Waukesha County

Guide To Permits, Licensing and Development Services

Revised

May 2011

Mission Statement

The mission of Waukesha County government is to serve its citizens by promoting their welfare, safety, health and quality of life. We are committed to the delivery of effective, courteous and fiscally responsible programs and services. Waukesha County should be a model for governmental partnerships.

It should be noted that the provision of many programs and services are dictated by mandates and requirements of state and federal law.

Acknowledgments

The Waukesha County Departments of Parks and Land Use and Public Works have prepared this *Guide to Permits, Licensing and Development Services* to help you understand the County's development review and permitting processes. The *Guide* details the processes described in current editions of the Waukesha County Code, Wisconsin Administrative Rule and Wisconsin Statutes. This *Guide* will be periodically amended to reflect any changes to the processes. Since each project is different, we encourage you to contact the staff for assistance.

We're here to help you.

Photo provided by:

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Access to County Trunk Highway

Private Residential Driveway Permit

WHEN: Constructing a new residential driveway or modifying an existing residential driveway to a County Trunk Highway.

WHY: The purpose is to promote the orderly and safe movement of vehicles in and out of private properties with minimum interference to through highway traffic, and to control the use of drainage structures, which may be necessary to preserve the physical structure of the highway. The standards for permitting access are contained in the *Waukesha County Code, Chapter 15 – Roads and Bridges,* available online and in the office of the Waukesha County Clerk.

WHO: The Waukesha County Public Works Department issues access permits. See *Staff Who Can Help* Section for the appropriate staff.

HOW: Applicant must submit a complete application and permit fee to the Waukesha County Public Works Department.

A COMPLETED APPLICATION MAY INCLUDE THE FOLLOWING, DEPENDING ON THE SCOPE OF THE PROJECT:

- Driveway Access Permit Application Form
  - Name, address and phone number of the applicant
  - Address of driveway, if different
  - Location of the driveway (highway, side of road, municipality, and description of location using local landmarks)
  - Type of driveway requested (single family or farm,)
  - Width of the frontage on the County Trunk Highway and the width of the driveway requested
- A copy of a Plat or Certified Survey Map and site drawing
- Applicant must stake the location of the driveway in the field

FEE

- See *Public Works Department Fee Schedule*

VARIANCE OR APPEAL

- Any applicant denied for a permit is entitled to pursue an appeal pursuant to the *Waukesha County Code, Chapter 15, Section 57,* by contacting the Public Works Department.

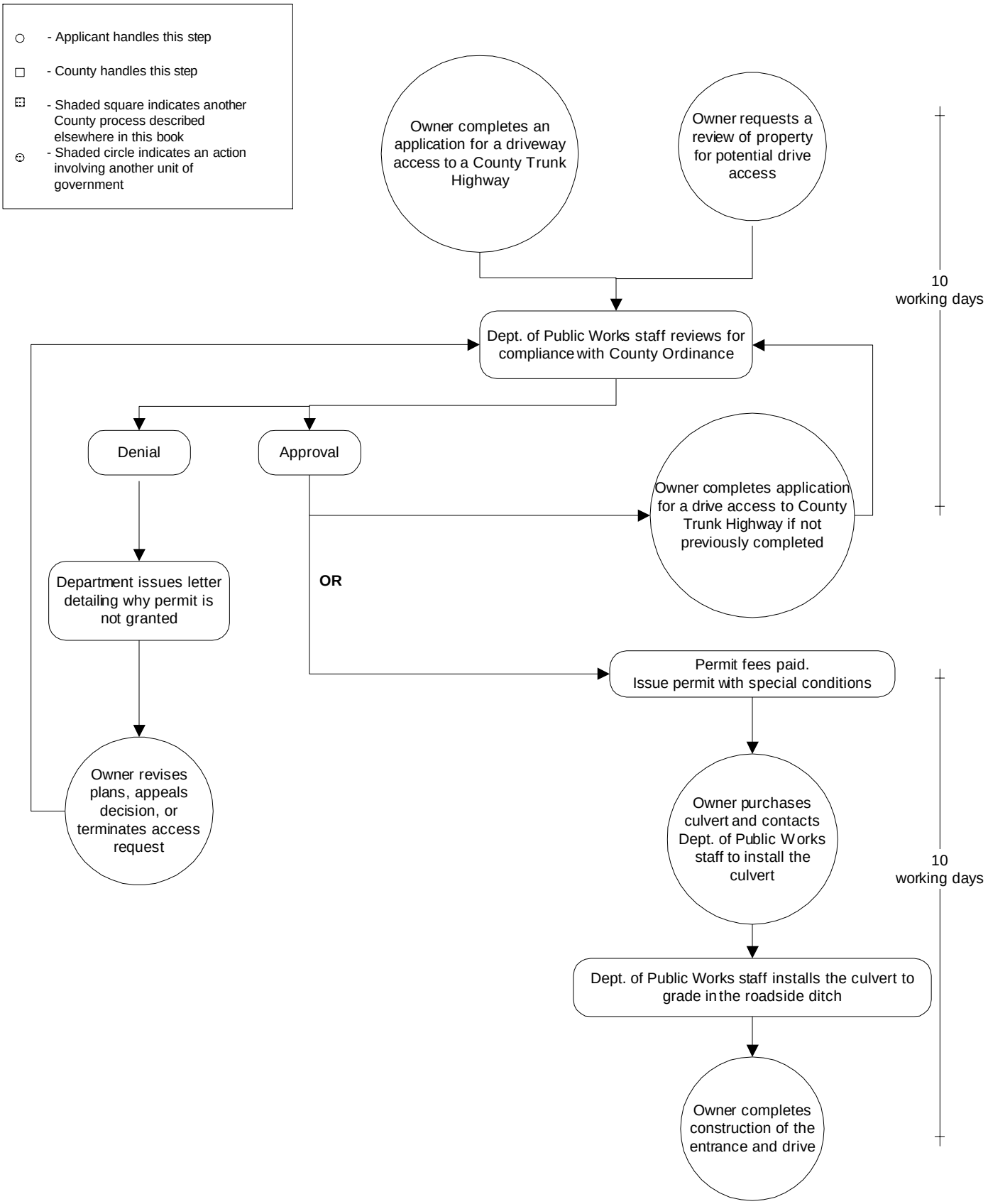
TIME:

- The review of the application by the Waukesha County Public Works Department staff is normally completed within ten working days of receiving the application.

NOTE:

- A Conditional Use Permit from the Department of Parks and Land Use – Planning and Zoning Division or a Storm Water Permit from the Department of Parks and Land Use – Land Resources Division may be necessary for grading activities within 1,000 feet of a lake or 300 feet of a river or stream in any unincorporated area, and in Townships under County Zoning Jurisdiction. See *Staff Who Can Help* Section for the appropriate staff.
- The construction or alteration of a driveway may also be subject to local zoning codes. Contact the Waukesha County Department of Parks and Land Use – Planning and Zoning Division or your Town. See *Staff Who Can Help* Section 3 and *Coordinating Agencies* Section 5.
- Applicants should always contact Diggers Hotline at 1-800-242-8511 prior to any construction activity.

ACCESS TO CTH PRIVATE DRIVEWAY PERMIT.VSD



Access to County Trunk Highway

Public Road or Commercial, Industrial or Institutional Permit

WHEN: Constructing a new public road intersection, modifying an existing roadway intersection or constructing a new or modified commercial, industrial or institutional driveway on a County Trunk Highway.

WHY: The purpose is to promote the orderly and safe movement of vehicles on the Public Works network with minimum interference to through highway traffic, and to control the use of drainage structures, which may be necessary to preserve the physical structure of the highway. The standards for permitting access are contained in the *Waukesha County Code, Chapter 15 – Roads and Bridges*, available online and in the office of the Waukesha County Clerk.

WHO: The Waukesha County Public Works Department issues access permits. See *Staff Who Can Help* Section for the appropriate staff.

HOW: Applicant must submit a completed application and the application fee to the Waukesha County Public Works Department.

A COMPLETED APPLICATION MAY INCLUDE THE FOLLOWING, DEPENDING ON THE SCOPE OF THE PROJECT:

- Public Road, Commercial, Industrial or Institutional Driveway Access Permit Application form
  - Name, address and phone number of the applicants and the engineer or architects responsible for the design of the roadway
  - The location and name of the public road (county highway, municipality, the name of the subdivision and the number of lots)
  - Type of development being served by a new subdivision (single family, multi-family, or commercial / industrial)
  - Width of the subdivision frontage on the County Trunk Highway and the width of the new public road
  - For all developments, a drainage and grading plan to include at least:
    Grading plan of entire development
    Pre/Post developed contribution areas
    Pond calculations
    Storm sewer and culvert pipe calculations for all pipes within the county highway right of way
    Storm water management report
  - For developments greater than 100 residential units or 50,000 square feet of gross floor area, a Completed Traffic Impact Analysis
  - Intersection plans (proposed intersection with C.T.H.) 1" = 20'
    Reconstruction plans for C.T.H.'s (when necessary or required) 1" = 50' (Min.)
  - Cross sections within the work limits 1" = 5' Horizontal
  - Related drawings (grading, storm sewer, erosion control, etc. plans) 1" = 2' Vertical
    1" = 50' (Min.)

FEE

- See *Public Works Department Fee Schedule*

VARIANCE OR APPEAL

- Any applicant denied for a permit is entitled to pursue an appeal pursuant to the *Waukesha County Code, Chapter 15, Section 57,* by contacting the Public Works Department.

Revised 12/28/05

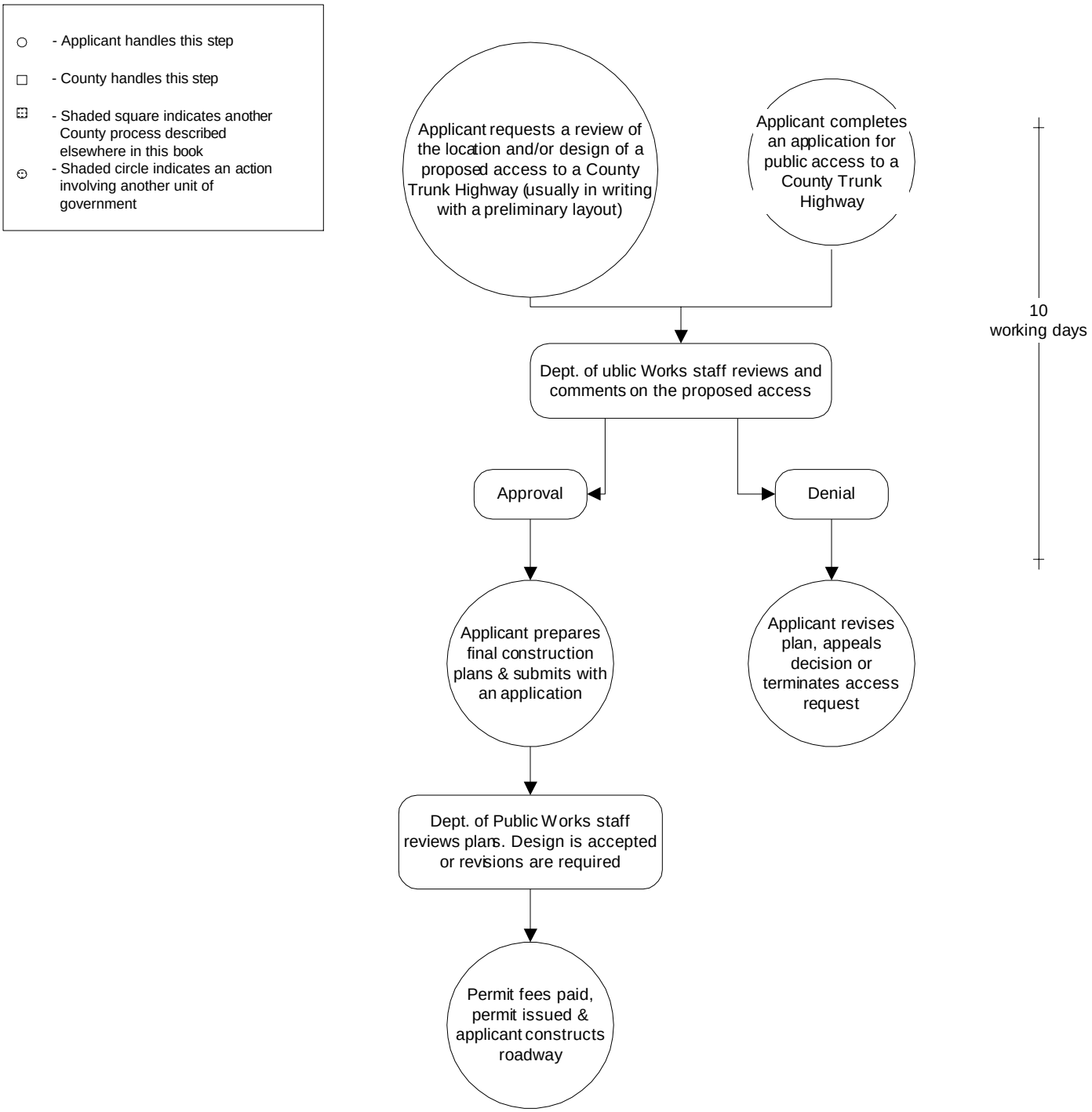
TIME:

- The review of the application and/or plans by the Public Works Department staff is normally completed within ten working days of receiving the application. The plans may be returned to the owner for revision.

NOTE:

- Applicants should always contact Diggers Hotline at 1-800-242-8511 prior to any construction activity.
- It is recommended that a pre-submittal conference be held with the applicant, their engineers, and the Public Works Department engineering staff. The conference will provide a preliminary review of the proposed roadway before formal submittal of an application for access via a public road. See *Staff Who Can Help* Section for the appropriate staff.
- A "Preliminary Storm Water Review Letter" or a Storm Water Permit from the Department of Parks and Land Use – Land Resources Division may be required before an Access Permit will be issued, in accordance with the *Waukesha County Storm Water Management and Erosion Control Ordinance.* Contact the Land Resources Division for assistance. See *Staff Who Can Help* Section for the appropriate staff.

ACCESS TO CTH PUBLIC ROAD CONSTRUCTION.VSD



Animal Waste Management Permits

WHEN: Applicant intends to install a new or significantly alter an existing animal waste storage facility.

WHY: To prevent surface and ground water pollution and prevent the spread of disease pursuant to the *Waukesha County Animal Waste Management Ordinance – Chapter14 of the Waukesha County Code,* available online and in the office of the Waukesha County Clerk.

WHO: The Waukesha County Department of Parks and Land Use – Land Resources Division issues permits. See *Staff Who Can Help* Section for the appropriate staff.

HOW: Submit a complete application and fee to the Land Resources Division.

A COMPLETED APPLICATION SHALL INCLUDE THE FOLLOWING:

- The number and kinds of animals
- A scaled site plan indicating:
  - Locations of existing and proposed dwellings and buildings
  - Locations of any wells
- Structural details of the proposed facility including dimensions and cross-sections
- Detailed soil investigation information with reference to ground water and bedrock presence
- An estimated construction time line
- A detailed plan of the manure transfer system
- Plans for the utilization of the manure, including information on land availability, soil types and method and rate of application

FEE

- See *Department of Parks and Land Use – Land Resources Division Fee Schedule*

VARIANCE OR APPEAL

- An appeal of a decision made by the Land Resources Division must be made to the Board of Adjustment within twenty (20) days from the date of the staff's decision. Staff of the Land Resources Division will assist you with the appeals process.

TIME:

- An applicant can anticipate review of a permit application to be completed within fifteen (15) working days.

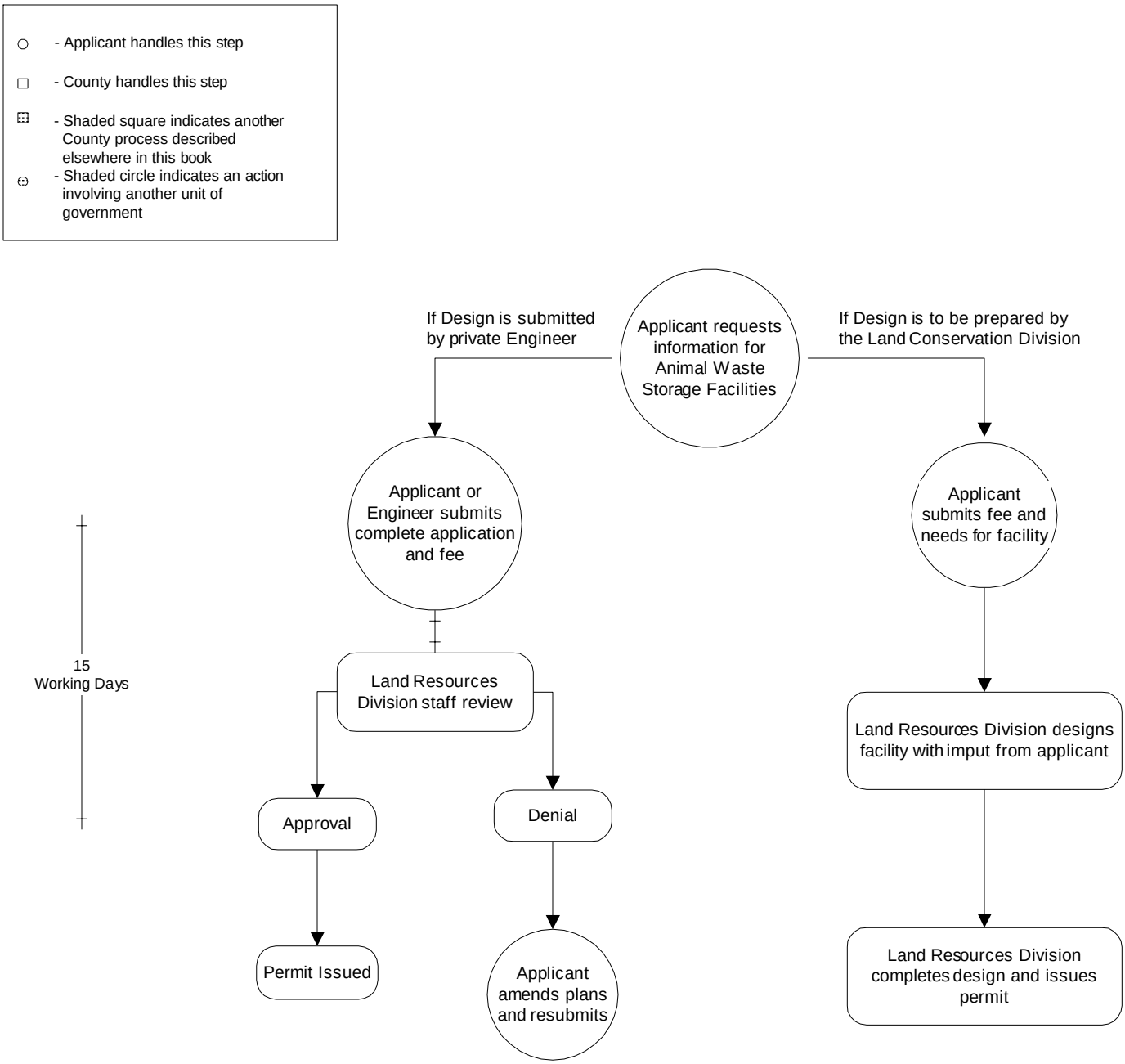
NOTE:

- A Preliminary Site Evaluation by the Department of Parks and Land Use – Environmental Health Division may be required. Contact the Environmental Health Division for assistance. See *Staff Who Can Help* Section for the appropriate staff.

