

WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE
PLANNING AND ZONING DIVISION

515 W. Moreland Blvd. Room AC230 Waukesha, Wisconsin 53188 (262) 548-7790
Email pod@waukeshacounty.gov Website www.waukeshacounty.gov/planningandzoning

ZONING PERMIT APPLICATION SUBMITTAL FORM AND CHECKLIST

Prior to an Application for a Zoning Permit being considered complete for review purposes, the following information must be submitted with the application.

***Electronic submittals shall be sent via email to pod@waukeshacounty.gov or planning staff only. No external devices such as thumb drives, CD's, etc. may be submitted and will be returned due to County IT policies. If you are not able to submit items electronically, you may drop off items with the receptionist in Room AC260 (address above), but this is a drop off service only and you will be unable to meet with the POD/PZD staff. Please indicate to whose attention your items are for. If not known, label them c/o Planning and Zoning Division/POD. The items are distributed daily.**

****To assist with electronic submittals for Zoning Permits, a [fillable Zoning Permit application form](#) has been developed for your use and submittal. ****Please note: The form must be saved ('save as') to your local desktop BEFORE filling in the application or the form you complete will not be saved and you will have to start over.******

- A complete Application for a Zoning Permit with owner signature or a complete Landowners Authorization Agent Form.
 - If a structure contains a nonconforming use or is located in the floodplain, a *Nonconforming Use and Structure Value Worksheet* shall be completed.
- Fee (see *Fee Schedule* at <https://www.waukeshacounty.gov/ZPFees/?LangType=1033>). You can call the receptionist at 262.548.7790 to pay by credit card or by check payable to the Department at the above address. Include a note that states the payment is for your specific permit type or application along with the owners' name. NOTE: Items will not be processed until payment is received.
- One (1) electronic* **scaled** Plat of Survey (stamped by PLS) or accurate Site Plan drawn **to scale**. The map shall include:
 - Location and centerline of all road right-of-ways and access easements.
 - Lot dimensions and area.
 - Ordinary High Water Mark and 1% chance floodplain locations and elevations, if applicable. *0.2% chance floodplain required if mapped on the property per the County's GIS or if the natural grade at a proposed structure is located within 2 vertical ft. of the 1% chance floodplain.
 - Environmental Corridor/Isolated Natural Resource Area and wetland locations, if applicable.
 - Location and dimensions of all existing **and** proposed structures on the lot **and** their uses **and** existing structures **and** their uses on adjacent lots (for averaging purposes). In the Town of Delafield, buildings on adjacent lots located within 20 ft. of a proposed principal building must also be identified.
 - Location and surface area of all impervious surfaces on waterfront riparian lots **or** non-riparian lots located entirely within 300 ft. of a navigable waterway. Refer to *Impervious Surface Worksheet and Application*.
 - Existing trees/vegetation within 300 ft. of a navigable waterway, if applicable. Refer to *Shoreland Cutting/Vegetation Removal Worksheet and Application*.
 - Location of existing/proposed wells and septic systems on the lot **and** within 50 ft. of the lot.
 - Additional features may be required to be shown in accordance with the Ordinance.
- One (1) electronic* set of **scaled** building plans, including the following:
 - Elevation renderings of all sides of the proposed structure.
 - Interior floor plan of all levels of the proposed structure.
 - Wall section, including foundation wall.
 - Square footage of each floor.
- Preliminary Site Evaluation (PSE) or Sanitary Permit Number issued by the Waukesha County Environmental Health Division (EHD) unless served by public sewer. The PSE or Sanitary Permit application can be applied for with the EHD in Room AC260 of the Waukesha County Administration Center, 262-896-8300 or sod@waukeshacounty.gov, and can be reviewed concurrently.
NOTE: APPROVAL BY THE ENVIRONMENTAL HEALTH DIVISION IS REQUIRED PRIOR TO THE ISSUANCE OF A ZONING PERMIT, UNLESS SERVED BY PUBLIC SEWER.
- One (1) electronic* **scaled** Grading Plan(s) for new homes **and** any permit application that involves significant grading, including the following:
 - One (1) or two (2) foot contours. Proposed contours must tie into existing contours on the same plan. Plan must be prepared by a professional engineer, surveyor, or landscape architect.
 - Proposed yard grade and floor elevations. **If a basement is proposed within an area indicative of seasonal high groundwater conditions, or is near surface water, a wetland, or other known potential sources of groundwater, a *Form A in accordance with the Basement Wetness Technical Standards* shall be completed for review and approval. A *Form A* requires soil borings.**
 - Proposed slopes shall not exceed 3:1.

