Entered____ Scanned____
Office Use Only

☐ Mail Permit
☐ Call for PICK-UP

_____
(Contact person) name and phone #

JEFFERSON COUNTY
ZONING AND LAND USE PERMIT APPLICATION

311 S. CENTER AVE., ROOM 201, JEFFERSON, WI 53549-1701
PHONE: (920) 674-7130
FAX: (920) 674-7525

Please use black or blue Ink

	FULL NAME	(Mailing) STREET ADDRESS	CITY / STATE	ZIP	TELEPHONE NO.
I. OWNERS (all)					
CONTRACTOR					

II. PROPERTY DESCRIPTION: TAX PARCEL (PIN #) _____ TOWN Select Town

LOT NO. _____ BLOCK _____ SUBDIVISION _____ ACRES _____ ZONING DISTRICT _____

LOT NO. _____ CSM NO._____ VOL. _____ PG. _____ PROJECT SITE- FIRE NO. & ROAD _____

III. TYPE, SIZE, VALUE, & USE OF PROPOSED STRUCTURE OR IMPROVEMENT

A. **RESIDENTIAL**

NEW STRUCTURE ☐ ADDITION ☐

_____ SINGLE FAMILY RESIDENCE/ No. of Bedrooms_____
_____ MH PARK SINGLE FAMILY ☐ Addition ☐ Accessory
_____ MULTI-FAMILY RESIDENCE
No. of Units _____ No. of Bedrooms_____
_____ GARAGE-ATTACHED
_____ GARAGE-DETACHED
_____ FLOODPLAIN ☐FF FW
_____ SHORELAND / WETLAND
_____ OTHER_____

SQ. FT. OF RESIDENCE OR ADDITION
_____
SQ. FT. OF GARAGE (ATT. OR DET.)
_____
HEIGHT OF PROPOSED STRUCTURE _____
SPECIFY USE _____
VALUE OF CONSTRUCTION _____

B. **NON-RESIDENTIAL**

NEW STRUCTURE ☐ ADDITION ☐

_____ AGRICULTURAL
_____ INDUSTRIAL
_____ BUSINESS
_____ CAMPGROUND
_____ SHORELAND / WETLAND
_____ FLOODPLAIN ☐FF ☐FW
_____ OTHER_____
_____
SQ. FT. OF NEW STRUCTURE OR ADDITION
_____
HT. OF PROPOSED STRUCTURE _____
SPECIFY USE _____
VALUE OF CONSTRUCTION _____

★ CHECK WITH TOWN FOR ADMINISTRATIVE AND / OR BUILDING PERMIT REQUIREMENTS!

OTHER DETAILS:
_____
_____
_____

SANITARY PERMIT NO. _____
NUMBER OF BEDROOMS _____
PUBLIC SEWER _____
NON-CONFORM. STRUCTURE / USE _____
FLOODPLAIN _____
SHORELAND / WETLAND _____
INSPECTION DATE: _____
ACCESS APPROVAL REQUIRED:
TOWN, COUNTY, OR STATE ☐ Y ☐ N

IV. ★PLOT PLAN (SKETCH) REQUIRED TO BE ATTACHED - NO LARGER THAN 11" x 17". PLOT PLAN SKETCH SHALL INCLUDE THE FOLLOWING: ALL EXISTING STRUCTURES AND THE LOCATION OF THE NEW STRUCTURE OR ADDITION INCLUDING DISTANCES FROM THE CENTERLINE AND RIGHT-OF-WAY OF THE ROAD, SIDE AND REAR LOT LINES, NAVIGABLE WATERS, SEPTIC TANK & FIELD, WELL, DRIVEWAY ACCESS. GIVE ALL DIMENSIONS. BE SURE TO INCLUDE DECKS PROPOSED FOR NEW HOMES.

★ **FAILURE TO INCLUDE A PLOT PLAN AND ALL OF THE ABOVE MENTIONED ITEMS WILL DELAY ISSUANCE OF THIS PERMIT!** PERMIT FEE MUST ACCOMPANY APPLICATION.

PERMIT #_____

V. ACKNOWLEDGEMENTS

- YOU ARE RESPONSIBLE FOR COMPLYING WITH STATE AND FEDERAL LAWS CONCERNING CONSTRUCTION NEAR OR ON WETLANDS, LAKES, AND STREAMS. WETLANDS THAT ARE NOT ASSOCIATED WITH OPEN WATER CAN BE DIFFICULT TO IDENTIFY. FAILURE TO COMPLY MAY RESULT IN REMOVAL OR MODIFICATION OF CONSTRUCTION THAT VIOLATES THE LAW OR OTHER PENALTIES OR COSTS. FOR MORE INFORMATION, VISIT THE DEPARTMENT OF NATURAL RESOURCES WETLANDS IDENTIFICATION WEB PAGE OR CONTACT A DEPARTMENT OF NATURAL RESOURCES SERVICE CENTER. (Wis Stats 59.691) http://dnr.wi.gov/wetlands/mapping.html
- OWNER – CHECK FOR APPLICABLE DEED, PLAT AND TOWN RESTRICTIONS & PERMIT REQUIREMENTS
- THIS PERMIT MAY BE APPEALED FOR 30 DAYS AFTER PUBLICATION OF ISSUANCE
- THE OWNER OF THIS PARCEL & THE UNDERSIGNED AGREE TO CONFORM TO THE CONDITIONS OF THIS PERMIT AND TO ALL APPLICABLE LAWS OF JEFFERSON COUNTY AND ACKNOWLEDGE THAT YOU HAVE RECEIVED AND READ THE ABOVE NOTICE REGARDING WETLANDS, AS WELL AS ALL NOTICES AND TERMS ABOVE.