- A Zoning or Conditional Use Permit from the Department of Parks and Land Use – Planning and Zoning Division may be required. Contact the Planning and Zoning Division for assistance. See *Staff Who Can Help* Section for the appropriate staff.

- Staff of the Land Resources Division or the USDA – Natural Resource Conservation Service (NRCS) are available to design the animal waste management facility and related systems.

ANIMAL WASTE MANAGEMENT PERMITS.VSD



Certified Survey Maps (C.S.M.'s)

WHEN: A land division within the unincorporated areas of the County, which is not defined as a subdivision that creates one or more parcels within 1,000 feet of any lake or 300 feet from a river or stream, or the landward side of the floodplain. A subdivision is considered the creation of more than four (4) lots under 1.5 acres in five (5) years, or where more than six (6) parcels of any size are created in five (5) years.

WHY: To determine compliance with the *Waukesha County Code of Ordinances, including Appendix D - Shoreland and Floodland Subdivision Control Ordinance,* and *Article VIII of Chapter 14 - Storm Water Management and Erosion Control,* available online and in the office of the Waukesha County Clerk.

WHO: The staff of the Waukesha County Department of Parks and Land Use – Planning and Zoning Division is responsible for review. See *Staff Who Can Help* Section for the appropriate staff.

HOW: Applicant must submit a proposed Certified Survey Map.

A COMPLETE SUBMITTAL SHALL CONSIST OF THE FOLLOWING:

PRELIMINARY

- A scaled map showing access, right-of-way, easements (drainage/utility), topography, environmental corridors, wetlands, all structures, and lot dimensions.
- Soil Boring Information.
- A "Preliminary Storm Water Review Letter" from the Land Resources Division, in accordance with the *Waukesha County Storm Water Management and Erosion Control Ordinance.*
- Completed Waukesha County Department of Parks and Land Use Land Division Checklist.
- Any wetland or Environmental Corridor delineations and verification by the DNR, or the Southeastern Wisconsin Regional Planning Commission.
- Fee.

FINAL

- A map complying with *Section 236.34 of the Wisconsin State Statutes* and *6.0 of the Waukesha County Shoreland and Floodland Subdivision Control Ordinance.*
- "Certification of Compliance" from the Land Resources Division, in accordance with the *Waukesha County Storm Water Management and Erosion Control Ordinance.*

FEES

- See *Department of Parks and Land Use – Planning and Zoning Division fee schedule*

VARIANCE OR APPEAL

- An applicant wishing a variance from the requirements of the *Waukesha County Shoreland and Floodland Subdivision Control Ordinance* must apply to the Waukesha County Park and Planning Commission.
- Any appeal of a decision made by the staff of the Planning and Zoning Division must be made to the Park and Planning Commission within thirty (30) days of the said decision. Staff of the Planning and Zoning Division will assist you with the appeals process.

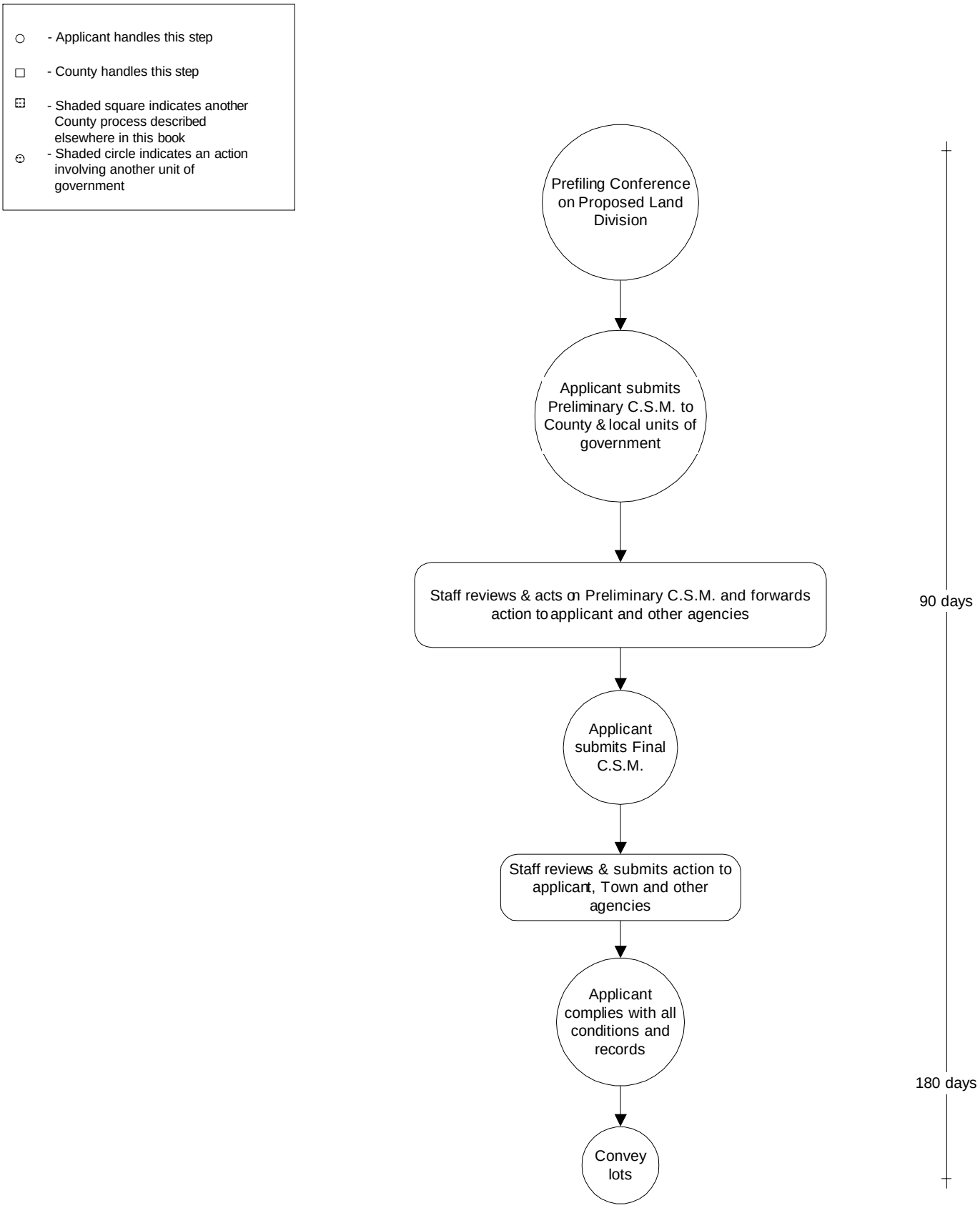
TIME:

- An applicant can anticipate action on the final Certified Survey Map within ninety (90) days of receipt.

NOTE:

- The proposed land division may require a permit from the Waukesha County Public Works Department. Contact the Public Works Department for assistance. See *Staff Who Can Help* for the appropriate staff.
- Most Certified Survey Maps will require an approval by the Town Planning Commission and the Town Board to insure compliance with the *Township's Land Division Control Ordinance.*
- A land division, which does not abut or front on a public road and lies within the jurisdiction of the *Waukesha County Zoning Code* and/or the *Waukesha County Shoreland and Floodland Protection Ordinance,* also requires Town and County Planning Commission approval.
- An extra territorial review may be required by a nearby City or Village.
- If the development proposes any public improvements or storm water facilities, a Storm Water Permit may be required by the Land Resources Division, including the recording of a maintenance agreement along with the CSM.

CERTIFIED SURVEY MAPS.VSD



Comprehensive Development Plan for Waukesha County Amendment Process

WHEN: An applicant wants to amend the land use plan category for an area.

WHY: The intended use is not consistent with the existing land use plan category as designated on the Recommended Land Use Plan for Waukesha County Map, found in the Comprehensive Development Plan for Waukesha County, available online and in the office of the Waukesha County Clerk.

WHO: The Waukesha County Department of Parks and Land Use – Planning and Zoning Division amends the Recommended Land Use Plan for Waukesha County Map after Waukesha County Board approval and review by the Waukesha County Executive. See ***Staff Who Can Help*** section for the appropriate staff.

HOW: Applicant must submit a complete application and fee before a public hearing will be scheduled**.**

A COMPLETE APPLICATION SHALL INCLUDE THE FOLLOWING:

- Request to Amend the Comprehensive Development Plan for Waukesha County application form.
- A scaled map, survey, site plan or other similar means of depicting the subject property.
- A detailed description of the proposed use and/or land development.
- A fee **(s**ee ***Department of Parks and Land Use – Planning and Zoning Division Fee Schedule***).

PUBLIC HEARING

- All public hearings will be advertised according to statutory procedures. **A 30 day notice is required.**
- Property owners within 300 feet of the subject property will be notified in writing by regular mail.

REVIEW AND RECOMMENDATION

- A review and recommendation for each plan amendment request will be prepared and submitted to the Waukesha County Park and Planning Commission, the Land Use, Parks and Environment Committee, and the County Board for consideration. Each request will be evaluated on its consistency with the Plan's objectives and standards and each recommendation with be consistent with the Plan's objectives and standards.

APPEAL OR VARIANCE

- An appeal of a decision of the Waukesha County Board must be made to the Waukesha County Circuit Court within six (6) months of the decision. Contact the Waukesha County Clerk of Courts to schedule an appeal.

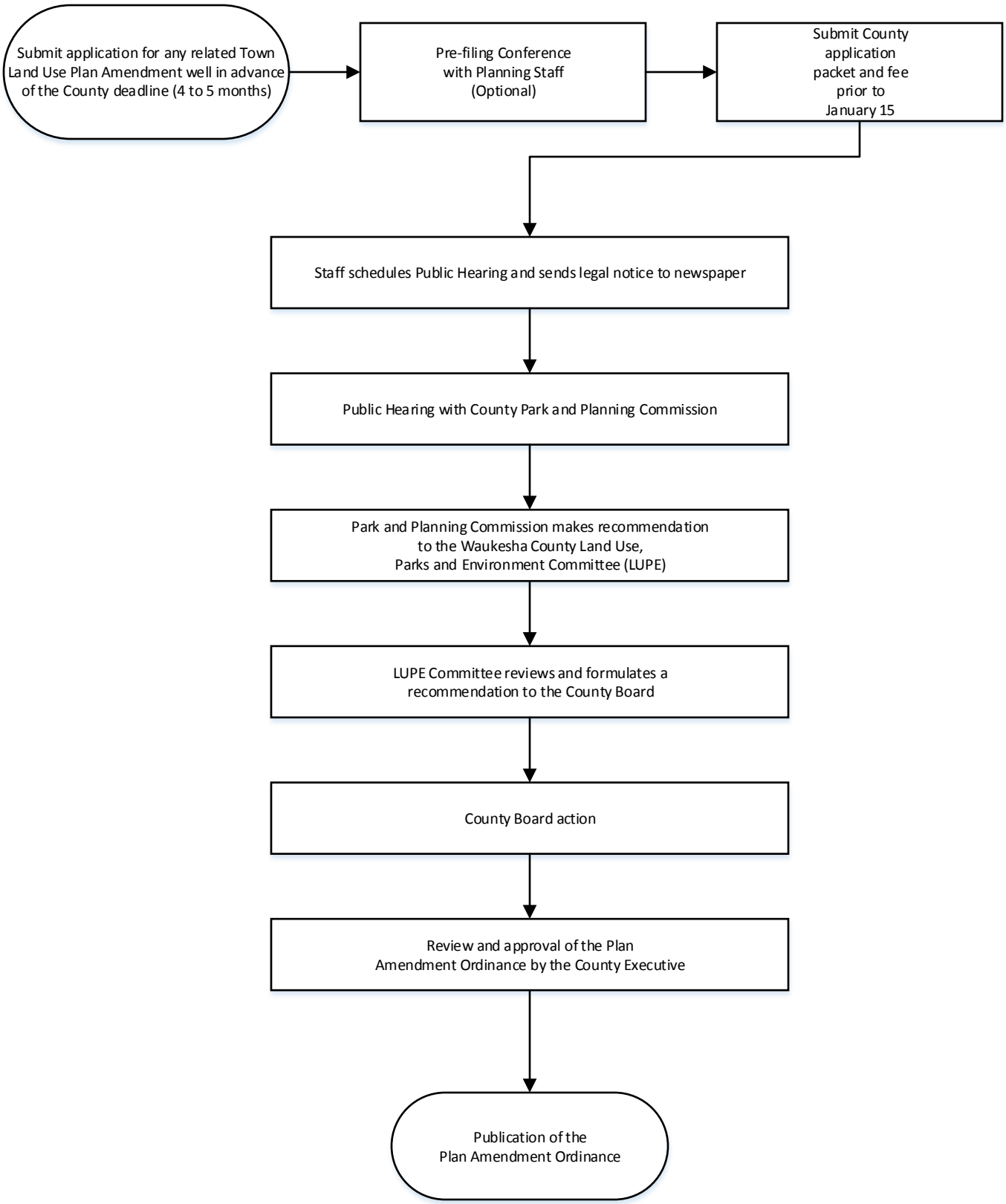
TIME:

- An applicant can anticipate that the County Comprehensive Development Plan amendment process will take approximately 10 to 12 weeks upon submittal of a complete application. **Amendments to the Comprehensive Development Plan for Waukesha County are made on an annual basis with an annual deadline of January 15th of each calendar year**. If the deadline falls on a weekend, the submittal date will be extended to the following Monday.

NOTES:

- Precedent to an amendment to the Comprehensive Development Plan for Waukesha County **an amendment to the Land Use Plan of the local municipality *may* also be required**. Contact your Municipality for assistance at least 4-5 months in advance of the County's annual deadline. See ***Coordinating Agencies*** for the appropriate contact.
- Under rare and special circumstances, the Waukesha County Park and Planning Commission *may* authorize a plan amendment to be considered out-of-cycle and in addition to the schedule outlined herein.
- Comprehensive plan amendments do not required individual property owner notification.

Process for an Amendment to the Comprehensive Development Plan for Waukesha County



Once the County Planning and Zoning Division receives a complete application packet and fee, the expected time frame for completion of the process is approximately 10 to 12 weeks.

Conditional Use Permit Process

WHEN: Conditional Uses are uses which are not permissible by right in certain Zoning Districts, but which may be permitted by the terms of the *Zoning Ordinance*, if certain conditions are met.

WHY: Certain uses and situations are unique and require separate review and approval through a Conditional Use process. These uses shall be evaluated in accordance with the *Waukesha County Zoning Code – Appendix A* and the *Waukesha County Shoreland and Floodland Protection Ordinance - Appendix B,* copies of which are available online and in the office of the Waukesha County Clerk.

WHO: Both the Waukesha County Park and Planning Commission and the Town Planning Commission must approve the permit. Town Board action is required for Quarries and Cemeteries. The Waukesha County Department of Parks and Land Use – Planning and Zoning Division issues the permit when all appropriate conditions have been met. A copy is mailed to the applicant and the town. See *Staff Who Can Help* Section for the appropriate staff.

HOW: Applicant must submit a complete application packet and fee.

A COMPLETE APPLICATION PACKET SHALL INCLUDE THE FOLLOWING:

- Petition for Conditional Use form.
- Names and addresses of all property owners within 300 feet of the subject property (go to http://maps.waukeshacounty.gov/GISweb/waukco/waukco.asp, click on buffer tools, and follow the directions).
- Three (3) copies of a scaled map indicating location and dimensions, existing and proposed buildings and their uses.
- A "Preliminary Storm Water Review Letter" may be required from the Land Resources Division, in accordance with the *Waukesha County Storm Water Management and Erosion Control Ordinance.*
- Complete Site Plan and Plan of Operation form (See Site Plan and Plan of Operation process), if applicable.

FEE

- See *Department of Parks and Land Use – Planning and Zoning Division Fee Schedule*

VARIANCE OR APPEAL

- An appeal of a decision of the County Park and Planning Commission or the Town Planning Commission must be made to the Circuit Court within six (6) months of decision.

