

- 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 EMAIL: zoning@jeffersoncountywi.gov

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 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.

Signature of Applicant _____ Application Date _____

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

PERMIT # _____

ZONING AND LAND USE PERMIT REQUIREMENTS AND FEE SCHEDULE

COUNTY BOARD APPROVAL 11/2023

NOTE: A double permit fee will be charged for all after-the fact permits (Minimum fee of \$100)			
STRUCTURAL ALTERATION/REPAIR or CHANGE OF USE - Includes ANY CHANGE in the supporting members of a structure, such as foundations, bearing walls, columns, beams, girders, or change in window or door dimensions, but not classified as an addition or new structure.			\$ 50.00
RESIDENTIAL STRUCTURES		STANDARD	*SHORELAND
SINGLE FAMILY HOME		\$ 600.00	\$ 650.00
DUPLEX & MULTI-FAMILY		\$ 400.00/UNIT	\$ 450.00/UNIT
ADDITION (HABITABLE) <500 sq.ft		\$ 150.00	\$ 200.00
ADDITION (HABITABLE) ≥500 sq.ft.		\$ 200.00	\$ 250.00
ADDITION (NON-HABITABLE) <500 sq.ft. (Includes garages, porches, etc...)		\$ 50.00	\$ 100.00
ADDITION (NON-HABITABLE) ≥500 sq.ft. (Includes garages, porches, etc...)		\$ 100.00	\$ 150.00
ACCESSORY STRUCTURES (enclosed w/roof) ≤200 sq.ft.		\$ 30.00	\$ 80.00
<500 sq.ft.		\$ 50.00	\$ 100.00
≥500 sq.ft.		\$ 100.00	\$ 150.00
ACCESSORY STRUCTURES (not enclosed)- (Includes decks, pools, lean-to's, patios, wetland piers, etc)			
<500 sq. ft.		\$ 30.00	\$ 80.00
≥ 500 sq.ft.		\$ 100.00	\$ 100.00
NON-STRUCTURAL- (Includes floodplain fill, plantings, ponds, shoreland alterations, etc.)			
<250 sq. ft.			\$ 50.00
≥250 sq. ft.			\$ 100.00
VIEWING/ACCESS CORRIDOR ESTABLISHMENT			\$ 100.00
NAVIGABILITY DETERMINATION			\$ 100.00
WATERFRONT PROPERTY REVIEW			\$ 50.00
MITIGATION/IMPERVIOUS SURFACE PLAN REVIEW			\$ 100.00
TREE REMOVAL			\$ 30.00
NOTE: FOR ALL FLOODPLAIN: ADD ADDITIONAL \$150 TO ALL STRUCTURE FEES *Shoreland fees are for any lot or project within 300 feet of the Ordinary High Water Mark.			
NON-RESIDENTIAL PERMITS			
For non-residential permits, a fee of \$150 is added to any permit for a structure in the floodplain.			
AGRICULTURAL STRUCTURES (shoreland fee exempt)		AGRI-BUSINESS	
<499 sq.ft.	\$ 30.00	PRINCIPAL	\$ 300.00
500-999 sq.ft.	\$ 50.00	ADDITIONS	\$ 150.00
1000-1499 sq.ft.	\$ 80.00	ACCESSORY STRUCTURES >1,000 sq.ft.	\$ 100.00
1500-1999 sq.ft.	\$ 100.00	ACCESSORY STRUCTURES <1,000 sq.ft.	\$ 50.00
2000-4999 sq.ft.	\$ 150.00	SIGN PERMITS	\$25 or \$0.50/square foot, whichever is greater
5000+ sq.ft.	\$ 200.00	SUBDIVISIONS/CSM (CERTIFIED SURVEY MAP)	
BUSINESS/INDUSTRIAL		PRELIMINARY SUBDIVISION PLAT	\$ 350 + \$10/LOT
PRINCIPAL STRUCTURE	\$ 500.00	FINAL SUBDIVISION PLAT	\$ 200.00
ADDITION <500 sq.ft.	\$ 150.00	CONDOMINIUM PLAT	\$ 200 + \$10/LOT
ADDITION ≥500 sq.ft.	\$ 300.00	CERTIFIED SURVEY - PRELIMINARY	\$ 50.00
ACCESSORY STRUCTURES >1,000 sq. ft.	\$ 150.00	CERTIFIED SURVEY - FINAL	\$ 50.00
ACCESSORY STRUCTURES <1,000 sq. ft.	\$ 100.00	CAMPGROUNDS	
OUTSIDE STORAGE IN I ZONE	\$ 50.00	FILL	\$ 50.00
REMOVAL OF STRUCTURE/RAZE PERMIT	\$ 30.00	ACCESSORY	\$ 50.00
SALVAGE YARD LICENSE	\$ 50.00	MOBILE TOWER	
REVISION FEE/EXTENSION	\$ 50.00	NEW & CLASS 1 COLLOCATION	\$ 3,000.00
ZONING VERIFICATION LETTER	\$ 100.00	CLASS 2 COLLOCATION	\$ 500.00
PETITION FEES			
CONDITIONAL USE	\$ 300.00	REZONING PETITION FEE - 1 lot	\$ 300.00
Conditional Use application with Rezone	\$ 100.00	2 or more lots	\$ 50.00 per lot
REAPPLICATION FEE	\$ 100.00		
ADMINISTRATIVE DATCP REPORTING FEE FOR REZONING OUT OF A-1 (Non-refundable, paid at time of application)			\$ 100.00

TOWNSHIP BUILDING INSPECTORS

AZTALAN – Greg Noll 920-675-9062

COLD SPRING – Greg Noll 920-675-9062

CONCORD – Thomas Marks 262-490-0513

FARMINGTON – Greg Noll 920-675-9062

HEBRON – Greg Noll 920-675-9062

IXONIA – Archie Stigney 920-261-2966

JEFFERSON – Greg Noll 920-675-9062

KOSHKONONG – Greg Noll 920-675-9062

LAKE MILLS – Chris Butschke 608-576-6371

MILFORD – Mike Sindorf 262-490-4141

OAKLAND – Greg Noll 920-675-9062

PALMYRA – Thomas Marks 262-490-0513

SULLIVAN – Greg Noll 920-675-9062

SUMNER – Dave Geraths 608-697-7776

WATERLOO – Chris Butschke 608-576-6371

WATERTOWN – John Moosreiner 262-490-0277

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