

JEFFERSON COUNTY

ZONING AND LAND USE PERMIT APPLICATION

320 S. MAIN ST., ROOM 201, JEFFERSON, WI 53549

PHONE: (920) 674-7130

FAX: (920) 674-7525

Please use **black** or **blue** Ink ONLY!

- Mail Permit
- Call for PICK-UP

\_\_\_\_\_  
(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.

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
\$		

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**

**JEFFERSON COUNTY ZONING FEE SCHEDULE**  
**2011 ZONING AND LAND USE PERMIT FEE SCHEDULE**  
**COUNTY BOARD APPROVAL 11/15/11**  
**IMPLEMENTED 1/1/12**

<b>AGRICULTURAL STRUCTURES</b> <1,000 sq.ft.	\$ 30	<b>AGRI-BUSINESS</b>	
≥1,000 sq.ft.	\$ 50	• PRINCIPAL STRUCTURE	\$ 300
<b>RESIDENTIAL STRUCTURES</b>		• ADDITIONS	\$ 150
• SINGLE FAMILY HOME	\$ 550	• ACCESSORY STRUCTURES	\$ 100
• DUPLEX & MULTI-FAMILY	\$ 350/UNIT		
• GARAGE ATTACHED TO PROPOSED NEW DWELLING – PER STRUCTURE	\$ 50 ADD'TL	<b>SHORELAND/WETLAND/FLOODPLAIN</b>	
• ADDITION (HABITABLE) <500 sq.ft.	\$ 150	• STRUCTURAL (wetland piers, observation decks, control structures, etc...)	\$ 50
• ADDITION (HABITABLE) ≥500 sq.ft.	\$ 200	• NON-STRUCTURAL (floodplain fill, ponds, shoreland alterations, etc...)	
• ADDITION (NON-HABITABLE) <500 sq.ft. (Includes garages, open-air porches, etc...)	\$ 50	<250 sq.ft.	\$ 30
• ADDITION (NON-HABITABLE) ≥500 sq.ft. (Includes garages, open-air porches, etc...)	\$ 100	≥250 sq.ft.	\$ 100
		• Viewing/access corridor establishment	No Charge
		<b>REVISION FEE/ZONING &amp; LAND USE PERMITS</b>	\$ 50
• ACCESSORY STRUCTURES (Enclosed w/roof) 200 sq.ft. or less	\$ 30	<b>SIGN PERMITS</b>	
<500 sq.ft.	\$ 50	• \$25 OR \$.50 PER SQ. FT., WHICHEVER IS THE GREATER	
≥500 sq.ft.	\$ 100		
• ACCESSORY STRUCTURES (Not Enclosed)		<b>SUBDIVISIONS/CERTIFIED SURVEY MAPS</b>	
<500 sq.ft.	\$ 30	• PRELIMINARY PLAT \$350 +	\$ 10/LOT
≥500 sq.ft.	\$ 50	• FINAL PLAT	\$ 200
(Includes all decks, pools, lean-to's etc...)		• CSM REVIEW – PRELIMINARY	\$ 50
		• CSM REVIEW – FINAL	\$ 25
<b>BUSINESS/INDUSTRIAL</b>		<b>ADMINISTRATIVE FEE FOR A-1 REZONING FARMLAND CERTIFICATES</b>	\$ 100
• PRINCIPAL STRUCTURE	\$ 500	• CERTIFICATE PROCESSING	\$ 20
• ADDITION <500 sq.ft.	\$ 150	• COPY OF DUPLICATE CERTIFICATE	\$ 2
• ADDITION ≥500 sq.ft.	\$ 300	<b>PROCESS PARCEL LIST FOR FPP AGREEMENT</b>	\$ 20
• ACCESSORY STRUCTURES	\$ 100	<b>PROCESS PARCEL LIST FOR FC-A</b>	\$ 20

**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** – Willard Reich 262-751-9693  
**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.***

Last updated 1/4/12 by DM