



Rusk County Zoning Administrator  
311 EAST MINER AVENUE, SUITE N110  
LADYSMITH, WI 54848  
Phone: (715)532-2156  
Wisconsin Relay: 711  
Website: [www.ruskcounty.org](http://www.ruskcounty.org)  
Email: [zoning@ruskcountywi.gov](mailto:zoning@ruskcountywi.gov)

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## **Conditional Use Permit Application Process**

A Conditional Use Permit requires a public hearing and the permit decision is made by the Rusk County Zoning Committee. Conditional Uses are required for certain uses that may conflict with surrounding land uses, such as non-farm residences in Agricultural Districts or campgrounds in residential areas.

Fill out the Application for Land Use Permit, obtain Town Board signatures and submit application along with all drawings, plans, and required fees. (Public Hearing fee is \$425.00 + the required fee for the proposed use)

The public hearing will be held at the next available Zoning Committee meeting. The Zoning Office will schedule the public hearing, notify neighboring landowners, advertise in the local newspaper, and post notices within the township. Any person may attend the public hearing and voice approval or concern.

The Zoning Administrator may perform an inspection of the property in order to observe surrounding land uses and building location. The applicant may be notified to answer questions concerning the proposed development.

On the date of the hearing, the Zoning Committee will open the public hearing, ask the applicant to give an overview of their application, ask questions relating to the proposal and listen to arguments for and against the proposal. The applicant should be prepared to answer detailed questions about the development. The Zoning Committee Chairman will then close the public hearing. Members of the committee will discuss the approval or denial of the application. They may want to make a site visit to the location. The decision may be made the same day or may be delayed to another time. Conditions may be attached to an approval and the permit will have an expiration date.

## **Sec. 50-85. Tourist rooming house.**

- (a) The approval for a tourist rooming house shall be for a period of one year of operation. The one year shall commence from the date the permit is issued, however, a land use permit shall not be issued prior to the property owner obtaining a lodging license from the Rusk County Public Health Department. The permit shall remain in effect provided annual reviews by the zoning administrator discloses that a lodging license has been obtained and is current, the conditions and all requirements of this chapter are adhered to.
- (b) Operational rules shall be provided that establish guidelines that the tenants must comply with regarding, but not limited to; off-street parking, garbage collection, occupancy limits, fireworks, and excessive noise.
  - (1) The maximum number of tenants allowed to reside shall not exceed two persons per bedroom, plus two persons.
  - (2) A local contact person shall be identified that will be responsible to manage the property. The property owner may be the contact person.
  - (3) Contact information shall be posted on an exterior wall near the main entrance of the residence with a minimum display area of eight inches by ten inches. The following must be provided:
    - a. Address of property.
    - b. Emergency contact information for police, fire, ambulance.
    - c. Owner's and local contact person's phone number, and phone number for the Rusk County Zoning Office.
    - d. Maximum number of occupants allowed.
  - (4) One business sign may be placed on the property with a maximum display are of 12 square feet.
  - (5) The use of recreational vehicles and/or tents is prohibited.
  - (6) Upon occurrence of two documented violations of the operational rules within a calendar year, the owner shall be subject to revocation of the permit.

(Res. No. 16-21, 8-30-2016; Res. No. 16-21A, 1-22-2019)

# LICENSING GUIDE FOR A TOURIST ROOMING HOUSE

Do I need a license to rent out my home?

**Yes**, a license is required. Wisconsin State Statute 254.61 (6)

*Tourist rooming house* "means any lodging place or tourist cabin or cottage where sleeping accommodations are offered for pay to tourists or transients."

**254.64 (1) (a)** No person may conduct, maintain, manage or operate...a tourist rooming house...if the person has not been issued an annual permit by the department.



Follow these steps to work towards obtaining a lodging license:

1. **TOWN:** Contact the Township, Village, or City for any local requirements regarding conditional use or zoning permits that may be required.
2. **COUNTY ZONING:** Contact Rusk County Land Conservation & Development at 715-532-2156 to determine if a land use permit must be submitted.
3. **WELL/WATER TESTING:** If a private well is present, the well must be constructed, maintained and operated according to NR812. The water must also be tested annually for coliform and nitrates. (This will be evaluated during your annual health inspection.)
4. **PUBLIC HEALTH:** Contact Kristen Walters, Environmental Health Specialist, at (715) 532-2299 for an onsite inspection based on the scope of rules in DHS 195. Provide a copy of your water sample results, complete the lodging license application and pay the required license fees.
5. **OPEN:** Start to rent out your tourist rooming house.

