

- Mail Permit
- Call for PICK-UP

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

(Contact person) name and phone # _____

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

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

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 # _____

Signature of Applicant _____ Application Date _____

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

PERMIT FEE	APPROVED BY	DATE PERMIT ISSUED
\$		

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!!!

<u>STRUCTURAL ALTERATIONS/REPAIRS</u> – 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			
<u>AGRICULTURAL STRUCTURES</u> <1,000 sq.ft.	\$ 30	<u>SHORELAND/WETLAND/FLOODPLAIN</u>	
≥1,000 sq.ft.	\$ 50	• STRUCTURAL (wetland piers, observation decks, control structures, etc)	\$ 50
<u>RESIDENTIAL STRUCTURES</u>		• NON-STRUCTURAL (floodplain fill, ponds, shoreland alterations, etc...)	
• SINGLE FAMILY HOME	\$ 600	<250 sq.ft.	\$ 30
• DUPLEX & MULTI-FAMILY	\$ 400/Unit	≥250 sq.ft.	\$ 100
• ADDITION (HABITABLE) <500 sq.ft.	\$ 150	• Viewing/access corridor establishment	No Charge
• ADDITION (HABITABLE) ≥500 sq.ft.	\$ 200		
• ADDITION (NON-HABITABLE) <500 sq.ft. (Includes garages, open-air porches, etc...)	\$ 50	<u>REVISION FEE/ZONING & LAND USE PERMITS</u>	\$ 50
• ADDITION (NON-HABITABLE) ≥500 sq.ft. (Includes garages, open-air porches, etc...)	\$ 100	<u>SIGN PERMITS</u>	
• ACCESSORY STRUCTURES (Enclosed w/roof) 200 sq.ft. or less	30	• \$25 OR \$.50 PER SQ. FT., WHICHEVER IS THE GREATER	
<500 sq.ft.	50		
≥500 sq.ft.	100	<u>SUBDIVISIONS/CERTIFIED SURVEY MAPS</u>	
• 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
<u>BUSINESS/INDUSTRIAL</u>		<u>FARMLAND CERTIFICATES</u>	
• PRINCIPAL STRUCTURE	\$ 500	• CERTIFICATE PROCESSING	\$ 20
• ADDITION <500 sq.ft.	\$ 150	• COPY OF DUPLICATE CERTIFICATE	\$ 2
• ADDITION ≥500 sq.ft.	\$ 300	<u>PROCESS PARCEL LIST FOR FPP AGREEMENT</u>	\$ 20
• ACCESSORY STRUCTURES	\$ 100	<u>PROCESS PARCEL LIST FOR FC-A</u>	\$ 20
<u>AGRI-BUSINESS</u>			
• PRINCIPAL STRUCTURE	\$ 300		
• ADDITIONS	\$ 150		
• ACCESSORY STRUCTURES	\$ 100		

NOTE: A double permit fee will be charged for all after-the fact permits.

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.