

**WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE  
PLANNING AND ZONING DIVISION**  
515 W. Moreland Blvd. Room AC 230 Waukesha, Wisconsin 53188 (262) 548-7790

**ZONING PERMIT APPLICATION SUBMITTAL FORM AND CHECKLIST**

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

- A complete *Application for a Zoning Permit* with owner signature or a *Landowners Authorization Agent Form* and a signed *Wetland Notice Form*.
  - If a structure is nonconforming, a *Nonconforming Structure Worksheet* shall be completed.
  - 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*).
  
- Five (5) printed and one (1) electronic scaled plat of survey(s) (stamped by PLS) or accurate site plan drawn to scale. The map shall include:
  - Location and centerline of 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/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 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 *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.
  
- Two (2) printed sets and one (1) electronic set of scaled building plans, including the following:
  - Elevation renderings of all sides of the proposed structure.
  - Interior floor plan.
  - 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 unless served by public sewer (PSE or Sanitary Permit application can be applied for with the Environmental Health Division in Room 260 of the Waukesha County Administration Center and can be applied for and reviewed concurrently).

**APPROVAL BY THE ENVIRONMENTAL HEALTH DIVISION IS REQUIRED PRIOR TO THE ISSUANCE OF A ZONING PERMIT, UNLESS SERVED BY PUBLIC SEWER.**

- Two (2) printed and one (1) electronic scaled Grading Plan(s) for new homes and any application that involves significant grading, showing 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 a surface water, 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.**

\*Submittal Requirements Complete & Electronic Files Stored Zoning Administrator Initials \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION FOR A ZONING PERMIT**

<p><b>OFFICE USE ONLY (Form Created 11/8/16)</b></p> <p>Fee Pd. (see Fee Schedule): _____ Receipt #: _____ Permit reviewed by: _____ PSE approval date: _____</p> <p>ZP Appl. No. _____ ZP No. _____</p> <p>BOA No. _____ PO No. _____ CU No. _____</p> <p>File: _____ Building Inspector: _____ Town Assessor: _____ Owner: _____ Agent: _____</p> <p>Zoning Code: _____ Shoreland and Floodland Protection Ordinance: _____ Zoning District(s): _____</p> <p>Legal Description (from survey) _____</p> <p>Nonconforming Structure: Y / N If Yes, a separate <i>Nonconforming Structure Worksheet</i> is required.</p> <p>Nonconforming Use or Nonconforming Structure in Floodplain: Y / N If Yes, a separate <i>Nonconforming Use and Structure Value Worksheet</i> is required.</p> <p>Impervious Surface Regulated: Y / N If Yes, a separate <i>Impervious Surface Worksheet and Application</i> is required.</p> <p>Mitigation Required: Y / N If Yes, a separate <i>Mitigation Permitting Worksheet</i> is required.</p>	<p><b>DATE STAMP</b></p>
---	--------------------------

**APPLICANT – PLEASE READ APPLICATION SUBMITTAL REQUIREMENTS (SEPARATE FORM) AND COMPLETE THE FOLLOWING:**

Town \_\_\_\_\_ Tax Key No(s). \_\_\_\_\_ Address of Premises \_\_\_\_\_

Owner(s) \_\_\_\_\_ Agent (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): \_\_\_\_\_

Cost Estimate of Improvements \$ \_\_\_\_\_

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

**Sanitary Facilities** Public sewer Y / N If no, **type** of private sewage system \_\_\_\_\_ **Sanitary Permit No.** (for new construction) \_\_\_\_\_

**Water Supply** Private \_\_\_\_\_ Other \_\_\_\_\_

**EXISTING STRUCTURE(S)**

**Principal Structure** 1<sup>st</sup> floor (sq. ft.) \_\_\_\_\_ 2<sup>nd</sup> floor (sq. ft.) \_\_\_\_\_

Att. Garage (sq. ft.) \_\_\_\_\_ Basement (sq. ft.) \_\_\_\_\_ Exposed Y / N / 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) \_\_\_\_\_

**Size of Lot** Average Width \_\_\_\_\_ Average Depth \_\_\_\_\_

**Total SF (Existing + Proposed)** \_\_\_\_\_ **Building Footprint (all roofed structures)** \_\_\_\_\_ **Accessory Building Footprint** \_\_\_\_\_ **Total B.F. %** \_\_\_\_\_

**except basement** (exclude area of 2' overhang for building footprint calculation)

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

**Principal Structure** 1<sup>st</sup> Floor (sq. ft.) \_\_\_\_\_ 2<sup>nd</sup> floor (sq. ft.) \_\_\_\_\_

Att. Garage (sq. ft.) \_\_\_\_\_ Basement (sq. ft.) \_\_\_\_\_ Exposed Y / N / 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 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</u> if 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 <b>closest point of structure</b> 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.

**Signature of Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Application (approved) (denied) by Zoning Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_

**SEE ATTACHED SHEET FOR CONDITIONS OF APPROVAL OR REASONS FOR DENIAL**

**This form applies to all five types of Zoning Permit application forms, Conditional Use Permits, and Site Plan/Plan of Operation Use Permits.**

**NOTICE OF WETLAND INFORMATION**

In accordance with Wisconsin State Statute 59.691, beginning **January 1, 2011**, counties are required to provide the following written notice when issuing certain permits. This information is provided to give you notice regarding potential wetlands. Specifically the statute states: "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 [www.dnr.wi.gov/wetlands](http://www.dnr.wi.gov/wetlands) OR CONTACT A DEPARTMENT OF NATURAL RESOURCES SERVICE CENTER ."

**WAUKESHA OFFICE**

DNR SERVICE CENTER  
141 NW BARSTOW ROOM 180  
WAUKESHA WI 53188  
262-574-2100-phone  
262-574-2117-fax

In lieu of having you return to our office to sign this form upon issuance of your permit, please be advised that by signing this form at the time of application, you are acknowledging receipt of the above notice of the wetland information. If you would like to return to our office at the time we issue your permit and sign the form, you do not have to sign the form at the time of application. However, this may delay the mailing of your permit, when applicable.

Owner's signature/date \_\_\_\_\_

File No. \_\_\_\_\_

Tax Key No. \_\_\_\_\_

Street Name/Section No./Town (for Floodplain Development in ROW Permits only)

---

Waukesha County Department of Parks and Land Use  
Planning and Zoning Division  
515 W. Moreland Blvd. • Room AC230  
Waukesha, Wisconsin 53188  
Phone: (262) 548-7790 • Fax: (262) 896-8071  
[www.waukeshacounty.gov/planningandzoning](http://www.waukeshacounty.gov/planningandzoning)