

NEW HOME PERMIT CHECKLIST

For assistance, please contact Planner of the Day at (262) 548-7790, POD@waukeshacounty.gov

This form does not constitute an application or ensure compliance with all ordinance requirements. The answers provided below may change based on updated and more accurate information. A Zoning Permit application and all associated information must be submitted before the Planning and Zoning Division can ensure compliance with all ordinance requirements and issue a Zoning Permit.

If a new home is proposed in the Downtown Okauchee District (DOD), please refer to Section 33 of the Waukesha County Shoreland & Floodland Protection Ordinance rather than this checklist.

To identify zoning information and resources by using New Home Checklist GIS App, go to [this website](#)

A. GENERAL PROPERTY INFORMATION

1. Address or Tax Key no.: _____
2. Lot Size: Calculate area from survey excluding established road right of way (ROW) (**verify ROW with Planning staff**)
Lot size (taken from survey) – ROW= _____ sq. ft.
3. Average Lot Width (Average distance between side lot lines at road setback and rear lot line/Ordinary High Water Mark)*:
*Lot width of irregularly shaped lots is determined by zoning administrator
Average Lot width= _____ ft.
4. Zoning District(s)= _____ (see County Base Zoning District layer on GIS app)
5. Sewer Septic: type: _____ Water: **private well** **public**
If Septic, contact Environmental Health at (262) 896-8300. You will either need to have the existing system evaluated or obtain a Sanitary Permit for a new system prior to Zoning Permit issuance.
Access/culvert permits may be required from the Town, County or State for a new driveway accessed by public road.

B. PROPERTY HISTORY (staff assistance may be required)

- | | | |
|---|-----|----|
| 1. Is the property a legal lot of record? | YES | NO |
| 2. Is the property size less than : | | |
| • If served by septic, 20,000 sq. ft. and/or 100 ft. in width | YES | NO |
| • If served by sewer, 10,000 sq. ft. and/or 65 ft. in width | YES | NO |
| • If YES, do any structures extend over an interior lot line? | YES | NO |
| • If YES, lots shall be combined through a Certified Survey Map (CSM) (if part of previous plat/CSM) or metes and bounds (via staff review) prior to the issuance of any permits | | |
| 3. Is there an interior lot line that impacts compliance with code provisions (offset, building footprint) | YES | NO |
| • If YES, lots shall be combined by CSM (if part of previous plat/CSM) or metes and bounds (via staff review) | | |

Staff Only:

4. List any restrictions on a recorded Plat/CSM/other Document that affect the proposed construction activities:

5. Identify and list any permitting history (cross-reference file #: CUs, RZs, Violations, Variances, SPPOs, ZPs, etc.):

C. SITE LIMITATIONS

1. Are **land altering activities** involved with this project? YES NO
 •If YES see E, LAND ALTERING ACTIVITIES

2. Is any portion of the property zoned **Environmental Corridor (EC)**? YES NO
 •If YES see F, ENVIRONMENTAL CORRIDOR

3. A 75 ft. setback from **wetlands** is required, unless averaging is available with adjacent properties. [See wetland setback averaging diagram for assistance](#). (Submit delineation report and survey with delineated wetland boundaries, and include adjacent properties if utilizing averaging.) *Further investigation may be required based on the presence of hydrology, soils, and vegetation.*

Required Wetland setback = _____ ft.

4. Is **floodplain** present on your property? YES NO
 •If YES, see G, FLOODPLAIN

5. Is your property in the **North Lake Overlay Zoning District (NLO)**? YES NO
 •If YES, see H, NORTH LAKE OVERLAY

6. Is your property abutting a waterway or entirely within 300 ft. of a waterway? YES NO
 •If YES, see I, IMPERVIOUS SURFACE

7. A 75 ft. **shore setback** is required from the Ordinary High Water Mark (OHWM)* of a navigable waterway. The setback is measured to the closest point of the structure, including overhangs. The setback may be reduced if averaging is available with adjacent properties. [See shore setback averaging diagram for assistance](#). (Submit survey with OHWM elevation and boundary identified, include adjacent properties if utilizing averaging).