TIME:

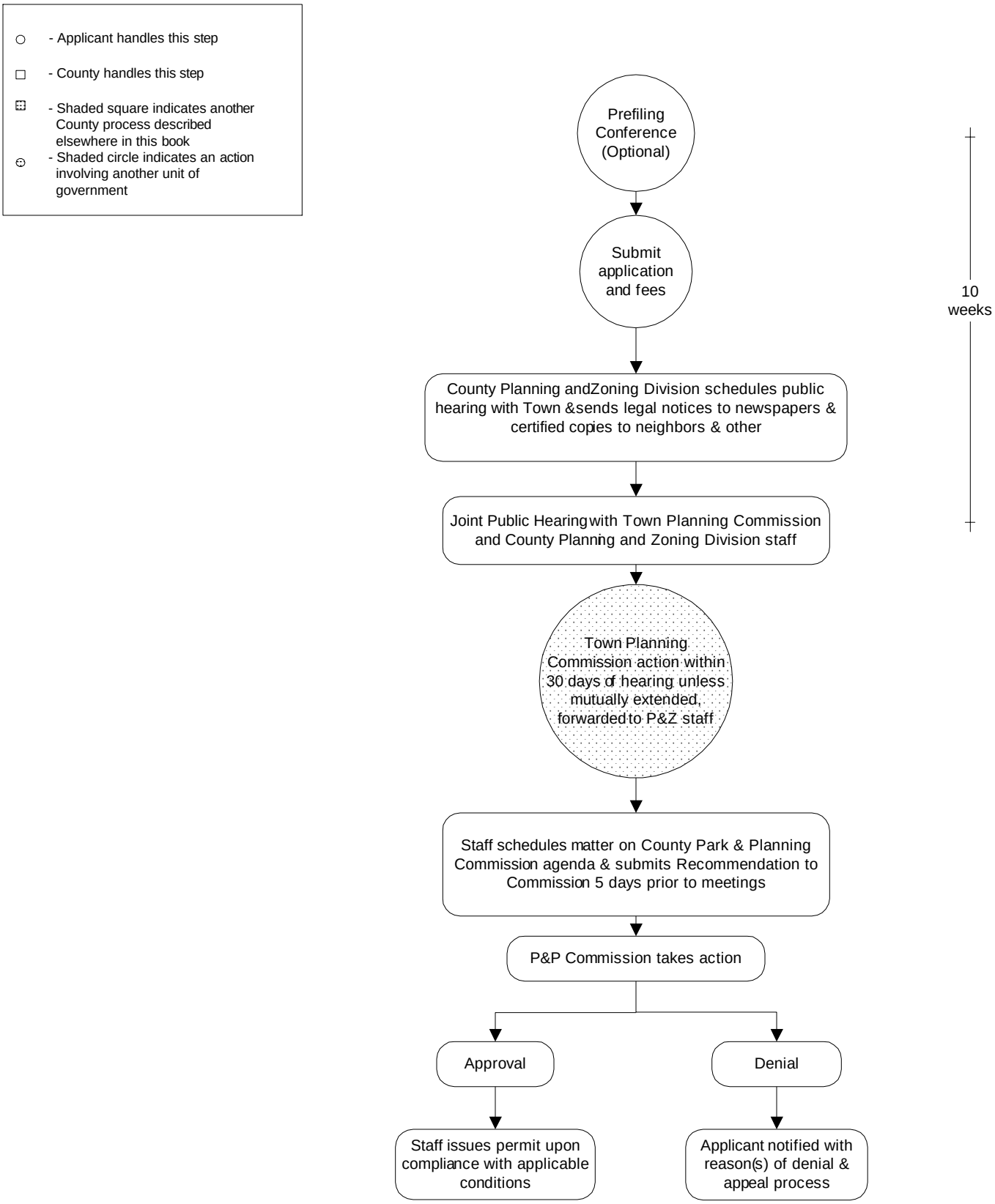
- An applicant can anticipate that the Conditional Use process will take approximately ten (10) weeks upon submittal of a complete application packet.
- Notice must be printed in the official County Newspaper, and/or the newspaper covering the area in which the property is located, for two (2) consecutive weeks, and the last notice must be seven (7) days before hearing. Contact the Planning and Zoning Division for assistance. See *Staff Who Can Help.*

NOTE:

- A Preliminary Site Evaluation or Sanitary Permit may be required from the Department of Parks and Land Use – Environmental Health Division. Contact the Environmental Health Division for assistance. See *Staff Who Can Help* Section for the appropriate staff.
- A Building Permit may be necessary from the local Building Inspector or the Department of Commerce (DCOMM). Contact the local Building Inspector for assistance. See *Coordinating Agencies* Section.
- A review and an approval by the Department of Natural Resources (DNR) and/or the Army Corps of Engineers (ACOE) may be required in a shoreland or wetland area. Contact the DNR and the Army Corps of Engineers for assistance. See *Coordinating Agencies* Section.
- A Storm Water Permit from the Department of Parks and Land Use – Land Resources Division may be necessary for grading activities. Contact the Land Resources Division for assistance. See *Staff Who Can Help* Section for the appropriate staff.
- An Access Permit may be required from the Waukesha County Department of Public Works or the Wisconsin Department of Transportation. Contact the Waukesha County Department of Public Works for assistance. See *Staff Who Can Help* Section for the appropriate staff.

Revised 12/28/05

CONDITIONAL USE PERMIT.VSD



Licensing Establishment

WHEN: Any person wishing to operate a facility or establishment regulated by the *Waukesha County Code:* Restaurants; Hotels/Motels; Tourist Rooming Houses; Bed and Breakfasts; Public Swimming Pools; Recreational/Educational Camps; Campgrounds; Retail Food Establishments.

WHY: To protect the public health and safety of citizens, thereby maintaining high quality of life, pursuant to *Chapter 14, Parks and Land Use, Article X., Health –Related Regulations and Licenses, Waukesha County Code,* available online and in the office of the Waukesha County Clerk.

WHO: Waukesha County Department of Parks and Land Use – Environmental Health Division issues permit. See *Staff Who Can Help* Section for the appropriate staff.

HOW: Submit a complete application and fee to the Environmental Health Division.

A COMPLETED APPLICATION SHALL INCLUDE THE FOLLOWING:

- Licensing Establishment Application form
- Copy of Plans, if necessary
- Tax Key Number
- Waukesha County Department of Parks and Land Use – Planning and Zoning Division approval, when necessary

FEE

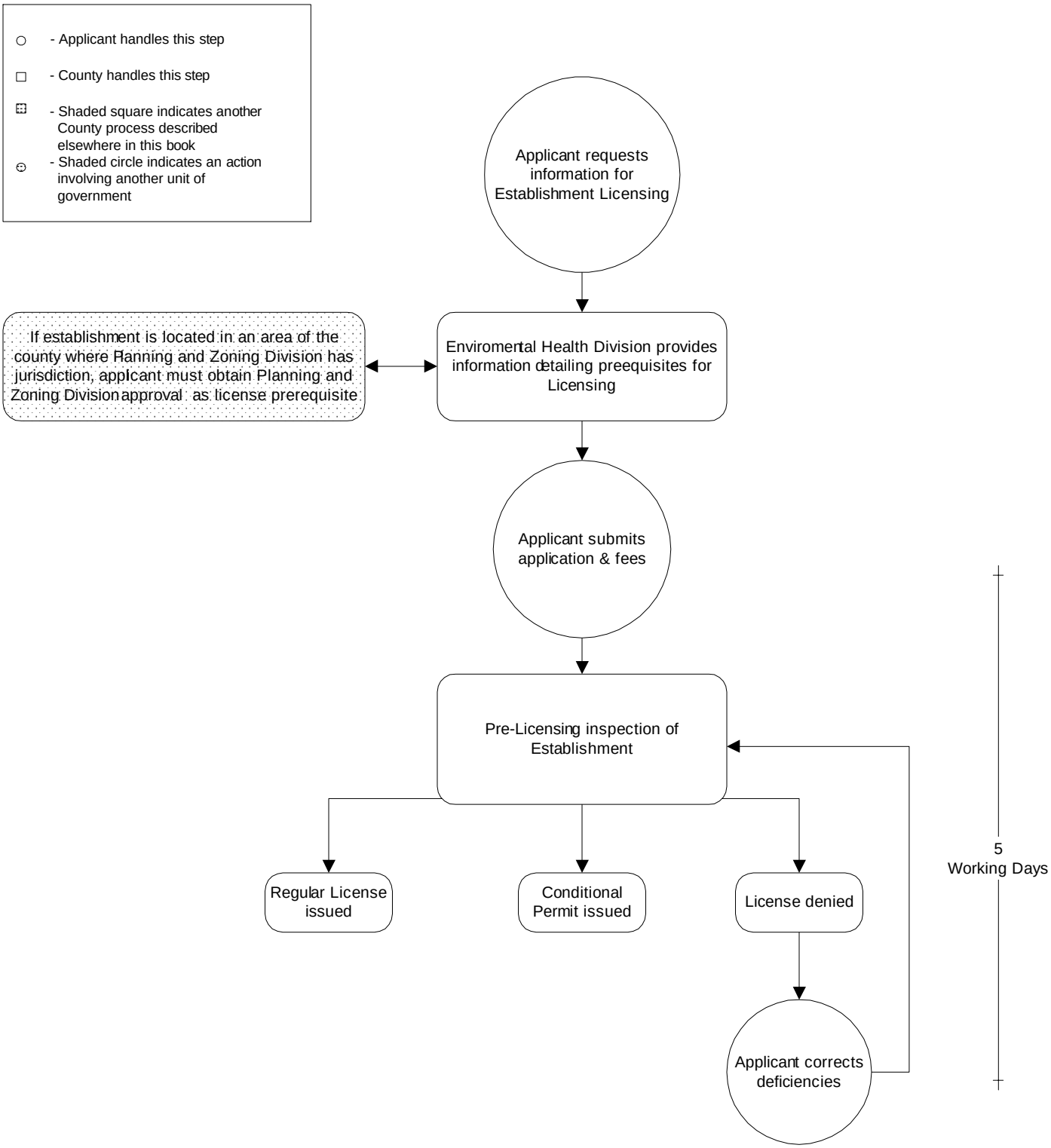
- Pre-Inspection fee and License fee. See *Department of Parks and Land Use – Environmental Health Division Fee Schedule*

TIME:

- License is generally processed within five (5) working days of receiving completed application. License period is from July 1st through the following June 30th.

- A Zoning Permit or Conditional Use Permit from the Planning and Zoning Division may be needed in addition to the above licenses. Contact the Planning and Zoning Division for assistance. See *Staff Who Can Help* Section for the appropriate staff.

LICENSING ESTABLISHMENT.VSD



Nonmetallic Mine Reclamation

WHEN: Any existing or proposed nonmetallic mine site conducting mining activities on or after August 1, 2001 in areas where Waukesha County is the regulatory authority (see note below).

WHY: To reclaim nonmetallic mining sites, protect the environment and allow for other post-mining land uses. County ordinance is mandated under *Chapter NR 135, Wisconsin Administrative Code* and *Subchapter I of Chapter 295, Wisconsin Statutes*. All regulatory details are contained in *Chapter 14 of the Waukesha County Code of Ordinances.*

WHO: The Waukesha County Department of Parks and Land Use – Land Resources Division issues permits. See *Staff Who Can Help* Section for the appropriate staff.

HOW: Applicant must submit a complete application and fee.

A COMPLETED APPLICATION SHALL INCLUDE THE FOLLOWING:

- A description of the general location and nature of the nonmetallic mine. A legal description of the property on which the nonmetallic mine is proposed, including the tax parcel identification numbers.
- Names, addresses and telephone numbers of the person or organization serving as the operator and the primary contact for the review of reclamation plans.
- Indication if the applicant is requesting an expedited review.
- A certification by the operator of his or her intent to comply with the nonmetallic mining reclamation standards.
- A reclamation plan.
- A certification, on a form provided by the county, and signed by the operator that he or she will provide, as a condition of the reclamation permit, financial assurance.

FEE

- See *Department of Parks and Land Use – Land Resources Division Fee Schedule*

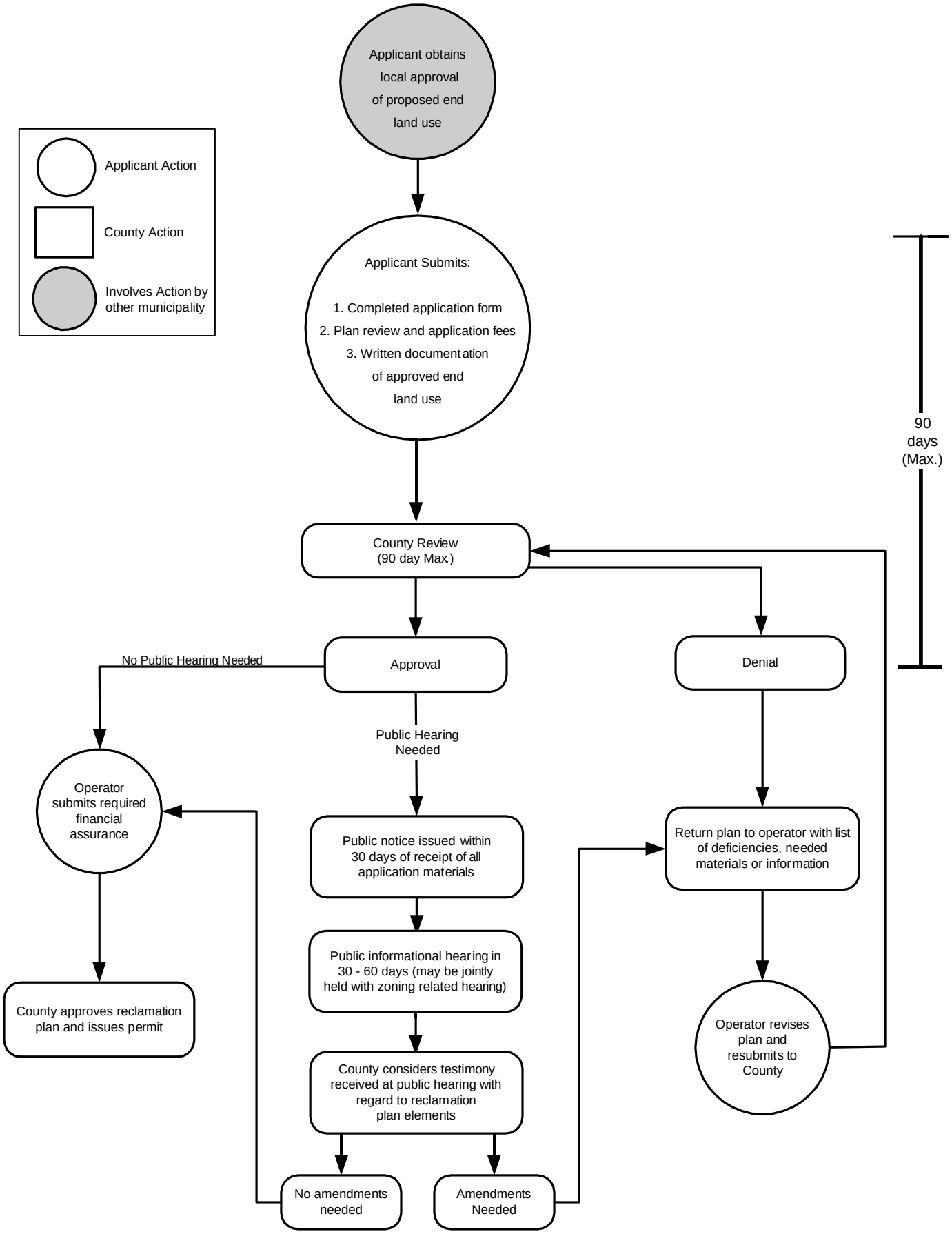
TIME:

- Within 90 days of receipt of all the required application materials.

NOTE:

- Waukesha County is the regulatory authority in the following towns: Oconomowoc, Summit, Ottawa, Merton, Delafield, Mukwonago, Vernon, Waukesha and Lisbon.
- Financial assurance will be collected to ensure reclamation is completed. The amount is based on what it would cost Waukesha County to complete the reclamation and may be adjusted over the life of the mine to reflect changes in cost.

NONMETALLIC MINING.VSD



Preliminary Site Evaluation (P.S.E.) *(applies to properties served by a private sewage system)*

WHEN: A Preliminary Site Evaluation (P.S.E.) is required prior to the issuance of a zoning and/or building permit on properties served by a private sewage system. A P.S.E. is conducted when the following improvements are proposed: remodeling or a building addition, a change in use, or when an accessory structure is proposed.

WHY: A P.S.E. is required to assure the existing private sewage system is operating properly and that minimum setback distances are maintained from the improvement to the existing sewage system, pursuant to *Chapter 145 – Wisconsin State Statutes, DCOMM83 - Wisconsin Administrative Code* and *Waukesha County Code – Chapter 14, Water and Water Quality*, available online and in the office of the Waukesha County Clerk.

WHO: The Department of Parks and Land Use – Environmental Health Division performs the site evaluation. Following the evaluation, a letter recommending approval or denial of the improvement is sent to the owner, local building inspector and Waukesha County Department of Parks and Land Use – Planning and Zoning, if applicable.

HOW: Submit a complete application and fee to the Environmental Health Division.

A COMPLETED APPLICATION SHALL INCLUDE THE FOLLOWING:

- Preliminary Site Evaluation Application form
- Plans or sketch of the proposed improvement
- Soil Test Report for Category 'C' Type of improvements

FEE

- See *Department of Parks and Land Use – Environmental Health Division Fee Schedule*

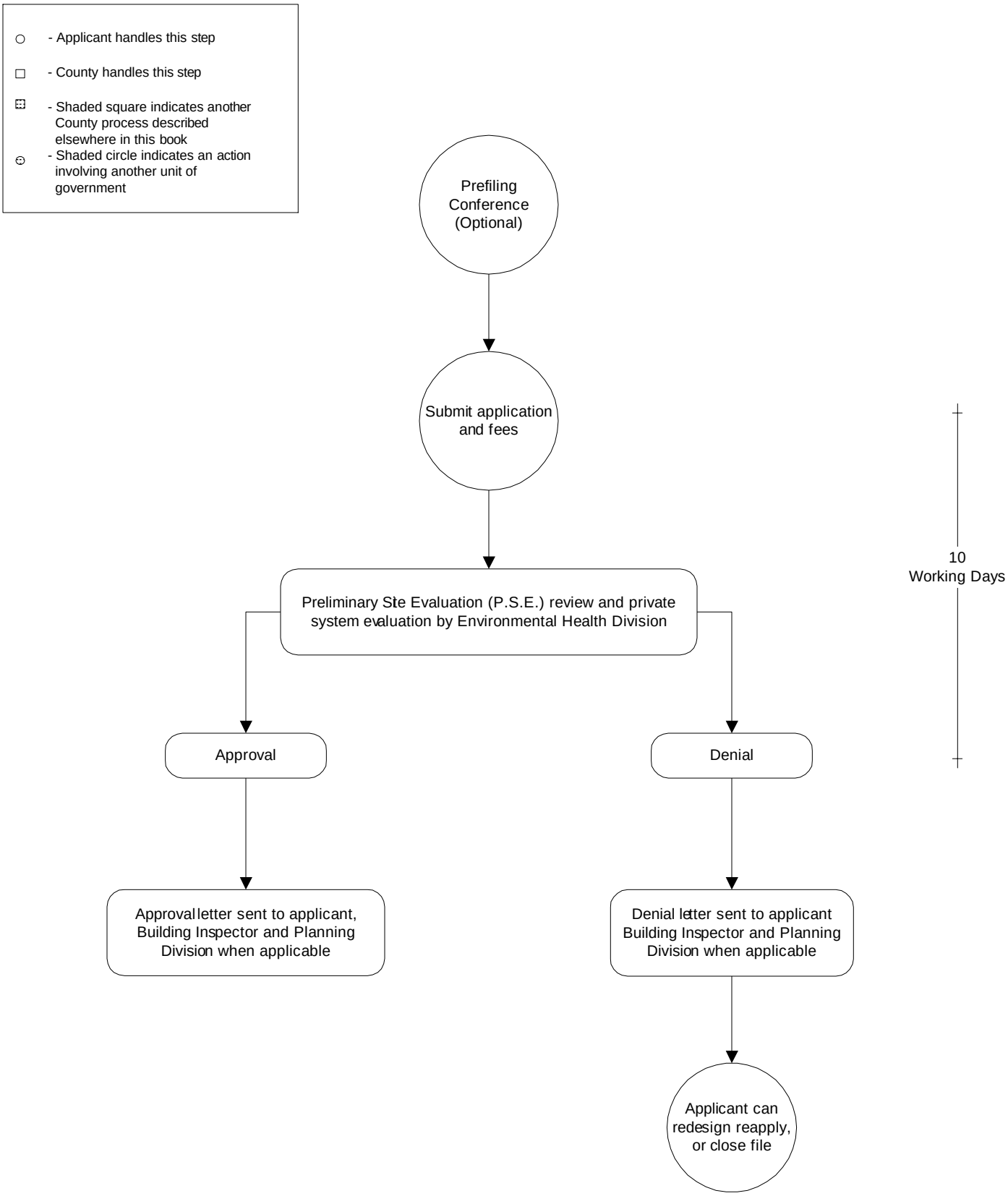
TIME:

- P.S.E. completed applications are reviewed by Environmental Health Division and normally acted on within ten (10) working days.

