

- 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 # \_\_\_\_\_

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**

**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!!!**

<b><u>STRUCTURAL ALTERATIONS/REPAIRS</u></b> – 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			
<b><u>AGRICULTURAL STRUCTURES</u></b> <1,000 sq.ft.	\$ 30	<b><u>SHORELAND/WETLAND/FLOODPLAIN</u></b>	
≥1,000 sq.ft.	\$ 50	• STRUCTURAL (wetland piers, observation decks, control structures, etc)	\$ 50
<b><u>RESIDENTIAL STRUCTURES</u></b>		• 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	<b><u>REVISION FEE/ZONING &amp; LAND USE PERMITS</u></b>	\$ 50
• ADDITION (NON-HABITABLE) ≥500 sq.ft. (Includes garages, open-air porches, etc...)	\$ 100	<b><u>SIGN PERMITS</u></b>	
• 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	<b><u>SUBDIVISIONS/CERTIFIED SURVEY MAPS</u></b>	
• 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
<b><u>BUSINESS/INDUSTRIAL</u></b>		<b><u>FARMLAND CERTIFICATES</u></b>	
• PRINCIPAL STRUCTURE	\$ 500	• CERTIFICATE PROCESSING	\$ 20
• ADDITION <500 sq.ft.	\$ 150	• COPY OF DUPLICATE CERTIFICATE	\$ 2
• ADDITION ≥500 sq.ft.	\$ 300	<b><u>PROCESS PARCEL LIST FOR FPP AGREEMENT</u></b>	\$ 20
• ACCESSORY STRUCTURES	\$ 100	<b><u>PROCESS PARCEL LIST FOR FC-A</u></b>	\$ 20
<b><u>AGRI-BUSINESS</u></b>			
• 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
- 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** – Dean Eppler 1-800-422-5220
- 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** – 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.**