

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.

***All 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.**

- A complete Application for a Zoning Permit with owner signature or a complete Landowners Authorization Agent Form and a complete and signed Wetland Notice 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>).
- 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 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) printed set and 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.

- Two (2) printed and 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 _____

This form applies to all seven types of Zoning Permit application forms/permitting worksheets, 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 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)

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