NOTE:

- Unless requested, P.S.E. Applications are not required for improvements that involve reroofing, painting, wiring, residing, window replacements or replacement of equipment or appliances.
- A P.S.E. is required for a Zoning Permit and/or a Building Permit.

PRELIMINARY SITE EVALUATION.VSD



Sanitary Permit Process

WHEN: A Sanitary Permit is required for the installation of any initial, modified, additional or replacement private sewage system servicing a public or private building.

WHY: A Sanitary Permit is required prior to the installation of the private sewage system and is necessary to assure that the private sewage system is installed in suitable soils, is properly located and adequately sized based on the building's existing or proposed usage, pursuant to *Chapter 145 – Wisconsin State Statutes, DCOMM 83 – Wisconsin Administrative Code* and *Chapter 14, Water and Water Quality – Waukesha County Code,* available online and in the office of the Waukesha County Clerk.

WHO: The Waukesha County Department of Parks and Land Use – Environmental Health Division issues permits. See *Staff Who Can Help* Section for the appropriate staff.

HOW: The licensed plumber who is responsible for the private sewage system installation, completes and submits the Sanitary Permit Application and fee to the Environmental Health Division.

A COMPLETED APPLICATION SHALL INCLUDE THE FOLLOWING:

- Sanitary Permit Application Form
- Original Soil and Site Evaluation Report
- Detailed plans of the proposed private sewage system design or a copy of Dept. of Commerce approved plans, if applicable
- For new construction, a survey showing the building stakeout completed by a registered land surveyor

FEE

- See *Department of Parks and Land Use – Environmental Health Division Fee Schedule*

VARIANCE OR APPEAL

- The County has authority to regulate holding tank usage for new residential construction. For long-term holding tank usage, the owner may request an appeal to Waukesha County Land Use Parks and Environment Committee (L.U.P.E.) to allow utilization of a sewage holding tank. Staff of the Environmental Health Division will assist you in the appeal process.

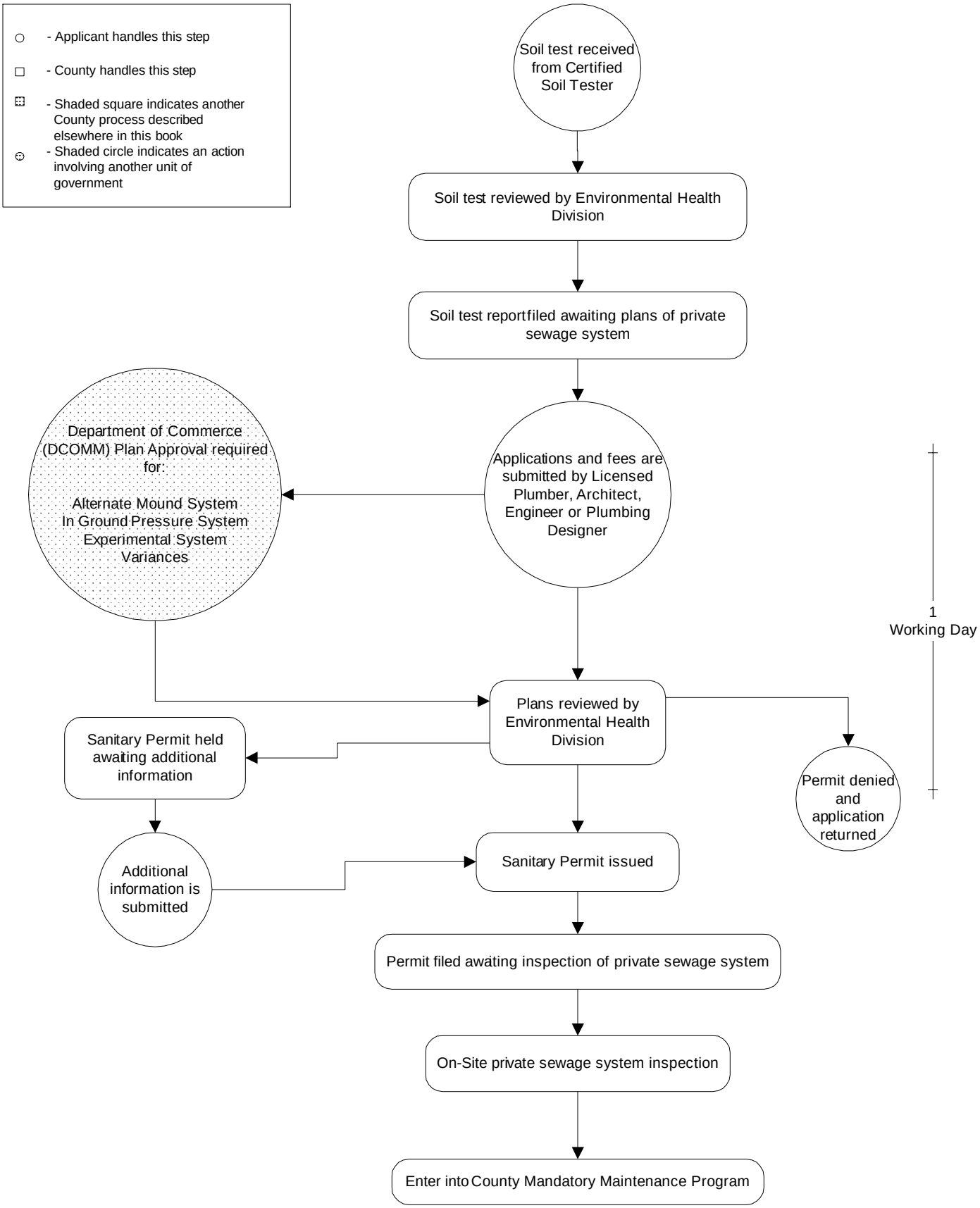
TIME:

- A Sanitary Permit is generally issued the same day a completed application and review fee are received.

NOTE:

- Department of Commerce (DCOMM) plan approval is necessary for mound systems, in ground pressure systems, experimental systems and for any variances granted. See *Coordinating Agencies* Section for the appropriate contact.
- All Sanitary Permits issued on July 1, 1979, or thereafter, are subject to a two (2) year maintenance program. All septic tanks and lift pump tanks shall be pumped and inspected at least once every two (2) years based on the final inspection date of the systems installation.
- The Sanitary Permit is valid for two (2) years from the date of issuance and can be transferred and is renewable within the two (2) year period.

SANITARY PERMIT PROCESS.VSD



Site Plan and Plan of Operation

WHEN: Applicant requests a change in or expansion of a permitted use in a business, public, or industrial district, or applies for a change of operator/owner, or generally when applying for a Conditional Use, or as a requirement of Conditional Use approval in unincorporated areas.

WHY: To provide the Town and County with a detailed description of the proposed use and serve as a basis to determine if the use complies with all requirements of the *Waukesha County Zoning Code* and *Waukesha County Shoreland and Floodland Protection Ordinance – Appendix A and B of the Waukesha County Code,* copies of which are available online and in the office of the Waukesha County Clerk.

WHO: The Waukesha County Department of Parks and Land Use - Planning and Zoning Division receives the application and conducts a written staff review within three weeks of receipt of a complete application packet. If approved by the staff, a decision letter will be issued to the applicant outlining what was approved and any conditions of approval. The applicant is responsible for submitting a Site Plan/Plan of Operation packet to the Town Planning Commission containing the exact information submitted to the County to be placed on the Town Plan Commission agenda. Upon receipt of approval by the Town Planning Commission, and satisfaction of all conditions of approval, the Planning and Zoning Division staff will issue a Plan of Operation/Use Permit. If the Site Plan/Plan of Operation is related to a Conditional Use, then the Waukesha County Park and Planning Commission also reviews the Site Plan/Plan of Operation. See *Staff Who Can Help* Section for the appropriate staff.

HOW: Applicant must submit a complete application packet and fee.

A COMPLETE APPLICATION PACKET SHALL INCLUDE THE FOLLOWING:

- Site Plan/Plan of Operation application form.
- State Approved Building Plans, if applicable, generally submitted to the Town Building Inspector.
- Approval of the Department of Parks and Land Use – Environmental Health Division, if applicable.
- Building Inspector certification that the intended use of the structure complies with all applicable building codes.
- A detailed Site Plan or map drawn to scale identifying, at a minimum, the lot, streets, all buildings, additions, remodeling, parking, indoor/outdoor storage, loading, landscaping/screening, signage, lighting, grading, storm water management facilities, pier/mooring spaces, outdoor seating, special events/outdoor uses, dumpsters, fencing, well and septic locations, an interior detailed floor plan, easements, and any other appropriate physical characteristics. If the set of plans are oversize (larger than 11" x17"), please also submit one reduced set of plans at the 11" x 17" size. Refer to the appropriate ordinance for additional details on the application process.
- A "Preliminary Storm Water Review Letter" may be required from the Land Resources Division, in accordance with the *Waukesha County Storm Water Management and Erosion Control Ordinance.*

FEE

- See *Department of Parks and Land Use – Planning and Zoning Division Fee Schedule*

VARIANCE OR APPEAL

- An appeal of a Waukesha County Park and Planning Commission decision or a staff decision shall be made to the Waukesha County Board of Adjustment. Contact the Planning and Zoning Division for more information.

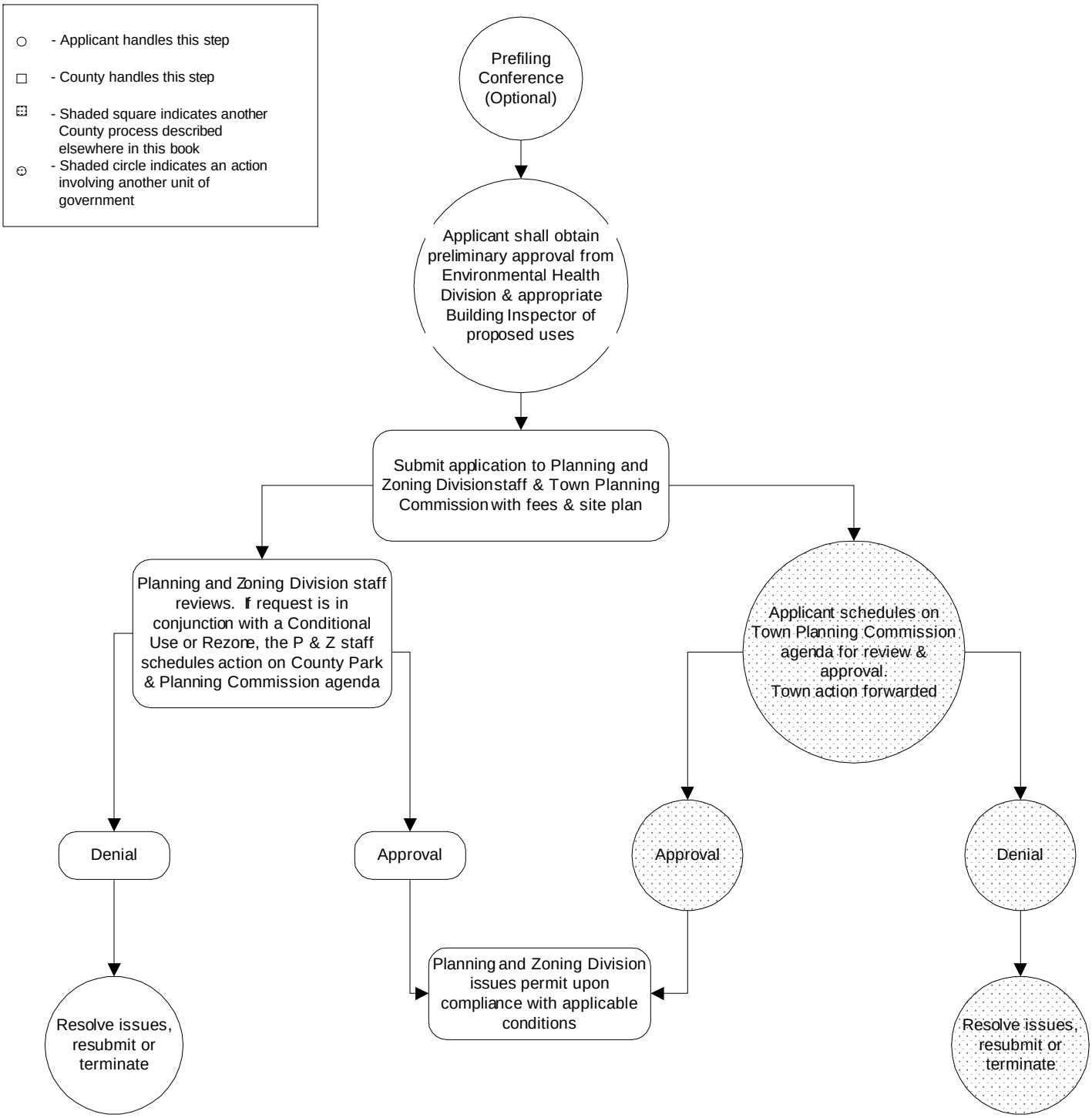
TIME:

- An applicant can anticipate that a complete Site Plan/Plan of Operation will be reviewed within three (3) weeks of receipt if associated with a permitted use in a business, public or industrial district; and if associated with a Conditional Use Permit, the applicant can anticipate approximately ten (10) weeks before a decision is made.

NOTES:

- A Preliminary Site Evaluation or Sanitary Permit may be required from the Department of Parks and Land Use - Environmental Health Division if not served by public sewer. In addition, if the site is to be served by a holding tank and the site produces more than 3,000 gallons/day, a sewer service amendment would be required. Contact the Environmental Health Division for assistance. See *Staff Who Can Help* Section for the appropriate staff.
- A Building Permit may be necessary from the local Building Inspector or Department of Commerce (DCOMM). Contact the local Building Inspector for assistance. See *Coordinating Agencies* Section.
- A Zoning Permit may be necessary from the Department of Parks and Land Use - Planning and Zoning Division if the request is for a new structure or if improvements are made to the existing structure, or for land altering activities. Contact the Planning and Zoning Division for assistance. See *Staff Who Can Help* Section for the appropriate staff.
- An Access Permit may be necessary from the Waukesha County Department of Public Works or the Wisconsin Department of Transportation. Contact the Waukesha County Department of Public Works for assistance. See *Staff Who Can Help* Section for the appropriate staff.
- A Storm Water Permit from the Department of Parks and Land Use – Land Resources Division may be necessary before initiating grading activities. Contact the Land Resources Division for assistance. See *Staff Who Can Help* Section for the appropriate staff.
- Certain licenses (i.e. restaurant, daycare, liquor, sellers, etc.) may be necessary for the operation. Contact the Environmental Health Division and/or the Town Hall for assistance. See *Staff Who Can Help* Section for the appropriate staff.
- An inspection of the site may be required.

SITE PLAN AND PLAN OF OPERATION.VSD



Storm Water Management & Erosion Control Permits

WHEN: Proposed land development activity in unincorporated areas that will expose soil to erosion (grading or filling) or increase storm water runoff (add rooftops & pavement) and meets any of the following permit thresholds:

- 3,000 square feet land disturbance (grading/structures)
- 400 cubic yards of excavation, fill or a combination of these
- 300 lineal ft. of new utility or other open channel disturbance (unless utility is plowed in outside of ditch line)

Erosion Control Plan Required

- All new "subdivisions" (as defined by local codes)
- All new public or private road construction
- All sites where at least ½ acre of impervious surface is added to the landscape (rooftops, pavement, etc.)

Storm Water Mgt. Plan <u>also</u> Required

- Other sites, regardless of size that the LRD determines is likely to cause an adverse impact to an environmentally sensitive area or other property (may require erosion control and/or storm water mgt. plan)

WHY: To minimize water pollution, flooding, and other negative impacts of urbanization on downstream water resources (lakes, streams, wetlands & groundwater) and property owners. Aimed to control soil erosion and sedimentation during construction and manage the discharge of storm water after development. Pursuant to *Waukesha County Code Chapter 14 – Article VIII – Storm Water Management and Erosion Control.*

WHO: The Waukesha County Department of Parks and Land Use - Land Resources Division issues permits. See *Staff Who Can Help* Section for the appropriate staff.

HOW: To obtain a permit, the applicant must prepare erosion control and/or storm water management plans, as noted above. The contents of these plans depend on the size and complexity of the site. For erosion control plans on sites one acre or less, a short checklist of plan requirements is on the application form. For all storm water management plans and erosion control plans for larger sites, published checklists and other technical guidelines are available. A submittal must include:

- Signed Application (including a list of project contacts)
- Permit Fee (See *Fee Schedule* in Section 7)
- Site Map (see checklist)
- Erosion Control Plan (preliminary or final – see checklist)
- Storm Water Management Plan (preliminary or final – see checklist)
- Narrative/support materials explaining plan contents & designs, construction sequence, etc.
- Other applicable items, such as a storm water facility Maintenance Agreement or Performance Bond

New land divisions that meet any of the triggers listed above for storm water management plans are required to obtain a Preliminary Review Letter prior to asking for action on a preliminary plat or other zoning approvals. Obtaining conceptual/general review comments on these plans will help facilitate other plan review and approval processes. It also allows the applicant to proceed through those processes without committing the resources needed to complete final engineering designs and construction plans or line up contractors, which are all needed to obtain a permit. Certification of compliance with this ordinance is also required before recording new land divisions at the Waukesha County Register of Deeds.

VARIANCE OR APPEAL

- An appeal of a decision by Land Resources staff must be made in writing and submitted to the Board of Adjustment within 20 days of the date of decision. (Staff will assist you.)

