronically via email.

**VIA USPS:** City of Fond du Lac  
Community Development Department  
160 S Macy Street  
P.O. Box 150  
Fond du Lac, WI 54936-0150

Attn: Joellyn Dahlin

**VIA EMAIL:** Transmit the permit application and project plans to [jdahlin@fdl.wi.gov](mailto:jdahlin@fdl.wi.gov)  
Please contact the Community Development office at (920) 322-3440 prior to electronic application submittal.

The application will be processed upon receipt of permit fee and a determination that the application is complete. Permit fee may be submitted in person or via postal service.

### Application Review

**Note: Approval of a *MOBILE SERVICE ZONING PERMIT* is required prior to the issuance of any building permit or other permit(s) required for a project. Approval of a Mobile Service Zoning Permit does not imply approval of a building permit or other required permit.**

- The Community Development Department will review an application for completeness.
- If the application contains all of the information requested, the Department will consider the application complete.
- If any of the required information is not in the application, the Department will notify the applicant within 5 days of receiving the application, that the application is not complete. The written notification will specify the required information that is incomplete. An applicant may resubmit an application as often as necessary until it is complete.
- Within 45 days of its receipt of a complete application, the Department will complete all of the following or the applicant may consider the application approved, except that the applicant and the Department may agree in writing to an extension of the 45-day period:
  - (a) Make a final decision whether to approve or disapprove the applicant.
  - (b) Notify the applicant, in writing, of its final decision.
  - (c) If the decision is to disapprove the application, include with the written notification substantial evidence which supports the decision.

#### MOBILE SERVICE ZONING PERMIT

**FOR INFORMATION OR ASSISTANCE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT: (920) 322-3440**

#### BUILDING PERMITS

**FOR INFORMATION OR ASSISTANCE CONTACT THE INSPECTION OFFICE AT (920) 322-3570**