Lodging questions please contact: Rusk County Public Health Department at (715) 532-2299

**FOR OFFICE USE ONLY**  
 Township \_\_\_\_\_  
 Application Number \_\_\_\_\_  
 Zoning District \_\_\_\_\_  
 Date \_\_\_\_\_

**APPLICATION FOR LAND USE PERMIT**

County of Rusk

**INSTRUCTIONS: Fill out this form as completely as possible. Use ink.**  
 Submit completed application and fee to:  
**Rusk County Zoning Office, 311 E. Miner Ave., Suite #N110, Ladysmith, WI 54848.**  
 No permits will be issued until all fees are paid.  
 Make checks payable to: Rusk County Zoning. Questions? Call (715) 532-2156.

Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Site Address \_\_\_\_\_ E-Mail \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY**

Use tax statement for legal description

Parcel ID Number \_\_\_\_\_ Volume \_\_\_\_\_ Page \_\_\_\_\_  
 Gov't lot \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4, Section \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ W  
 Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision or CSM # \_\_\_\_\_ Lot Size/Acres \_\_\_\_\_

Different rules apply in different zoning districts in Rusk County. Know what rules apply to your property.

**Type of Land Use:** ( ) New Building ( ) Addition ( ) Moving On ( ) Other \_\_\_\_\_

**Type of Building:** ( ) House ( ) Deck ( ) Storage ( ) Garage ( ) Boathouse ( ) Addition ( ) Cabin  
 ( ) Mobile Home - Year of mobile home \_\_\_\_\_ ( ) RV ( ) Other \_\_\_\_\_

**Type of Construction:** ( ) Frame ( ) Metal ( ) Log ( ) Pre-Fab ( ) Other \_\_\_\_\_

Dimensions of building (Length and Width) \_\_\_\_\_ Total square feet \_\_\_\_\_

Number of stories \_\_\_\_\_ Total Height \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_

Basement? ( ) Yes ( ) No If yes, will it be a walkout basement? ( ) Yes ( ) No

Will there be plumbing in the building? ( ) Yes ( ) No Will this be a rental unit? ( ) Yes ( ) No

Will the building be used as a sleeping place? ( ) Yes ( ) No

**COMPLETE OTHER SIDE OF APPLICATION**  
 Note: Failure to obtain permit before construction may result in an after-the-fact fee of 2.5 times the permit fee. The local town, city, or village may also require permits. Please obtain all permits prior to construction.

**FOR CONDITIONAL USE PERMIT ONLY**

Approval by Town Board \_\_\_\_\_  
 (attach copy of minutes) Chairman \_\_\_\_\_

Supervisor \_\_\_\_\_ Supervisor \_\_\_\_\_

Applicant declares that this application (including any accompanying schedules) has been examined and to the best of applicant's knowledge and belief, it is true, correct and complete. Applicant acknowledges that applicant is responsible for the detail and accuracy of all information provided and that this information will be relied upon by the County of Rusk, Wisconsin, in determining whether to issue a permit. Applicant further accepts all liability which may be a result of the County of Rusk relying on this information provided in this application. Applicant agrees to permit county officials charged with administering county ordinances or other authorized persons to have access to the above described premises at any reasonable time for the purpose of inspection.

Signature of Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

Permit Issued: \_\_\_\_\_ Permit Denied: \_\_\_\_\_ Permit Expires: \_\_\_\_\_  
 Inspection Date: \_\_\_\_\_ Inspector Name: \_\_\_\_\_  
 Zoning Administrator Signature: \_\_\_\_\_

### PLOT PLAN

1. Show the location and size of all existing buildings (EB) and all new buildings (NB) and indicate North (N).
2. Show the location and distance to the well (W), septic tank (ST), and drainfield (DF).
3. Show the location of any lake, flowage, stream or river if applicable.
4. Show dimensions in feet of the following: (a) Building to all lot lines; (b) Building to center line of road; (c) Building to lake, river, stream or wetland if applicable. Eaves and overhangs are a part of the structure and are required to meet setbacks.  
Note: If building is in a large parcel, distances to not more than three lot lines may be estimated.
5. Show building dimensions in feet.
6. Stake or mark proposed location of all new buildings.
7. If separate plans are submitted by an architect, engineer, builder, plumber, etc., the plans must be signed and dated by the owner.

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