TIME:

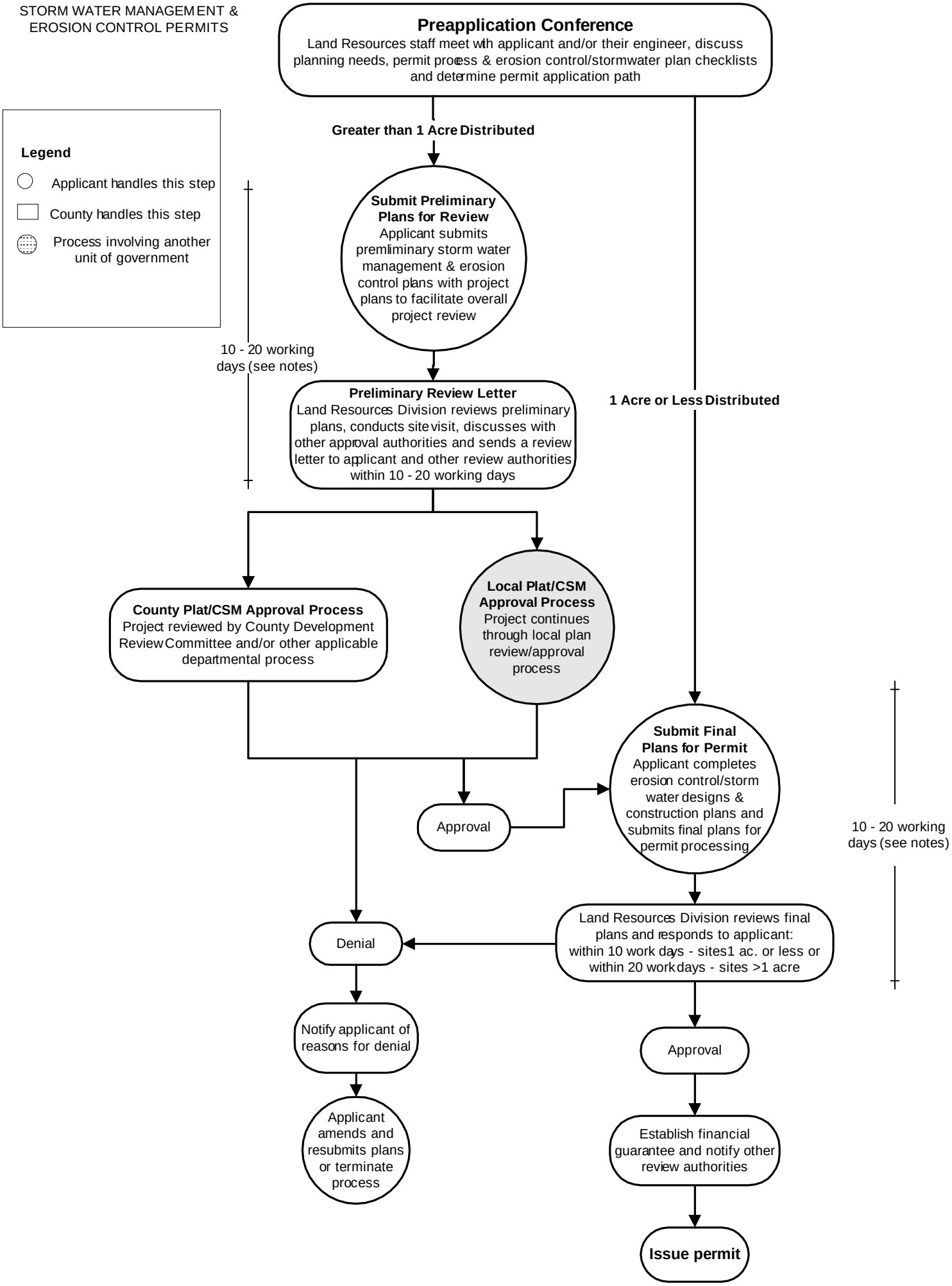
- Staff must approve or deny applications within:
- <u>10 working days</u> of submittal/resubmittal for sites that disturb <u>1 acre or less</u>; or
- <u>20 working days</u> of submittal/resubmittal for sites that disturb <u>greater than 1 acre</u>.

NOTE:

- Other permits from local, state or federal agencies may also be required. See *Coordinating Agencies*.

Revised 12/28/05

STORM WATER MANAGEMENT &
EROSION CONTROL PERMITS



Subdivision Approval Authority

Final Plat (Towns)

WHEN: An applicant is creating a number of lots defined as a subdivision in the local and/or *Waukesha County Shoreland and Floodland Subdivision Control Ordinance*. See *Appendix D of the Waukesha County Code of Ordinances,* available online and in the office of the Waukesha County Clerk.

WHY: The local and/or *Waukesha County Shoreland and Floodland Subdivision Control Ordinance* requires the filing of a Final Plat in accordance with *Section 236 of the Wisconsin State Statutes.* Additional requirements for subdivision plats are contained in *Article VIII - Chapter 14 of the Waukesha County Code of Ordinances,* entitled *Storm Water Management and Erosion Control*.

WHO: The staff of the Waukesha County Department of Parks and Land Use - Planning and Zoning Division is responsible for subdivision review. See *Staff Who Can Help* Section for the appropriate staff.

HOW: **A FINAL PLAT SUBMITTAL SHALL CONSIST OF THE FOLLOWING:**

- Applicant or Town submits six (6) copies of the Final Plat in accordance with *Section 236 of the Wisconsin State Statutes,* and local and/or *Waukesha County Shoreland and Floodland Subdivision Control Ordinance.*
- A completed Waukesha County Department of Parks and Land Use Planning and Zoning Division Subdivision Plat Submittal Form.
- Documentation of any Primary Environmental Corridors or wetland delineations and concurrence by the Department of Natural Resources or the Southeastern Wisconsin Regional Planning Commission.
- "Certification of Compliance" from the Land Resources Division, in accordance with the *Waukesha County Storm Water Management and Erosion Control Ordinance*.
- A completed Land Division Checklist.

FEE

- See *Department of Parks and Land Use – Planning and Zoning Division Fee Schedule*.

VARIANCE OR APPEAL

- An appeal of a decision of the staff of the Planning and Zoning Division must be made to the Waukesha County Park & Planning Commission within thirty (30) days of the staff's decision. Staff of the Planning and Zoning Division will assist you with the appeal process.

TIME:

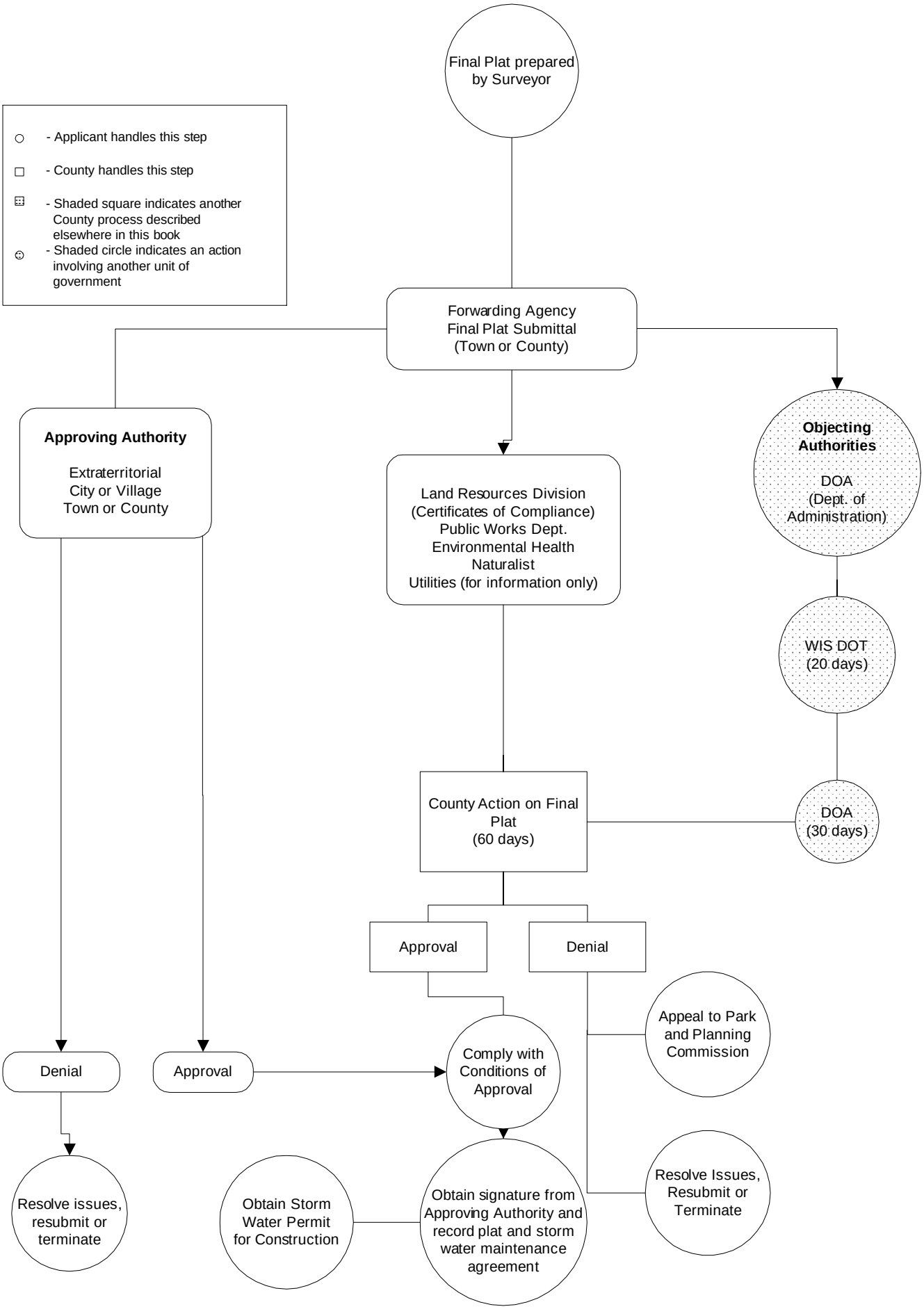
- In accordance with *Section 236 of the Wisconsin State Statutes*, the County has sixty (60) days from date of submittal to take action on a Final Plat.

NOTE:

- The County, Town and any extra-territorial City or Village are approving authorities and cannot take formal action on a Final Plat until such time as there is a certification of no objections from all objecting agencies.
- The Final Plat must be recorded within six (6) months of the last approval and twenty-four months of the first approval.
- The applicant is responsible for submitting to the forwarding agency (Town or County) sufficient copies of the Plat [for all reviewing agencies and Review and Fee Forms for Wisconsin Department of Administration (DOA), the Waukesha County Department of Public Works, the Waukesha County Department of Parks and Land Use, Divisions of Land Resources and Environmental Health, and all utilities].
- Storm water "Certification of Compliance" ensures that the necessary maintenance agreements, drainage and access easements and other applicable platting issues meet County Code requirements. A final plat cannot be approved without this "certification".

Revised 12/28/05

SUBDIVISION APPROVAL AUTHORITY FOR FINAL PLAT.VSD



Subdivision Approval Authority

Preliminary Plat (Towns)

WHEN: An applicant creating a number of lots defined as a subdivision in the local and/or *Waukesha County Shoreland and Floodland Subdivision Control Ordinance*, available in the Waukesha County Code of Ordinances, Appendix D made available online and in the office of the Waukesha County Clerk.

WHY: The local and/or *Waukesha County Shoreland and Floodland Subdivision Control Ordinance* requires the filing of a Preliminary Plat in accordance with *Section 236 of the Wisconsin State Statutes.* Additional requirements for subdivision plats are contained *in Article VIII - Chapter 14 of the Waukesha County Code of Ordinances*, entitled *Storm Water Management and Erosion Control*.

WHO: The staff of the Waukesha County Department of Parks and Land Use - Planning and Zoning Division is responsible for subdivision review. See *Staff Who Can Help* Section for the appropriate staff.

HOW: **A PRELIMINARY PLAT SUBMITTAL SHALL CONSIST OF THE FOLLOWING:**

- Six (6) copies of the Preliminary Plat in accordance with the local and/or *Waukesha County Shoreland and Floodland Subdivision Control Ordinance.*
- A soils test for every lot, or a letter from the Town Clerk certifying sewer is available.
- A completed Waukesha County Department of Parks and Land Use Subdivision Plat Submittal Form.
- A "Preliminary Storm Water Review Letter" from the Land Resources Division, in accordance with the *Waukesha County Storm Water Management and Erosion Control Ordinance*.
- A completed Land Division Checklist.

FEE

- See *Department of Parks and Land Use – Planning and Zoning Division Fee Schedule*.

VARIANCE OR APPEAL

- An appeal of a decision of the staff of the Planning and Zoning Division must be made to the Waukesha County Park and Planning Commission within thirty (30) days of the staff's decision. Staff of the Planning and Zoning Division will assist you with the appeal process.

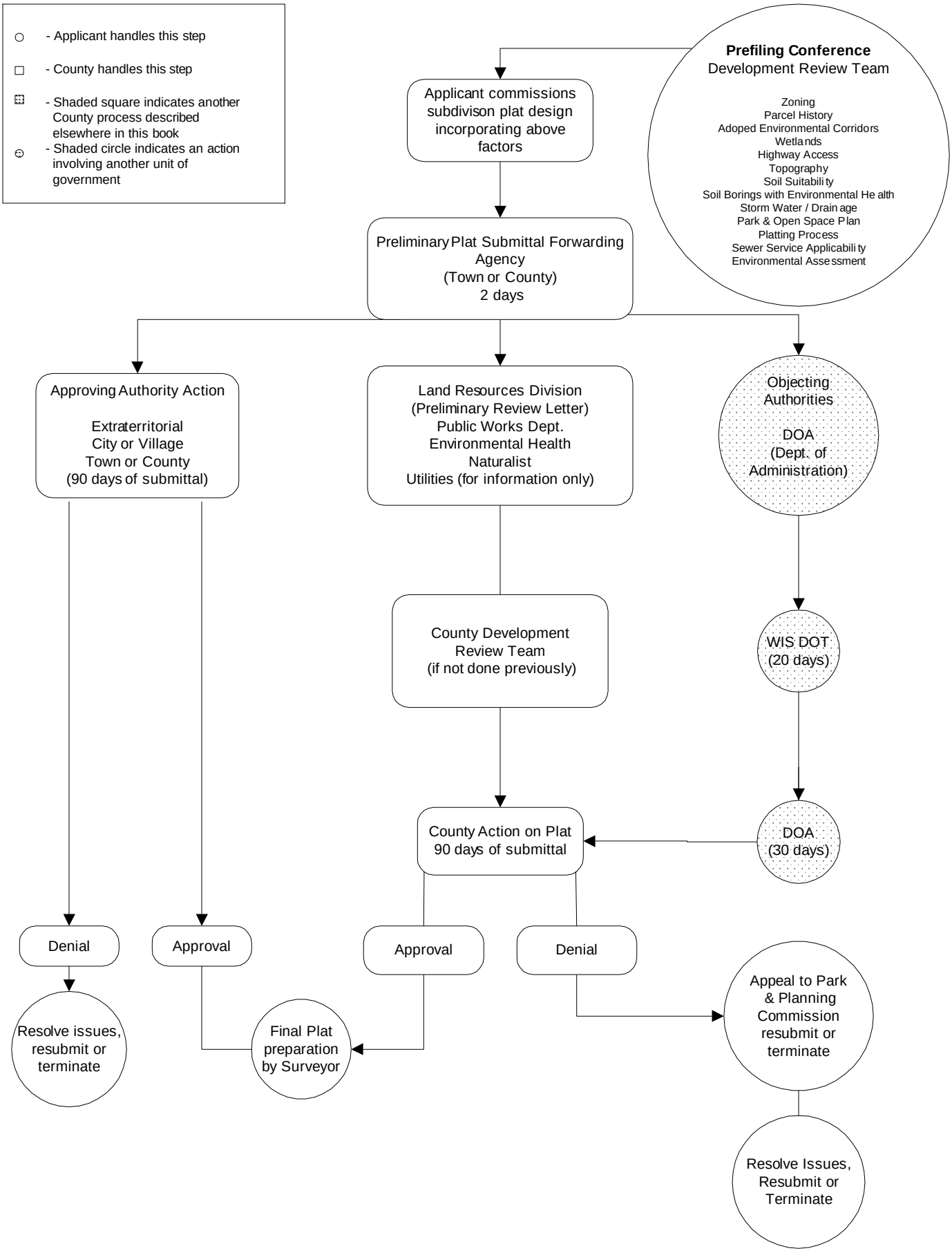
TIME:

- In accordance with *Section 236 of the Wisconsin State Statutes*, the County has ninety (90) days from date of submittal to review the Preliminary Plat.

NOTE:

- The Plat shall be submitted to other agencies by either the Town or the County.
- The County and Town, which are approval agencies, may not take formal action on a Preliminary Plat until all objecting agencies have certified no objection.
- The Waukesha County Departments of Parks and Land Use and Public Works, have created a staff Development Review Team. Developers are encouraged to submit Conceptual Subdivision Plats to the Team for review and comment early in the site planning process.
- The applicant is responsible for submitting to the forwarding agency (Town or County) sufficient copies of the Plat for all reviewing agencies and Review and Fee Forms for Wisconsin Department of Administration (DOA).
- A Preliminary Review by the Waukesha County Department of Public Works if the property abuts a County Trunk Highway.
- A Prelminary Plat cannot be approved without obtaining a Preliminary Storm Water Review Letter from the Land Resources Division that recommends plat approval.

SUBDIVISION APPROVAL AUTHORITY FOR PRELIMINARY PLAT.VSD



Subdivision Objection Authority

Preliminary and Final Plat (City or Village)

WHEN: An applicant creating a number of lots defined as a subdivision in the local *Land Division/Subdivision Control Ordinance* available online and in the office of the Waukesha County Clerk.

WHY: The local *Land Division/Subdivision Control Ordinance* requires the filing of a Preliminary or Final Plat in accordance with *Section 236 of the Wisconsin State Statutes.*

WHO: The staff of the Waukesha County Department of Parks and Land Use - Planning and Zoning Division is responsible for subdivision review. See *Staff Who Can Help* Section for the appropriate staff.

HOW: **A PLAT SHALL CONSIT OF THE FOLLOWING**

- Department of Administration (DOA) or local unit of government submits two (2) copies of the Plat in accordance with *Section 236 of the Wisconsin State Statutes* and the local *Land Division/Subdivision Control Ordinance*.
- A completed Waukesha County Department of Parks and Land Use Subdivision Plat Submittal Form.
- Soils test for each lot, if the property is not served by public sewer, and if served by public sewer, a letter from the municipality stating sewer is available.
- A completed Land Division Checklist.

FEE

- See *Department of Parks and Land Use – Planning and Zoning Division Fee Schedule*.

VARIANCE OR APPEAL

- An appeal of a decision of the staff of the Planning and Zoning Division must be made to the Waukesha County Park and Planning Commission within thirty (30) days of the staff's decision. Staff of the Planning and Zoning Division will assist you with the appeal process.