PERMIT FEE	APPROVED BY	DATE PERMIT ISSUED
$		

_____ _____
Signature of Applicant **Application Date**

THIS PERMIT EXPIRES TWO (2) YEARS AFTER DATE OF ISSUE

☐See Attached Conditions of Approval

This approval is based upon this application, the attached plot plan and conditions as warranted by Jefferson County ordinances.

ZONING AND LAND USE PERMIT REQUIREMENTS AND FEE SCHEDULE

COUNTY BOARD APPROVAL 11/13/12

IMPLEMENTED 1/1/13

Zoning Permits: 11.03(b) & 11.11(b)5.a.(1); Compliance. No structure, land, or water shall hereafter be used, and no structure or part thereof shall hereafter be located, erected, moved, reconstructed, extended, enlarged, converted, or STRUCTURALLY altered without a Zoning Permit and without full compliance with the provisions of the Jefferson County Zoning Ordinance and all other applicable local, county, and state regulations.

No Zoning Permit is required for ordinary maintenance repairs such as painting, decorating, paneling, shingling, siding, and the replacement of doors, windows and other NON-STRUCTURAL components.

IF YOU'RE NOT SURE IF A PERMIT IS REQUIRED, CALL ZONING AT 920-674-7130 BEFORE STARTING!!!

STRUCTURAL ALTERATIONS/REPAIRS – INCLUDES ANY CHANGE IN THE SUPPORTING MEMBERS OF A STRUCTURE, SUCH AS FOUNDATION, BEARING WALLS, COLUMNS, BEAMS, GIRDERS, OR CHANGE IN WINDOW OR DOOR DIMENSIONS, BUT NOT CLASSIFIED AS AN ADDITION OR NEW STRUCTURE.	$ 50		
AGRICULTURAL STRUCTURES <1,000 sq.ft.	$ 30	**SHORELAND/WETLAND/FLOODPLAIN**	
≥1,000 sq.ft.	$ 50	• STRUCTURAL (wetland piers,	
RESIDENTIAL STRUCTURES		observation decks, control structures, etc)	$ 50
• SINGLE FAMILY HOME	$ 600	• NON-STRUCTURAL (floodplain fill,	
• DUPLEX & MULTI-FAMILY	$ 400/Unit	ponds, shoreland alterations, etc...)	
		<250 sq.ft.	$ 30
• ADDITION (HABITABLE) <500 sq.ft.	$ 150	≥250 sq.ft.	$ 100
• ADDITION (HABITABLE) ≥500 sq.ft.	$ 200	• Viewing/access corridor establishment	No Charge
• ADDITION (NON-HABITABLE) <500 sq.ft.	$ 50		
(Includes garages, open-air porches, etc…)		**REVISION FEE/ZONING & LAND USE PERMITS**	$ 50
• ADDITION (NON-HABITABLE) ≥500 sq.ft.	$ 100		
(Includes garages, open-air porches, etc…)		**SIGN PERMITS**	
• ACCESSORY STRUCTURES (Enclosed w/roof)		• $25 OR $.50 PER SQ. FT., WHICHEVER	
200 sq.ft. or less	30	IS THE GREATER	
<500 sq.ft.	50		
≥500 sq.ft.	100	**SUBDIVISIONS/CERTIFIED SURVEY MAPS**	
• ACCESSORY STRUCTURES (Not Enclosed)		• PRELIMINARY PLAT $350 +	$ 10/LOT
<500 sq.ft.	30	• FINAL PLAT	$ 200
≥500 sq.ft.	50	• CSM REVIEW – PRELIMINARY	$ 50
(Includes all decks, pools, lean-to's etc…)		• CSM REVIEW – FINAL	$ 25
BUSINESS/INDUSTRIAL		**FARMLAND CERTIFICATES**	
• PRINCIPAL STRUCTURE	$ 500	• CERTIFICATE PROCESSING	$ 20
• ADDITION <500 sq.ft.	$ 150	• COPY OF DUPLICATE CERTIFICATE	$ 2
• ADDITION ≥500 sq.ft.	$ 300	**PROCESS PARCEL LIST FOR FPP AGREEMENT**	$ 20
• ACCESSORY STRUCTURES	$ 100	**PROCESS PARCEL LIST FOR FC-A**	$ 20
AGRI-BUSINESS			
• PRINCIPAL STRUCTURE	$ 300		
• ADDITIONS	$ 150	**NOTE: A double permit fee will be charged for all after-the fact permits.**	
• ACCESSORY STRUCTURES	$ 100		

TOWNSHIP BUILDING INSPECTORS

AZTALAN – Greg Noll 920-675-9062 or 920-723-2023
COLD SPRING – Greg Noll 920-675-9062 or 920-723-2023
CONCORD – Thomas Marks 262-490-0513
FARMINGTON – Greg Noll 920-675-9062 or 920-723-2023
HEBRON – Greg Noll 920-675-9062 or 920-723-2023
IXONIA – Archie Stigney 920-261-2966
JEFFERSON – Greg Noll 920-675-9062 or 920-723-2023
KOSHKONONG – Greg Noll 920-675-9062 or 920-723-2023
LAKE MILLS – Dean Eppler 1-800-422-5220
MILFORD – Mike Sindorf 262-490-4141
OAKLAND – Greg Noll 920-675-9062 or 920-723-2023
PALMYRA – Thomas Marks 262-490-0513
SULLIVAN – Greg Noll 920-675-9062 or 920-723-2023
SUMNER – Kelly Green 608-697-7771
WATERLOO – Dean Eppler 800-422-5220 or 608-576-6370
WATERTOWN – John Moosreiner 262-490-0277

Check with local building inspector for all applicable permits required in your township.