**Delafield Shoreland Overlay: properties located on Pewaukee Lake may have a shore setback greater than 75' but no more than 150' measured from the OHWM (reverse averaging). [See DSO shore setback averaging diagram](#).*

Required Shore Setback = _____ ft. Required deck/patio Shore Setback (if adjacent to home) = _____ ft.

7. See J for applicability and requirements on **HIGH GROUNDWATER/BASEMENT SEPARATION**

8. Are you proposing any of the following **Vegetative Removal** activities? YES NO

1. Vegetation removal within 35 feet of navigable water way
2. Priority tree removal within three hundred (300) feet of Navigable Waterway
3. Vegetation removal within an area zoned Environmental Corridor (EC) or EC Overlay
4. Vegetation removal within an area zoned Conservancy (C-1) or C-1 Overlay

• If YES, apply for a Vegetative Removal Permit and comply with all standards.

D. DIMENSIONAL STANDARDS**1. Road Setback** (measured from established Road R-O-W):

- Required 50 ft. min. setback, or
- 35 ft. min. if
 - on a local road and served by sewer, or
 - part of a Subdivision recorded after October 1, 2016.*
- Averaging with residences on adjacent properties applies ([See road setback averaging diagram for assistance](#))
- If on a Private Road, use offset of district as Road Setback

Required Road Setback: _____ ft.

2. Offset: (Measure to wall unless overhang is greater than 2 ft. If overhang exceeds 2 ft., measure to overhang.)

District	Min. Required Side and Rear Offset (Lots <i>at least</i> 120 feet wide)
R-1, R-2, R-3, B-1, B-2, B-3	20 ft. unsewered, 14 ft. sewer
A-T, AD-10, RRD-5, A-1	20 ft.
A-3	25 ft.
A-2, A-4, A-5	30 ft.
EC	35 ft.

Lot Width	Min. Required Side Offset (Lots <i>less than</i> 120 feet wide)
35' or less	5 ft.
Greater than 35' to 50'	7 ft.
Greater than 50' to less than 84'	10 ft.
84' to less than 120'	14 ft.
Rear Offset shall comply with Offset established in Offset Table based on District	

Required Offset: _____ ft. **Uncovered Deck/Patio Required Offset:** _____ ft.*

*Side Offset relief up to 50% of required offset, but no closer than 5'

*Sidewalks: 5' wide or less have 5' offset.

3. Building Height: measured from lowest exposed point to highest peak of the roof

- Less than 75 ft. from OHWM **OR** on a lot with an average width of less than 65 ft. = **max. 35 ft.***
- 75 ft. or more from OHWM **AND** lots with average width of 65 ft. or more = **max. 42 ft. (32 ft. to highest eave)***
- Structures with a flat roof = **max. 35 ft.***

Max. Required Height: _____ ft. *See ordinance for exceptions

4. Building Footprint: See table below for your district **Max. Required Building Footprint:** _____ sq. ft.

District	Maximum Building Footprint (<i>includes all roofed structures, including covered decks/patios. Excludes roof overhangs if less than 2 ft. in overall width.</i>)
R-1, R-2, R-3	1,100 sq. ft. or 17.5% of lot, whichever is greater
EC	1,100 sq. ft. or 17.5% of lot, whichever is greater if lot is less than 2 acres
B-1	20% of lot size
B-2, B-3	50% of lot size
A-T, A-5, A-1, A-2, A-3, A-4	1,100 sq. ft. or 10% of lot, whichever is greater
AD-10, RRD-5	1,100 sq. ft. or 15% of lot, whichever is greater

MISCELLANEOUS

- **Deed restrictions required for 2nd kitchens**, treated impervious surface, mitigation, EC disturbance, & access/view corridors to accommodate a walkway to the lake (no more than 5 ft. in width)*
**Access/view corridors are required for any improvements or vegetation removal within 35 ft. of a waterway (without replanting)*
- **Deed restriction and financial assurance required for temporary accessory structure w/out principal structure and temporary retention of 2 residential structures**
- Include all rooms w/ closets as bedrooms on zoning application for septic purposes
- Ensure consistent information between grading plan, floor elevations, plat of survey, building plan & permit applications
- **Demolition of existing structures:** Contact town for demolition permit and County to determine impacts on impervious surface, vegetation removal, and grading/drainage on property
- Accessory buildings must be 10 ft. from a principal building on the subject lot measured to overhangs