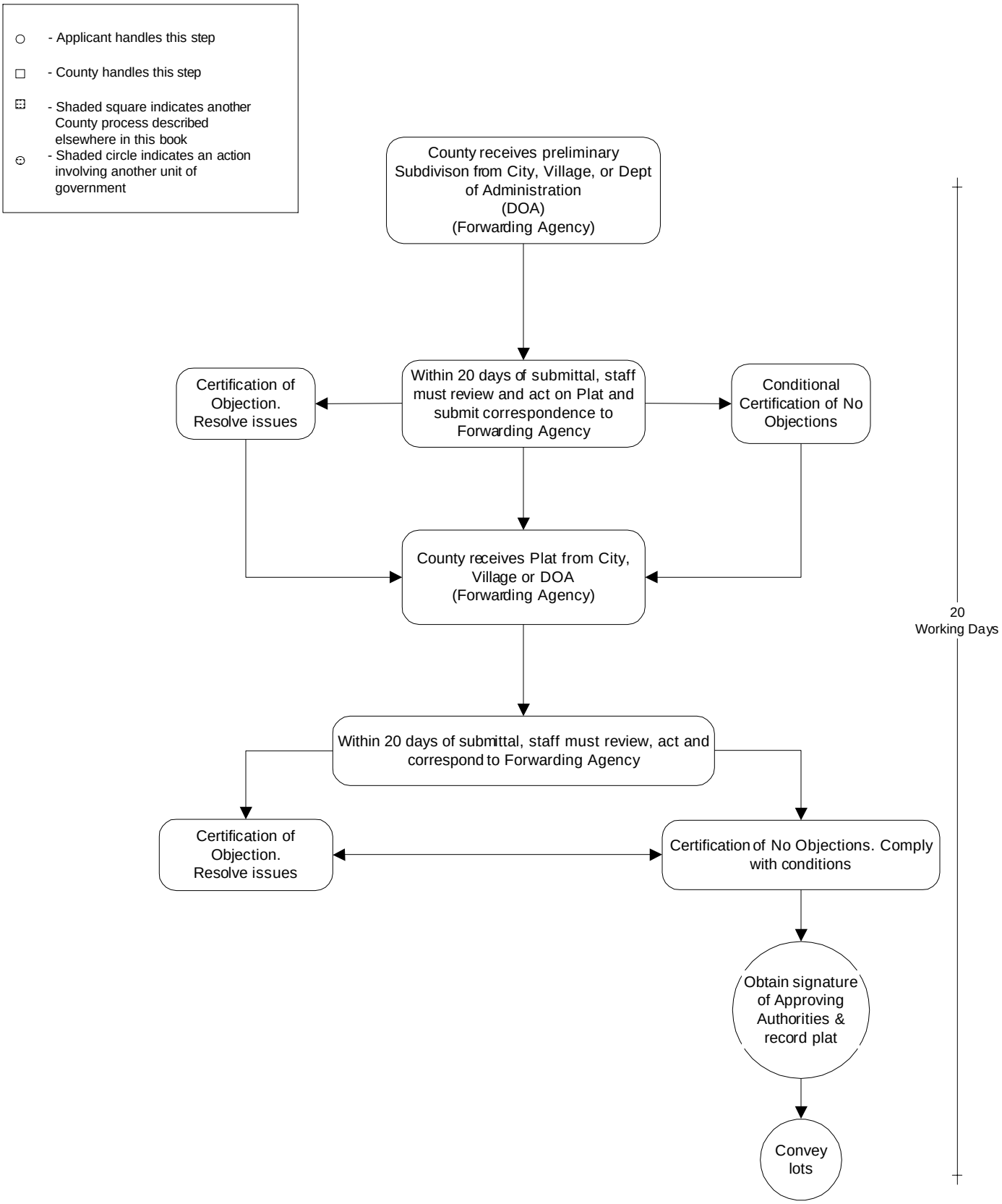
TIME:

- In accordance with *Section 236 of the Wisconsin State Statutes*, the Planning and Zoning Division has twenty (20) days to act upon Preliminary or Final plat as an objecting agency.

NOTES:

- The proposed Plat may require approval and an access permit from the Waukesha County Department of Public Works. Contact the Waukesha County Department of Public Works for assistance. See *Staff Who Can Help* Section for the appropriate staff.
- If the area is in a recently annexed area, the applicant should verify that none of the property is within the jurisdiction of the *Waukesha County Shoreland and Floodland Protection Ordinance*, which may require rezoning of the property by the Waukesha County Board.
- In recently annexed areas, if a community does not have an Erosion and Storm Water Management Ordinance of their own, the applicant is to comply with the *Waukesha County Storm Water Management and Erosion Control Ordinance.*

SUBDIVISION OBJECTION AUTHORITY.VSD



Utilities Within a County Trunk Highway

Permit To Construct, Maintain or Repair Utilities

WHEN: Constructing, altering or connecting to a public utility within the right of way of a County Trunk Highway.

WHY: The purpose is to promote the orderly location and safe construction of public utilities and to insure the necessary repair to the structure of the highway. The authority to require and issue permits is contained under *Chapter 86 - Wisconsin State Statutes.*

WHO: The Waukesha County Public Works Department issues utility permits. See *Staff Who Can Help* Section for the appropriate staff.

HOW: Complete and submit an application and three (3) copies of plans, including a proposed site plan, construction schedule and erosion control plan, to the Waukesha County Public Works Department.

FEE

- See the *Waukesha County Department of Public Works Fee Schedule.*

VARIANCE OR APPEAL

- Any applicant denied for a permit is entitled to pursue an appeal pursuant to the *Waukesha County Code, Chapter 15, Section 57*, by contacting the Department of Public Works.

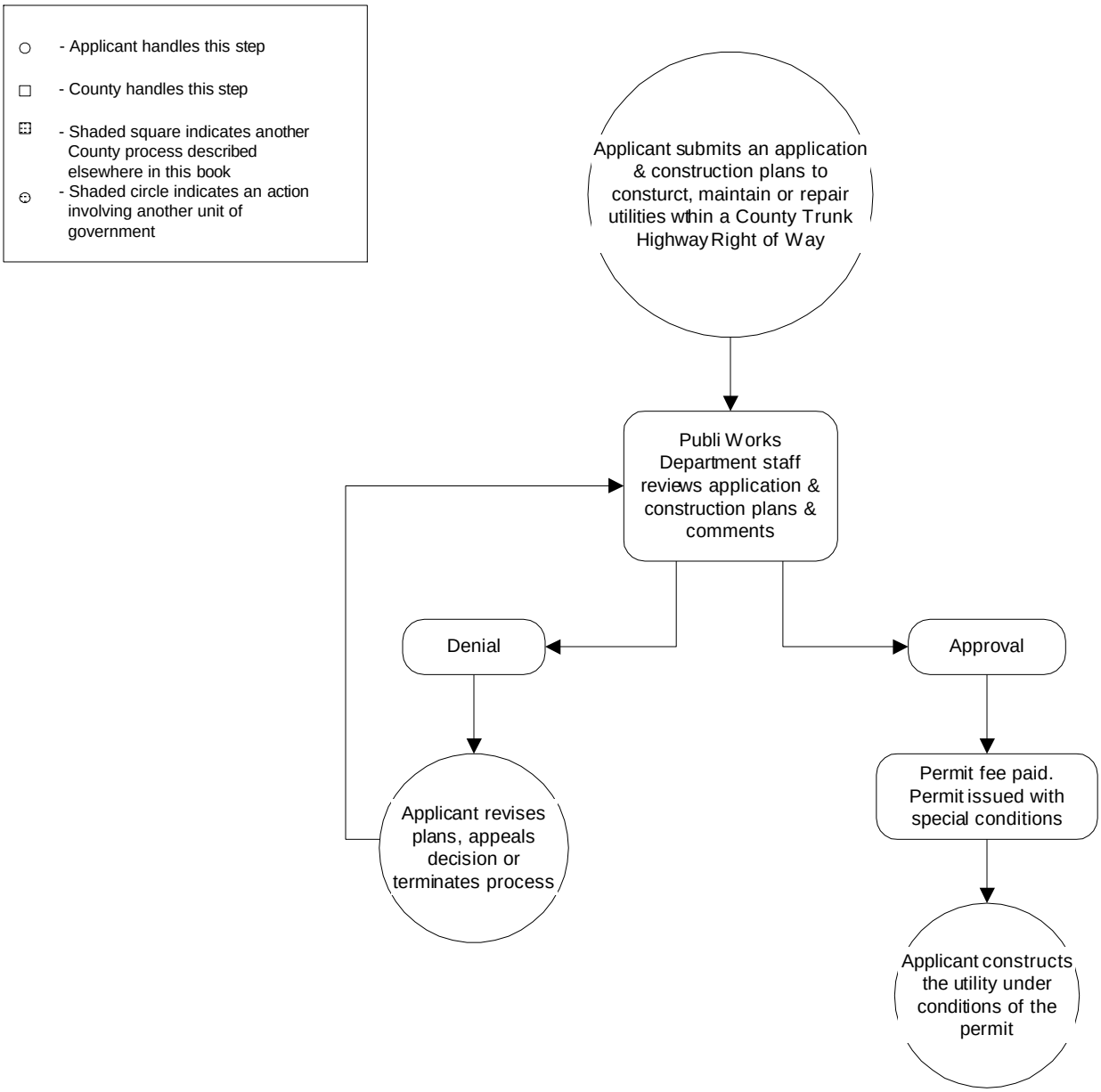
TIME:

- The review of the application and/or plans by the Department of Public Works staff is normally completed within ten (10) working days of receiving the application. The plans may be returned to the owner for revision.

NOTE:

- It is recommended that a presubmittal conference be held with the applicant, their engineers, and the Department of Public Works engineering staff. The conference will provide a preliminary review of the proposed work before submittal of an application. See *Staff Who Can Help* Section for the appropriate staff.
- Erosion control and site stabilization plans are required for all projects. If the project will disturb more than 300 lineal feet of land, a Storm Water Permit from the Department of Parks and Land Use – Land Resources Division is also required before a Utility Permit will be issued. Contact the Land Resources Division for assistance. See *Staff Who Can Help* Section for the appropriate staff.
- Applicants should always contact Diggers Hotline at 1-800-242-8511 before any construction activity.

UTILITIES WITHIN A COUNTY TRUNK HIGHWAY.VSD



Variance or Special Exception

WHEN: Your land use proposal has been denied by the Waukesha County Department of Parks and Land Use – Planning and Zoning Division because it does not meet the numerical or dimensional requirements of the Waukesha County Zoning Code, Waukesha County Shoreland and Floodland Protection Ordinance, or the Waukesha County Airport Height Ordinance.

WHY: You wish to appeal to the Waukesha County Board of Adjustment (BOA) to vary the numerical or dimensional requirements of the *Waukesha County Zoning Code* or *Waukesha County Shoreland and Floodland Protection Ordinance – Appendix A and B of the Waukesha County Code*, copies of which are available online and in the office of the Waukesha County Clerk.

WHO: The staff of the Waukesha County Department of Parks and Land Use – Planning and Zoning Division receives the application and schedules the public hearing with the BOA. See *Staff Who Can Help* Section for the appropriate staff.

HOW: Applicant must submit a complete application packet and fee.

A COMPLETE APPLICATION PACKET SHALL INCLUDE THE FOLLOWING:

- Appeal for Variance or Special Exception application form.
- Names and addresses of all property owners within 100 feet of the subject property boundary (go to http://maps.waukeshacounty.gov/GISweb/waukco/waukco.asp, click on buffer tools, and follow the directions).
- Six (6) copies of a map, preferably an up to date plat of survey drawn to scale indicating the boundaries and dimensions of the property, location and dimension of all existing and proposed structures/buildings, and location, use, and dimensions of all structures/buildings on adjacent properties within fifty (50) feet, all abutting streets, the 100 year floodplain, and the OHWM.
- A set of building plans, including the floor plans, if applicable.
- A copy of the denial by the Planning and Zoning Division including a denied Zoning Permit, if applicable.
- Cost estimate, if applicable.
- A Zoning Permit, if applicable.
- A Grading Plan, if applicable.

FEE

- See *Department of Parks and Land Use – Planning and Zoning Division Fee Schedule*.

VARIANCE OR APPEAL

- An appeal of a decision from the BOA must be made to the Circuit Court within thirty (30) days of the date of the BOA decision. Contact the Waukesha County Clerk of Courts to schedule an appeal.

TIME:

- Applicant can anticipate the BOA process will normally take from four (4) to eight (8) weeks from the time of submittal of a complete application packet.

NOTES:

- A Preliminary Site Evaluation by the Waukesha County Department of Parks and Land Use – Environmental Health Division is required for an addition, remodeling, or improvement made on an already developed lot, or a new Sanitary Permit must be issued if not served by municipal sewer.

Contact the Environmental Health Division for assistance. See *Staff Who Can Help* Section for the appropriate staff.

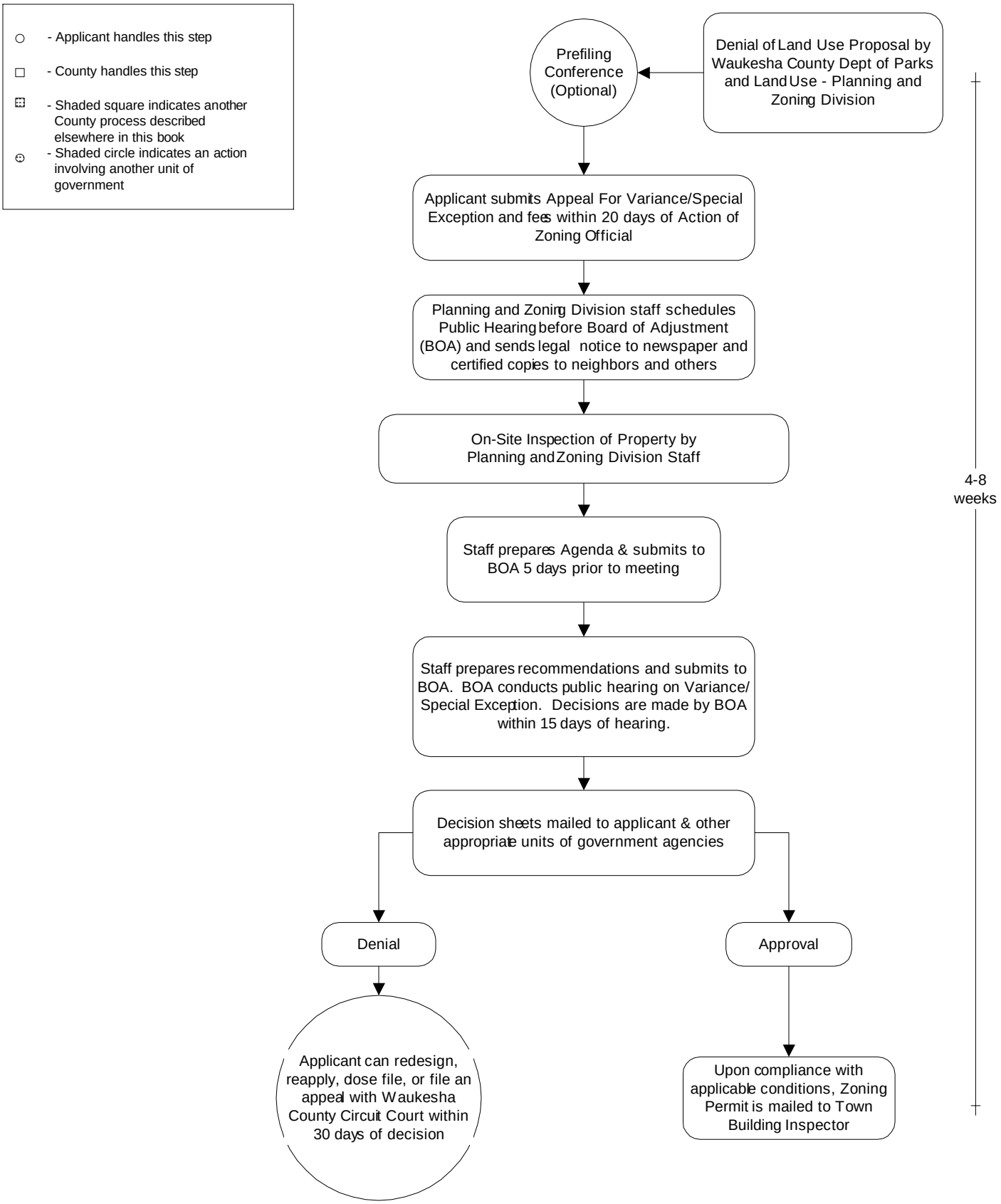
- A Building Permit will be necessary from the local Building Inspector or Department of Commerce (DCOMM). Contact the local Building Inspector for assistance. See *Staff Who Can Help* Section for the appropriate staff.

- The Department of Natural Resources (DNR) or any other aggrieved party may appeal the decision of the Waukesha County Board of Adjustment, within (30) thirty days of the date of the decision.

- It may be necessary to apply for variances from the local Town Zoning Ordinance. Contact the Town Building Inspector. See *Coordinating Agencies* for assistance.

- Submittal of the application may include a site inspection.

VARIANCE OR SPECIAL EXCEPTION.VSD



Zoning Change

WHEN: An applicant wants to amend the zoning district classification for an area.

WHY: The intended use is not a permitted use by right in the existing zoning district classification within the jurisdictional limits of the *Waukesha County Zoning Code* or the *Waukesha County Shoreland and Floodland Protection Ordinance*, available online and in the office of the Waukesha County Clerk.

WHO: The Waukesha County Department of Parks and Land Use – Planning and Zoning Division amends the Zoning Map after County Board approval and review by the Waukesha County Executive. See *Staff Who Can Help* Section for the appropriate staff.

HOW: Applicant must submit a complete application and fee.

A COMPLETED APPLICATION SHALL INCLUDE THE FOLLOWING:

- Petition to Amend Zoning Map form.
- Names and addresses of all property owners within 300 feet of the subject property (staff can assist with this function).
- Four (4) copies of a scaled map indicating the location and dimensions of the subject parcel, existing and proposed buildings and their uses.
- A detailed description of the proposed use.
- A Site Plan and Plan of Operation form may be required.
- A "Preliminary Storm Water Review Letter" may be required from the Land Resources Division, in accordance with the *Waukesha County Storm Water Management and Erosion Control Ordinance.*

FEE

- See *Department of Parks and Land Use – Planning and Zoning Division Fee Schedule*.

VARIANCE OR APPEAL

- An appeal of a decision of the Waukesha County Board must be made to the Circuit Court within six (6) months of the decision. Contact the Waukesha County Clerk of Courts to schedule an appeal.