**AN INCOMPLETE APPLICATION FORM OR MISSING INFORMATION WILL CAUSE DELAY IN THE ISSUANCE OF THE ZONING PERMIT, AND THE APPLICATION MAY BE RETURNED FOR ADDITIONAL INFORMATION.
CONSTRUCTION MUST START WITHIN 6 MONTHS AND BE COMPLETED WITHIN 18 MONTHS OF THE DATE OF ISSUANCE OF THE ZONING PERMIT.**

For Office Use Only: Submittal Requirements Complete/Electronic Files Stored ZA Initials _____ Date _____

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APPLICATION FOR A ZONING PERMIT

<p>FOR OFFICE USE ONLY (Form Created 11/08/16)</p> <p>Fee Pd.: _____ Receipt No.: _____ ATF Yes No Reviewed by: _____ PSE approval date: _____</p> <p>ZP Appl. No. _____ ZP Permit No. _____</p> <p>BOA File No. _____ SPPO File No. _____ CU File No. _____</p> <p>File: _____ Building Inspector: _____ Town Assessor: _____ Owner: _____ Applicant: _____</p> <p>Zoning Code: _____ Shoreland and Floodland Protection Ordinance: _____ Zoning District(s): _____</p> <p>Legal Description _____</p> <p>Nonconforming Structure: Yes No</p> <p>Nonconforming Use or Nonconforming Structure in Floodplain: Yes No If Yes, a separate <i>Nonconforming Use and Structure Value Worksheet</i> is required.</p> <p>Impervious Surface Regulated: Yes No If Yes, a separate <i>Impervious Surface Worksheet and Application</i> is required.</p> <p>Mitigation Required: Yes No If Yes, a separate <i>Mitigation Permitting Worksheet</i> is required.</p>	<p>DATE STAMP</p> <p>RECEIVED</p> <p>DEPT OF PARKS & LAND USE</p>
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APPLICANT – PLEASE READ APPLICATION SUBMITTAL REQUIREMENTS (SEPARATE FORM ATTACHED) AND COMPLETE ALL BELOW:

Town _____ Tax Key No(s). _____	Address of Premises _____
Owner(s) _____	Applicant (if different) _____
Mailing Address _____	Mailing Address _____
Email Address _____	Email Address _____
Daytime Phone No. (_____) _____	Daytime Phone No. (_____) _____

Detailed and complete description of proposed work to be completed and the intended use(s) (attach additional pages, if necessary)

Type of existing structures on the lot and the use(s) of each _____

Sanitary Facilities Public sewer Yes No If no, type of private sewage system _____ **Sanitary Permit No.** (for new construction) _____

Water Supply Private _____ Other _____ **Cost Estimate of Improvements \$** _____

EXISTING STRUCTURE(S)

Principal Structure 1st floor (sq. ft.) _____ 2nd floor (sq. ft.) _____

Att. Garage (sq. ft.) _____ Basement (sq. ft.) _____ Exposed Yes No Partial

Structure Size Width _____ Depth _____ Height _____

Structure Style 1 Story _____ 2 Story _____ Split level _____

No. of Bedrooms _____ **No. of Bathrooms** _____

Other structures (type/sq. ft.) _____

Total SF Existing (all SF except basement) _____

PROPOSED STRUCTURE(S) only include new sq. ft. for additions

Principal Structure 1st Floor (sq. ft.) _____ 2nd floor (sq. ft.) _____

Att. Garage (sq. ft.) _____ Basement (sq. ft.) _____ Exposed Yes No Partial

Structure Size Width _____ Depth _____ Height _____

Structure Style 1 Story _____ 2 Story _____ Split level _____

No. of Bedrooms _____ **No. of Bathrooms** _____

Other Structures (type/sq. ft.) _____

Total SF Proposed (all SF except basement) _____

Total SF (Existing + Proposed) _____ **Building Footprint** (all roofed structures) _____ **Accessory Building Footprint** _____ **Total B.F. %** _____
(except basement) (exclude area of 2' overhang or less for building footprint calculation)

Size of Lot Average Width _____ Average Depth _____ **Total Area** (excluding established road ROW) _____

Proposed setbacks/offsets for planned improvements

	Principal Structure(s)	Accessory Structure(s)	Decks and Patios	Measure to the overhang <u>only if</u> it exceeds two (2) ft., otherwise measure as noted below.
Road Setback				feet from the building foundation to the established road right-of-way line (base setback line).
Offset				feet from building foundation to the (N,S,E,W) _____ property line.
Offset				feet from building foundation to the (N,S,E,W) _____ property line.
Offset				feet from building foundation to the (N,S,E,W) _____ property line.
Floodplain setback				feet from building foundation to the floodplain (FP elevation _____ datum _____).
Wetland setback				feet from building foundation to the wetland.
Shore setback				feet from closest point of structure to the OHWM.

The undersigned states that the foregoing information is true and accurate to the best of his/her knowledge; it is hereby agreed that for and in consideration of the issuance of a zoning permit that the foregoing work will be carried out as defined in this application; that all applicable ordinances or codes of the state, county, and town will be complied with in carrying out the proposed work stated in the application; and that work will not commence before a building permit has been obtained from the town building inspector. If any changes or deviations are made from the original application, a new permit is required. Failure to comply with the permit as issued will result in the revocation of the permit or other penalties. By signing this form, the owner or his/her authorized agent is giving their consent for the Dept. of Parks and Land Use to inspect the site as necessary and related to this application even if the property has been posted against trespassing pursuant to Wis. Stat.; and serves as your acceptance of the wetland statement included on your Property Owner letter issued with your permit.

Signature of Owner _____ **Date** _____

Application Approved _____ **Denied** _____ **by Zoning Administrator** _____ **Date** _____

SEE ATTACHED SHEET FOR CONDITIONS OF APPROVAL OR REASONS FOR DENIAL