THE REMAINDER OF THIS CHECKLIST ONLY APPLIES IF INDICATED AS A SITE LIMITATION

E. LAND ALTERING ACTIVITIES

Land altering activities shall not result in adverse impacts on adjacent properties or roads

- ☐ Submit a scaled plan completed by a professional engineer, surveyor or landscape architect; include existing and proposed grades at 1 or 2 ft. contour intervals and direction of drainage flow, extending 20 ft. on adjacent properties.
- ☐ Grading shall not extend into the floodplain, wetland, or EC (unless within approved disturbance area)
- ☐ Check with PZD to determine if Master Grading Plan exists, applies to some subdivision lots.
- ☐ Significant grade changes may require a Conditional Use Permit (generally > 3-4 ft. cut or fill, varies based on site)
- ☐ Proposed slopes shall not exceed 3:1
- ☐ Retaining walls shall comply with the following:
 - Located at least 5 ft. from side lot lines unless Town and County Plan Commission approvals are granted to be located closer than 5 ft., includes replacement walls.
 - Located 75 ft. or greater from a waterway and outside of wetland/floodplain. Walls within 75 ft. of a waterway may be replaced in-kind per state law.
 - A single wall shall not exceed 4 ft. in height without professional engineer/architect certification
- ☐ Contact the **Environmental Health Division (262) 896-8300** regarding grading near or w/in septic areas.
- ☐ Contact the **Land Resources Division (262) 548-8300** for a Stormwater Permit if:
 - Grading extends beyond 30 ft. of home and said area exceeds 3,000 sq. ft.
 - Total disturbance, including structures, exceeds 1 acre
 - Required as part of a Conditional Use Permit (CU) or requested by County Staff
- ☐ Contact the **WDNR (262) 574-2100** for a Chapter 30 Permit if grading exceeds 10,000 sq. ft. on an unbroken slope of a navigable waterway (as defined by DNR) unless a CU for land altering is approved and issued.

F. ENVIRONMENTAL CORRIDOR (EC)

- ☐ Maximum disturbance (buildings, land altering, vegetation removal, driveways, septic systems) limited to:
 - Property entirely EC: 15% of lot area or a minimum of 15,000 sq. ft., whichever is greater, up to a maximum 32,670 sq. ft.
 - Property partially EC: Disturbance shall be located outside of EC unless approved on recorded document or unless developable non-EC area does not make up 15% of lot area or a min. of 15,000 sq. ft., up to 32,670 sq. ft. Disturbance can extend into EC to meet the threshold.
 - A deed restriction must be recorded in the Register of Deeds (ROD) to memorialize the allowable disturbance area within the EC.
- ☐ Vegetation removal limited to (**Permits may be required**):
 - Approved disturbance area
 - Invasive species, dead, diseased, dying vegetation
 - Extension of utility lines
 - Creation of an access and viewing corridor
 - Vegetation viewed as a safety hazard/widespread storm damage
 - Implementation of a forest management plan

G. FLOODPLAIN

- ☐ No new construction is permitted in the floodplain, unless an existing residence is within the floodplain.
- ☐ Survey 1% chance floodplain boundary and identify it on the survey. Include the elevation source and datum (NAVD88).
- ☐ If the natural grade at the proposed structure is located within 1 vertical foot of the 1% chance floodplain elevation *and* within 35 ft. of the 1% chance floodplain, the 0.2% chance floodplain shall also be surveyed. If the structure is within the 0.2% chance floodplain, there is a **35 ft. setback** from the 1% chance floodplain.
- ☐ If you are proposing to *rebuild* in the 1% chance floodplain, the Existing Floodplain Development Overlay District standards shall be met.
 - No lateral expansions are permitted.
 - See C-1 (EFD) Checklist and contact the Planner of the Day to discuss the provisions.