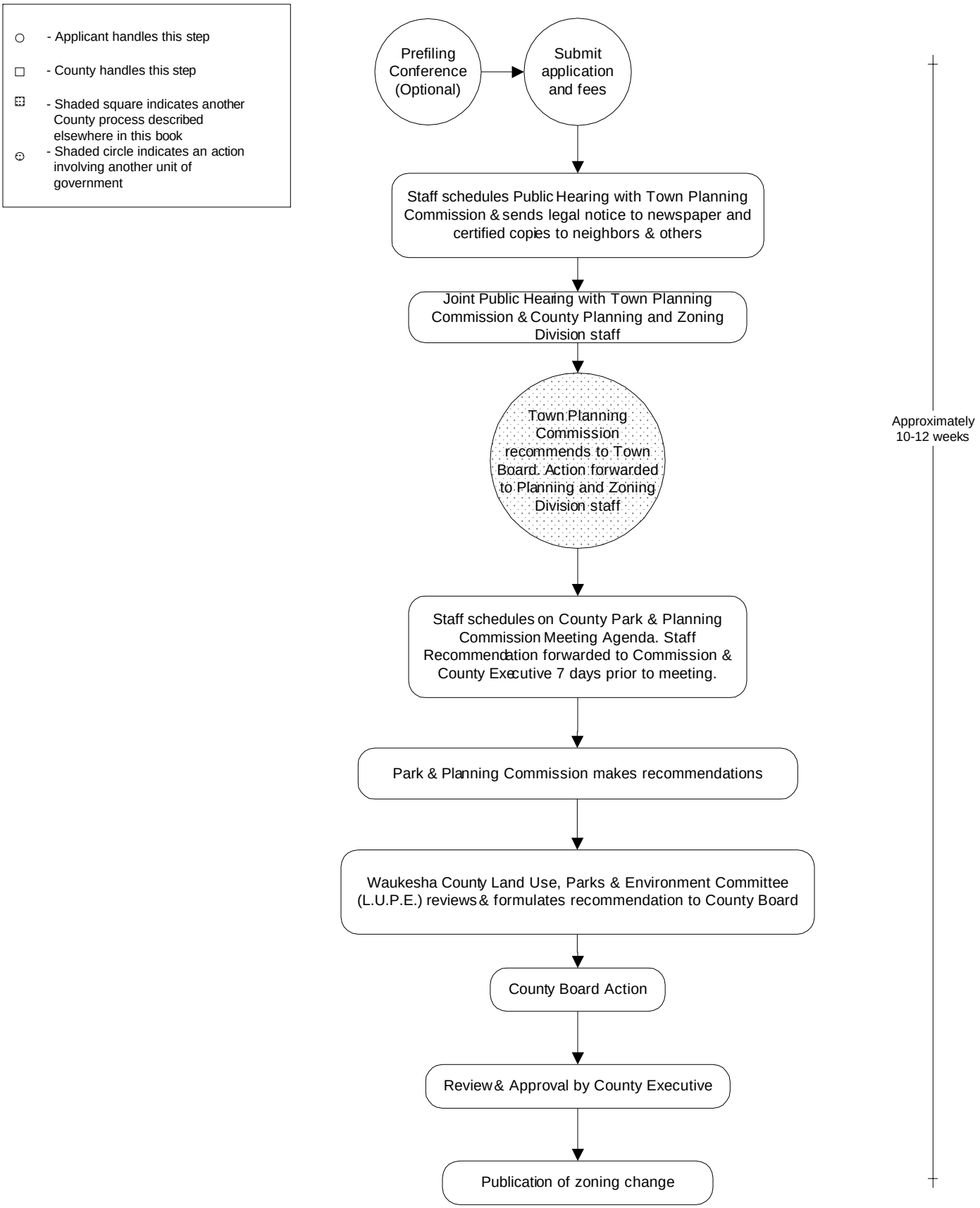
TIME:

- An applicant can anticipate that the rezoning process will take approximately 10 to 12 weeks upon submittal of a complete application.

NOTES:

- A zoning amendment under the jurisdiction of the *Waukesha County Zoning Code* requires Town Board and County Board approval. Contact your Town Hall for assistance. See *Coordinating Agencies* for the appropriate contact.
- A zoning map amendment under the jurisdiction of the *Waukesha County Shoreland and Floodland Protection Ordinance*, the Town Board is a recommending body and the Waukesha County Board of Supervisors is the approval authority.
- In the case of an amendment of a floodplain area, Federal Emergency Management Agency (FEMA) and the Department of Natural Resources (DNR) must also concur with the change and result in the submittal of a letter of map amendment. See *Coordinating Agencies* for the appropriate contacts.
- A Storm Water Permit may be required from the Land Resources Division in accordance with the accordance with the *Waukesha County Storm Water Management and Erosion Control Ordinance.*

ZONING CHANGE.VSD



Zoning Permit – Construction Activities

WHEN: A zoning permit is required when a structure or part thereof is located, erected, moved, reconstructed, extended, enlarged, converted or structurally altered within the Towns of Ottawa, Genesee, Oconomowoc or Vernon; or the areas within 1,000 feet of the ordinary high water mark of a navigable lake, pond or flowage; or 300 feet of the ordinary high water mark of any river or stream; or to the landward side of the floodplain, whichever is greater, in any unincorporated area in Waukesha County.

WHY: To control placement of structures and land use in accordance with the regulations outlined in the *Waukesha County Zoning Code* and the *Waukesha County Shoreland and Floodland Protection Ordinance – Appendix A and B of the Waukesha County Code*, copies of which are available online and in the office of the Waukesha County Clerk.

WHO: The staff of the Waukesha County Department of Parks and Land Use – Planning and Zoning Division reviews the Zoning Permit, and if approved, mails the issued permit to the local Building Inspector. See *Staff Who Can Help* Section for the appropriate staff.

HOW: Applicant must submit a complete application packet and fee.

A COMPLETE APPLICATION PACKET SHALL INCLUDE THE FOLLOWING:

- Application for Zoning Permit form.

- A Sanitary Permit or a Preliminary Site Evaluation approval by the Waukesha County Department of Parks and Land Use – Environmental Health Division.
- A scaled site plan (plat of survey preferred) indicating the location and dimensions of the lot, location and dimensions of all buildings and additions and those structures located within 50 feet of the lot line, location of the center line and grade of all abutting streets, floor elevation of structures, high water mark and/or conservancy boundary location whichever is more restrictive, location of existing and/or proposed wells and septic systems, and location of any soil borings.
- Building plans (including floor plans), if applicable.
- A "Preliminary Storm Water Review Letter" may be required from the Land Resources Division, in accordance with the *Waukesha County Storm Water Management and Erosion Control Ordinance*.
- Cost estimate, if applicable.
- Grading plan, if applicable.

FEE

- See *Department of Parks and Land Use – Planning and Zoning Division Fee Schedule*.

VARIANCE OR APPEAL

- An appeal of Zoning Administrators denial must be made within twenty (20) days of the staff's decision to the Waukesha County Board of Adjustment.

TIME:

- An applicant can anticipate the zoning permit will be mailed to the building inspector within two (2) days of receipt of a complete application packet and fee by the Planning and Zoning Division and Environmental Health Division approval has been granted.

NOTES:

- A Preliminary Site Evaluation approved by the Environmental Health Division is required if an addition or improvement is made on an already developed lot not served by municipal sewer. Contact the Environmental Health Division for assistance. See *Staff Who Can Help* Section for the appropriate staff.

- A Sanitary Permit is required for new home construction or a vacant parcel of land unless the parcel of land is served by municipal sewer.

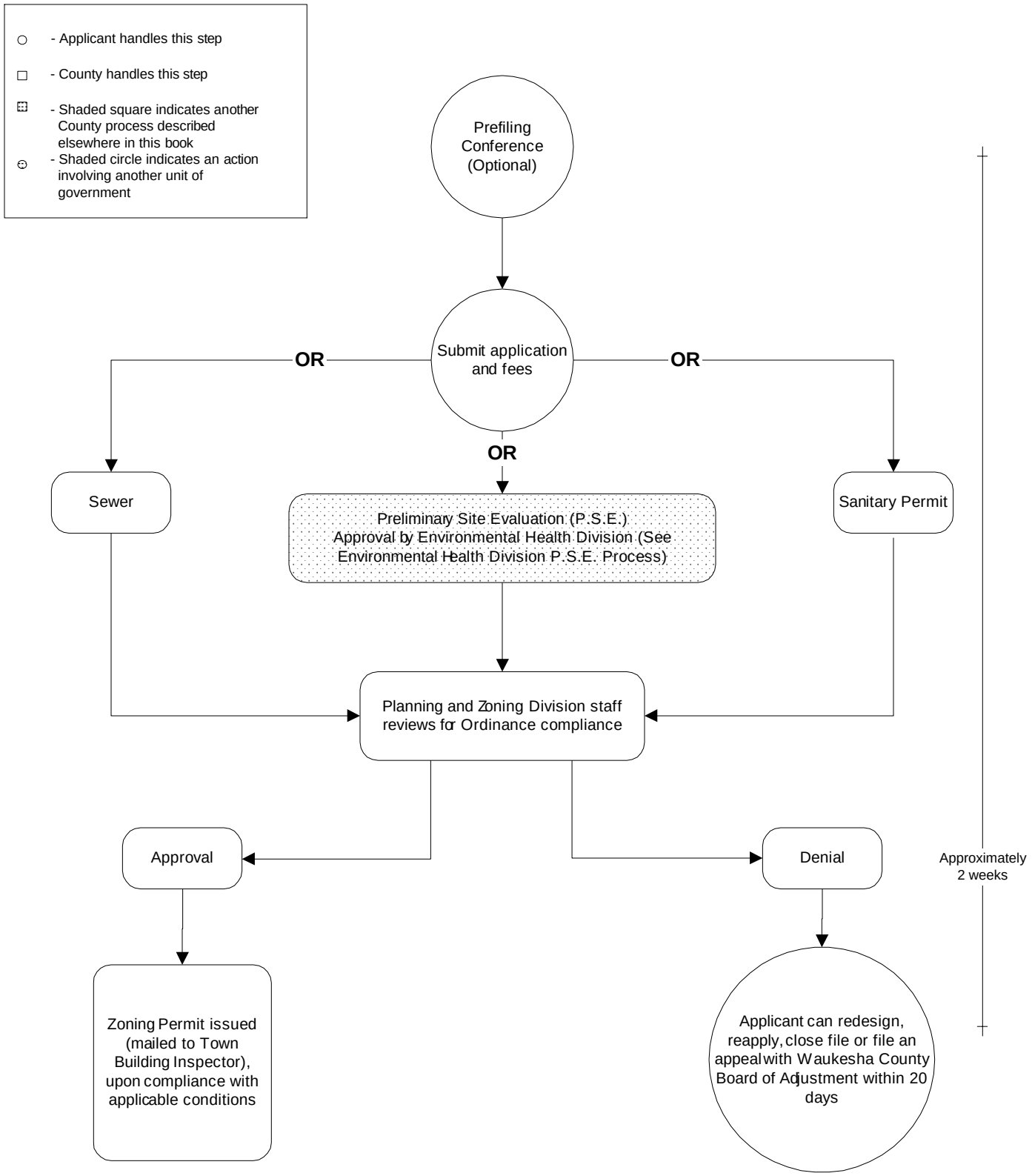
- A Building Permit will be necessary from the local Building Inspector. Contact the local Building Inspector for assistance.

- Upon issuance of a Zoning Permit, construction must commence within six (6) months and be completed within eighteen (18) months of the date of issuance.

- A Storm Water Permit from the Department of Parks and Land Use – Land Resources Division may be necessary before initiating certain grading activities. For one and two family residences, the Town Building Inspector will require the use of erosion control methods. Contact the Land Resources Division or Town Building Inspector, as appropriate, for assistance. See *Staff Who Can Help* Section for the appropriate staff.

- An inspection of the site may be required.

ZONING PERMIT FOR CONSTRUCTION ACTIVITIES.VSD



Zoning Permit – Minor Grading

WHEN: Land altering activities or projects that do not exceed land disturbance greater than 3,000 sq. ft. in area and/or 15 cubic yards in aggregate within the Towns of Ottawa, Genesee, Oconomowoc or Vernon; or the areas within 1,000 feet of the ordinary high water mark of a navigable lake, pond or flowage; or 300 feet of the ordinary high water mark of any river or stream; or to the landward side of the floodplain, whichever is greater, in any unincorporated area in Waukesha County.

WHY: To prevent soil erosion, control shoreline alteration and restrict the removal of shoreline vegetation in compliance with *Waukesha County Zoning Code* and the *Waukesha County Shoreland and Floodland Protection Ordinance – Appendix A and B of the Waukesha County Code*, copies of which are available online and in the office of the Waukesha County Clerk.

WHO: The staff of the Waukesha County Department of Parks and Land Use – Planning and Zoning Division reviews the Zoning Permit, and if approved, mails the issued permit to the property owner. See *Staff Who Can Help* Section for the appropriate staff.

HOW: Applicant must submit a complete application packet and fee.

A COMPLETE APPLICATION PACKET SHALL INCLUDE THE FOLLOWING:

- Application for Zoning Permit Minor Grading form.
- An accurate set of plans including a site plan, existing and proposed contours, area of disturbance, amount of material, cross sections, vegetative and seeding schedule, construction period and erosion control methods.

FEE

- See *Department of Parks and Land Use – Planning and Zoning Division fee schedule*.

VARIANCE OR APPEAL

- An appeal of a decision of the staff of the Planning and Zoning Division must be made to the Waukesha County Board of Adjustment within twenty (20) days of the staff's decision.

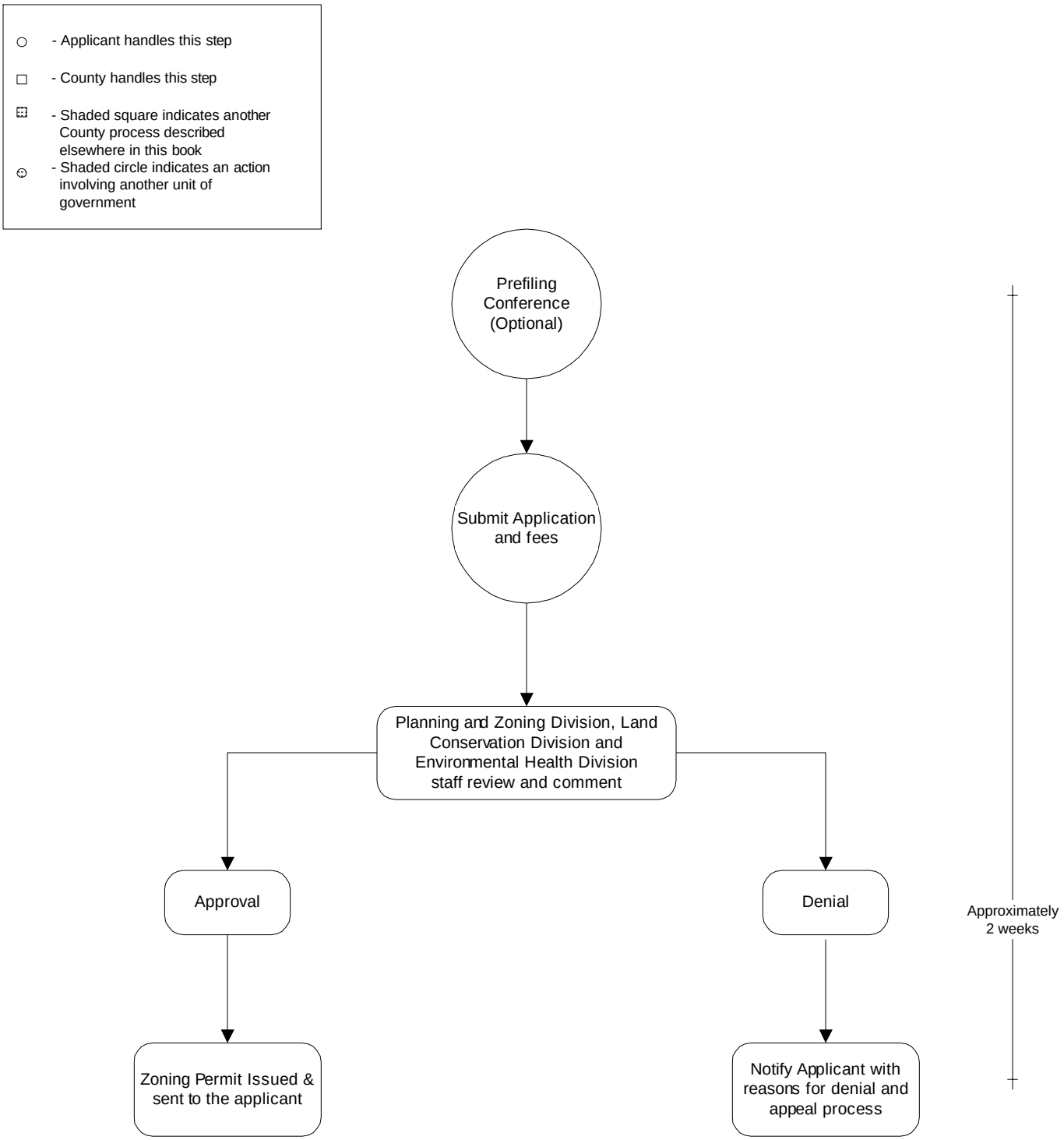
TIME:

- An applicant can anticipate the zoning permit will be take approximately two (2) weeks upon submittal of a complete application packet and fee, and Department of Natural Resources (DNR) approval, if required.

NOTES:

- A site inspection and evaluation by the Waukesha County Department of Parks and Land Use – Land Resources Division may be required for questions on erosion control practices and/or impact on surface water drainage. A site drainage plan and Storm Water Permit may also be required. Contact the Planning and Zoning Division and they will contact the Land Resources Division for assistance. See *Staff Who Can Help* Section for the appropriate staff.
- Review and approval by the DNR may be required in a shoreland or wetland area.
- A Site Evaluation by the Waukesha County Department of Parks and Land Use – Environmental Health Division may be required for questions relating to private sewage systems.
- An inspection of the site may be required.

ZONING PERMIT FOR MINOR GRADING.VSD



Zoning Permit – Streambank and Shoreline Stabilization Structures

WHEN: An applicant is proposing to construct a new Streambank/Shoreline Stabilization Structure (also known as a rip-rap wall or seawall) or repair an existing structure on the shore of any lake, pond, river or stream within the jurisdiction of the Waukesha County Shoreland and Floodland Protection Ordinance.

WHY: To prevent soil erosion, control shoreline alteration and restrict the removal of shoreline vegetation in areas covered by the *Waukesha County Shoreland and Floodland Protection Ordinance – Appendix A of the Waukesha County Code*, copies of which are available online and in the office of the Waukesha County Clerk.

WHO: The staff of the Waukesha County Department of Parks and Land Use – Planning and Zoning Division reviews the Zoning Permit, and if approved, mails the issued permit to the property owner. See *Staff Who Can Help* Section for the appropriate staff.

HOW: Applicant must submit a complete application packet and fee.

A COMPLETE APPLICATION PACKET SHALL INCLUDE THE FOLLOWING:

- Application for Zoning Permit - Streambank/Shoreline Stabilization Structure form.
- An accurate set of plans including a site plan, existing and proposed contours, areas of disturbance, cross sections, vegetative and seeding schedule, construction period, and erosion control methods.
- Written Department of Natural Resources (DNR) approval.

FEE

- See *Department of Parks and Land Use – Planning and Zoning Division fee schedule*.

VARIANCE OR APPEAL

- An appeal of a decision of the staff of the Planning and Zoning Division must be made to the Waukesha County Board of Adjustment within twenty (20) days of the staff's decision.