H. NORTH LAKE OVERLAY DISTRICT

- ☐ If the property is located within the **North Lake Overlay District** (at or below 899.4 ft. amsl NAVD 88 and above 898.3 ft. amsl NAVD 88) the following provisions apply:
 - The lowest floor, including mechanicals/private sewage system/well openings shall be at or above 900.3 ft. amsl NAVD88.
 - Crawlspace, 5 ft. or less in height, shall have a floor elevation at or above 899.4 ft. amsl NAVD 88.
 - The private sewage system and holding tanks shall be anchored to resist flotation, collapse, and lateral movement.
- ☐ Pre-construction and as-built certifications of the above are required (see Shoreland & Floodplain Protection Ordinance for specific requirements).

I. IMPERVIOUS SURFACE (IS)

- ☐ Impervious Surface Regulation applies to the following lot types:
 - Waterfront (riparian) lot—if **any** portion of the improvements are within 300 ft. of a navigable waterway
 - Offshore (non-riparian) lot—located entirely within 300 ft. of a navigable waterway

The maximum **IS** percentages are shown below (**includes overhangs**):

<u>General Standard</u>	<u>Highly Developed Shorelines</u>
15% (without mitigation)	30% residential use or 40% nonresidential use (without mitigation)
30% (with mitigation)	40% residential use or 60% nonresidential use (with mitigation)

Go to Impervious Surface Layer on [GIS App](#) to determine % allowed:

NOTE: Existing legal IS, if placed on or prior to Oct. 1, 2016, can be maintained, repaired, replaced, relocated or modified. IS that no longer exists will only be considered in the existing IS calculation if it was removed after a zoning permit application has been submitted for new improvements and the application is still pending. Treated impervious surfaces (TIS) are exempt. A Land Resources Division *Stormwater Permit* is required, prior to installation of TIS. If mitigation is required, a separate *Mitigation Permitting Worksheet* must be completed.

MATERIALS NEEDED:

- ☐ Scaled survey showing the existing and proposed Impervious Surface on the subject property
- ☐ Impervious Surface worksheet
- ☐ Mitigation OR Treated Impervious Surface is required if **IS** goes over allowed amount stated in the table above
 - Treated Impervious Surface Worksheet
 - Mitigation Permitting Worksheet

Structures have to meet all other ordinance requirements.

G. High Groundwater/ Basement Separation

- ☐ A [Form A](#) shall be completed in accordance with the [Basement Wetness and Flooding Prevention Standards](#) if the area of construction meets any of the following:
- ☐ Go to the “Soil testing required by County for basements” layer on [GIS app](#). Check to see if this layer encompasses the subject property.
 - ☐ The building site is located within 8 vertical feet of a nearby surface water* (within approx. 250 ft. of building site).
 - ☐ The building site contains parent soil material containing the word “outwash” AND is located less than 8 vertical feet of a nearby surface water* (within approx. 1,000 ft. of building site).
 - ☐ Within other areas that the County determines to be at risk of shallow water table based on nearby soil evaluations, topography, historical records, drainage patterns, observed hillside seeps, or other indicators.

****Surface Water includes: lakes, streams, ponds, rivers, wetlands, drainage ditches, etc.***

- ☐ The Form A must be reviewed and approved by Waukesha County staff.
- ☐ Minimum top of basement/crawlspace floor elevation for: Lac La Belle=856.4’; Okauchee Lake=877.10’ (NAVD88)
- ☐ The survey shall clearly identify the proposed basement or lowest floor elevation and any drain tile outlet locations, if proposed.
- ☐ A drain tile system is acceptable if only a portion of the lowest floor is less than one (1) foot from the estimated groundwater elevation and the site is conducive for gravity system. If a drain tile system is proposed, the Foundation Drainage System Checklist shall be completed, reviewed, and approved by Waukesha County.
 - ☐ Requires Foundation Drainage System Maintenance Plan *recorded with the ROD*.
- ☐ The internally-drained areas such as kettles may require special consideration.

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If you cannot comply with the standards of the ordinance, please contact the Planner of the Day.

Signature of owner or agent: _____

Date: _____

Signature of PZD Staff: _____

Date: _____