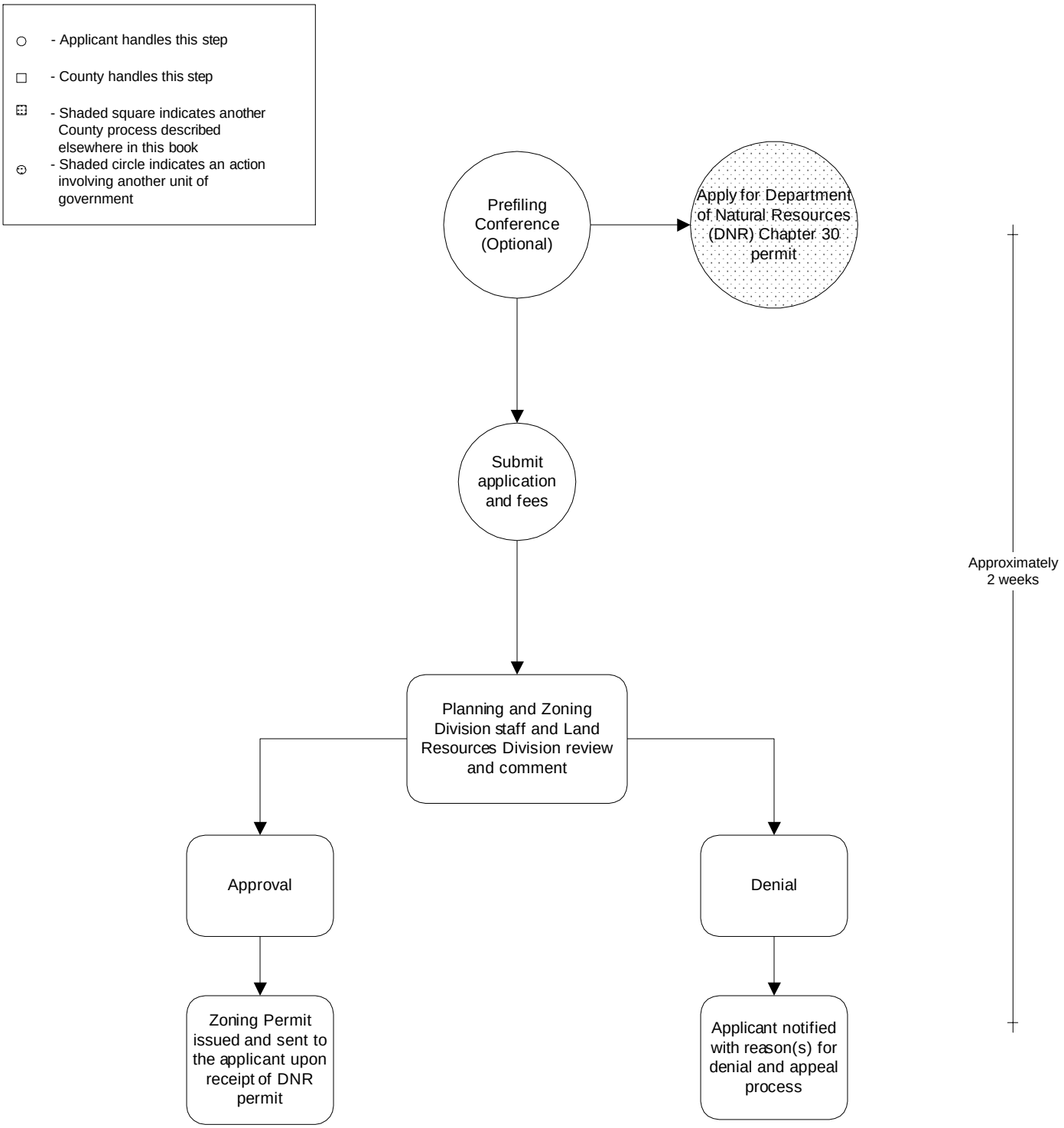
TIME:

- An applicant can anticipate the zoning permit will take approximately two (2) weeks upon submittal of a complete application packet, fee, and DNR approval, if required.

NOTES:

- Written approval by the DNR for the structure shall be submitted to the Planning and Zoning Division prior to the issuance of the Zoning Permit.
- A site inspection and evaluation by the Waukesha County Department of Parks and Land Use – Land Resources Division may be required for questions on erosion control practices and/or impact on surface water drainage. A site drainage plan and Storm Water Permit may also be required. Contact the Planning and Zoning Division and they will contact the Land Resources Division for assistance. See *Staff Who Can Help* Section for the appropriate staff.
- A Minor Grading Zoning Permit may also be required.
- An inspection of the site may be required.

ZONING PERMIT - Shoreline Stabilization Structure



What Each County Department Reviews

Department of Parks and Land Use – Environmental Health Division ***(262) 896-8300***

Animal Bites/Rabies Control Program
Camps and Campgrounds
Dance Halls
Hotels, Motels and Other Lodging Establishments
Laboratory Services:

- Drinking Water Analysis
- Beach Water Analysis

Lead
Preliminary Site Evaluation
Private Sewage Systems
Private Water Supply
Public Water Supply (Transient Non-Community Systems)
Public Swimming Pools
Radon
Restaurant Licensing
Retail Food Establishments
Sanitary Permits
Soil Evaluations
Well Abandonments
Environmental Assessments

Department of Parks and Land Use – Land Resources Division ***(262) 896-8300***

Land & Water Conservation

Agricultural Land Planning
Grading Plans
Manure Management Storage and Handling
Natural Areas
Non-Metallic Mine Reclamation
Pond Construction
Shoreland Management
Soil Erosion Control
Soil Mapping
Storm Water Management
Water Quality Planning
Wetland Issues

Recycling and Solid Waste

Household Hazardous Waste
Home Composting
Integrated Solid Waste Management
Recycling – Residential and Business

Department of Parks and Land Use – Planning and Zoning Division ***(262) 548-7790***

Agricultural Land Preservation
Airport Zoning
Boarding Stables
Business Approvals
Cemeteries
Certified Survey Maps
Conditional Use Permits
County Development Plan Amendments
Decks
Floodplain Determinations
Grading Projects
Land Altering Activities
Land Use Plans
Lot Coverage
Lot Size
Marinas
Parking
Plat Review
Pond Approvals
Quarry Approvals
Retaining Walls
Streambank and Shoreline Stabilization Structures, also known as rip-rap seawalls
Sewer Reductions
Shoreland Management
Shoreland Zoning
Subdivision Control Ordinance
Signs
Site Design
Special Exceptions
Tree Cutting Permits
Topographic Information
Truck Parking Restrictions
Variances
Wetland Determinations
Zoning Changes
Zoning Permits
Zoning Requirements

Department of Public Works ***(262) 548-7740***

Access to County Trunk Highways
Utilities Within a County Trunk Highway

Waukesha County Staff Who Can Help You

All staff with the Department of Parks and Land Use unless otherwise noted.

ITEM	STAFF PERSON	PHONE
Access to County Trunk Highway - Private Drive	Pete Chladil Sr. Engineering Technician Public Works Department	548-7740
Access to County Trunk Highway - Public Road	Pete Chladil Sr. Engineering Technician Public Works Department	548-7740
Certified Survey Maps	Mary Finet Sr. Land Use Specialist	548-7790
Conditional Use Permits	Planner of the Day	548-7790
Construction Site Erosion Control & Stormwater Management Permits	Perry Lindquist Land Resources Manager	896-8300
County Development Plan	Dick Mace Planning & Zoning Manager	548-7790
	Kathy Moore Sr. Planner	548-7790
Licensing Establishments	Sanitarian of the Day	896-8300
Maps/Aerial Photographs	Kimberly Meinert Land Information Systems Analyst	548-7790
	Jim Landwehr Land Information Systems Analyst	548-7946
Planned Unit Developments	Dick Mace Planning & Zoning Manager	548-7790
	Kathy Moore Sr. Planner	548-7790
Preliminary Site Evaluations	Sanitarian of the Day	896-8300
Private Water	Sanitarian of the Day	896-8300
Radon	Sanitarian of the Day	896-8300

Quarries & Gravel Pits (Non-Metallic Mining)	Jim Rose Sr. Conservation Specialist	896-8300
Sanitary Permits	Sanitarian of the Day	896-8300
Site Plans and Plans of Operation	Planner of the Day	548-7790
Stormwater Management	Leif Hauge Sr. Civil Engineer	896-8300
Subdivisions	Amy Barrows Sr. Land Use Specialist	548-7790
	Jason Fruth Sr. Land Use Specialist	548-7790
Utilities Within a County Trunk Highway	Steve Brasch Sr. Civil Engineering Technician Public Works Department	548-7740
Variances and Special Exceptions	Planner of the Day	548-7790
Wetland Issues	Jim Rose Sr. Conservation Specialist	896-8300
	Amy Barrows Sr. Land Use Specialist	548-7790
	Sheri Mount Land Use Specialist	548-7790
Zoning Changes	Planner of the Day	548-7790
Zoning Permits – Construction Activities	Planner of the Day	548-7790
Zoning Permits – Minor Grading	Planner of the Day	548-7790
Zoning Permits-Streambank and Shoreline Stabilization Structures	Planner of the Day	548-7790
Zoning Permits-Tree Cutting	Planner of the Day	548-7790

Waukesha County Committees And Boards Reviewing Your Project

Board of Adjustment - A five (5) member citizen board appointed by the County Executive. The Board of Adjustment acts on appeals to decisions made by County staff and considers special exceptions or variances from the terms of county ordinances and codes. The Board of Adjustment typically meets Wednesday evenings twice a month. Agenda information can be obtained by contacting the Department of Parks and Land Use - Planning and Zoning Division at 548-7790.

Board of Supervisors - A thirty-five (35) member board who are elected for two-year terms from thirty-five supervisory districts. The Board acts on local policy issues as well as legislation creating, modifying or rescinding local law. The County Board meets on the second and fourth Tuesday of each month. Agenda information can be obtained by contacting the County Board office at 548-7002.

Development Review Team - The Development Review Committee is comprised of staff from the County Departments of Parks and Land Use and Transportation. The Committee provides a pre-application review of proposed residential, commercial and industrial subdivision to enhance the quality of land use decisions. The Committee meets as needed for development reviews. Contact the Department of Parks and Land Use - Planning and Zoning Division at 548-7790 for meeting information.

Land Use, Parks and Environment Committee - This committee consists of seven (7) members of the county board of supervisors. The Land Use, Parks and Environments Committee (L.U.P.E.) is responsible for policy and budget oversight for the County Department of Parks and Land Use, the office of Register of Deeds, the Park and Planning Commission and the Board of Adjustment. In addition, the Committee makes recommendations to the County Board on all matters requiring legislation relating to land use management, parks and environmental protection. Agenda information can be obtained by contacting the County Board office at 548-7002.

Park and Planning Commission - The Commission consists of four (4) citizen members and three (3) County Board Supervisors. The Park and Planning Commission is responsible for making a recommendation to the Land Use, Parks and Environment Committee on all zoning changes and is the approval authority for conditional uses, certain site plans and plans of operation, reviews appeals of the staff of the Planning and Zoning Division on certified survey maps and subdivisions and other zoning related matters. The Park and Planning Commission typically meets on the second and fourth Thursday of each month. Agenda information can be obtained by contacting the Department of Parks and Land Use - Planning and Zoning Division at 548-7790.

Coordinating County, Local, State and Federal Agencies

County Agencies

Waukesha County Corporation Counsel (262) 548-7432
1320 Pewaukee Road
Room 330
Waukesha, WI 53188

Waukesha County Executive (262) 548-7902
1320 Pewaukee Road
Room 320
Waukesha, WI 53188

Waukesha County Board of Supervisors (262) 548-7002
515 W. Moreland Boulevard
Room 179
Waukesha, WI 53188

Waukesha County Department of Parks and Land Use
1320 Pewaukee Road
Waukesha, WI 53188

Environmental Health Division - Room 260	(262) 896-8300
Land Resources Division - Room 260	(262) 896-8300
Land Conservation, Division of – Room 260	(262) 896-8300
Recycling and Solid Waste, Division of - Room 260	(262) 896-8300
Enterprise Division – Room 230	(262) 548-7790
Planning and Zoning Division - Room 230	(262) 548-7790
Park System - Room 230	(262) 548-7790

Waukesha County Department of Public Works (262) 548-7740
Engineering Division
1320 Pewaukee Road
Room 220
Waukesha, WI 53188

Waukesha County Register of Deeds (262) 548-7583
1320 Pewaukee Road
Room 110
Waukesha, WI 53188

Coordinating County, Local, State and Federal Agencies

Town/Village/City Agencies

Brookfield Town (262) 796-3788
645 North Janacek Road
Brookfield, WI 53045

Delafield Town (262) 646-2398
N14 W30782 Golf Road
Delafield, WI 53018

Eagle Town (262) 594-5800
P. O. Box 327
Eagle, WI 53119

Genesee Town (262) 968-3656
S43 W31391 Highway 83
P.O. Box 242
Genesee Depot, WI 53127

Lisbon Town (262) 246-6100
W234 N8676 Woodside Road
Sussex, WI 53089

Merton Town (262) 966-2651
W314 N7624 Highway 83
P.O. Box 128
North Lake, WI 53064

Mukwonago Town (262) 363-4555
W320 S8315 Beulah Road
Mukwonago, WI 53149

Oconomowoc Town (262) 567-0251
6812 Brown Street
Oconomowoc, WI 53066

Ottawa Town (262) 965-3228
W360 S3337 Highway 67
Dousman, WI 53118

Summit Town (262) 567-2757
2911 North Dousman Road
Oconomowoc, WI 53066

Vernon Town (262) 662-2039
W249 S8910 Center Drive
P.O. Box 309
Big Bend, WI 53103

Waukesha Town (262) 542-5030
W250 S3567 Center Road
Waukesha, WI 53186

Coordinating County, Local, State and Federal Agencies

Town/Village/City Agencies

Big Bend Village (262) 662-2747
W230 S9185 Nevins Street
P.O. Box 130
Big Bend, WI 53103

Butler Village (262) 783-2525
12621 West Hampton Avenue
Butler, WI 53007

Chenequa Village (262) 367-2239
31275 West Highway K
P.O. Box 108
Hartland, WI 53029

Dousman Village (262) 965-3792
118 South Main Street
P.O. Box 325
Dousman, WI 53118

Eagle Village (262) 594-3400
820 E. Main Street
P. O. Box 295
Eagle, WI 53119

Elm Grove Village (262) 782-6700
13600 Juneau Boulevard
Elm Grove, WI 53122

Hartland Village (262) 367-2714
P.O. Box 260
210 Cottonwood Avenue
Hartland, WI 53029

Lac La Belle Village (262) 567-6817
600 Lac La Belle Drive
P.O. Box 443
Oconomowoc, WI 53066

Lannon Village (262) 251-7690
20399 West Main Street
P.O. Box 456
Lannon, WI 53046

Menomonee Falls Village (262) 255-8300
W156 N8480 Pilgrim Road
Menomonee Falls, WI 53051

Merton Village (262) 538-0820
28343 Sussex Road
Merton, WI 53056

Coordinating County, Local, State and Federal Agencies

Town/Village/City Agencies

Mukwonago Village (262) 363-6420
625 South Rochester Street
P.O. Box 96
Mukwonago, WI 53149

Nashotah Village (262) 367-8440
N44 W32950 Watertown Plank Road
P.O. Box 123
Nashotah, WI 53058

North Prairie Village (262) 392-2271
130 N. Harrison Street
P.O. Box 276
North Prairie, WI 53153

Oconomowoc Lake Village (262) 567-5301
35328 West Pabst Road
Oconomowoc, WI 53066

Pewaukee Village (262) 691-5660
235 Hickory Street
Pewaukee, WI 53072

Sussex Village (262) 246-5200
N64 W23760 Main Street
Sussex, WI 53089

Wales Village (262) 968-3968
129 West Main Street
P.O. Box 47
Wales, WI 53183

Delafield City (262) 646-6220
500 Genesee Street
Delafield, WI 53018

Muskego City (262) 679-4100
W182 S8200 Racine Avenue
P.O. Box 903
Muskego, WI 53150

New Berlin City (262) 786-8610
3805 South Casper Drive
New Berlin, WI 53151

Oconomowoc City (262) 569-2175
174 East Wisconsin Avenue
P.O. Box 27
Oconomowoc, WI 53066

Pewaukee City (262) 691-0770
W240 N3065 Pewaukee Road
Pewaukee, WI 53072

Waukesha City (262) 524-3500
201 Delafield Street
Waukesha, WI 53188

State Agencies

Wisconsin Department of Administration (DOA)
2811 Agricultural Drive
P.O. Box 8911
Madison, WI 53208

Plat Review (Renee Powers) (608) 266-3200

Wisconsin Department of Agriculture , Trade and Consumer Protection (DATCP)
2811 Agricultural Drive
P.O.Box 8911
Madison, WI 53708

Farmland Preservation Unit (608) 224-4632
Agricultural Impact Analysis Unit (608) 224-4650

Wisconsin Department of Commerce (DCOMM) (608) 266-3151
201 E. Washington Avenue
P.O. Box 2658
Madison, WI 53703

Local Address (262) 548-8600
141 NW Barstow St.
Waukesha, WI 53188

Wisconsin Department of Natural Resources (DNR)
Southeast Region Headquarters
2300 N. Dr. Martin Luther King Jr. Drive
P.O. Box 12436
Milwaukee, WI 53212

General Information (414) 263-8500

Environmental Enforcement (414) 263-8670

Solid and Hazardous Waste (414) 961-2704

Public Water Supply (262) 574-2131

Private Water Supply (920) 892-8756

Wastewater (414) 263-8633

Water Management

Cherie Wieloch (Waukesha County) (414) 263-8601

Waukesha Service Center
Waukesha State Office Building
141 NW Barstow St.
Room 180
Waukesha, WI 53188

Geri Rademacher (Waukesha County) (262) 574-2137

Floodplain Engineers

Brent Binder (north of STH 18) (920) 892-8756 Ext. 3032

Mike Bruch (south of STH 18) (414) 263-8652

Wisconsin Department of Transportation (DOT)
Waukesha Office
2000 Pewaukee Road, Suite A
Waukesha, WI 53187-0798 (262) 548-5891

Southeastern Wisconsin Regional Planning Commission (SEWRPC)
W239 N1812 Rockwood Dr.
Box 1607
Waukesha, WI 53187-1607 (262) 547-6721

Federal Agencies

United States Army Corp of Engineers (ACOE)
Waukesha Field Office
1617 E. Racine Avenue
Room 101
Waukesha, WI 53186 (262) 547-1876

United States Department of Agriculture - Natural Resource Conservation Service (NRCS)
Waukesha Field Office
1320 Pewaukee Road
Room 260
Waukesha, WI 53188 (262) 547-3754

Federal Emergency Management Agency
175 W. Jackson Boulevard
4th Floor
Chicago, IL 60604 (312) 408-5500

Glossary of Terms

Animal Waste Management Ordinance means the ordinance administered by the Waukesha County Department of Parks and Land Use - Land Conservation Division, which is in effect within the geographic limits of Waukesha County to regulated the location, design, construction and alteration of animal waste storage facilities and the application of waste from these facilities.

Certified Survey Map means the map prepared by a registered land surveyor and recorded in the Register of Deed's office, in accordance with *Section 236.34, Wisconsin Statutes*, to accomplish a minor land division.

Conditional License means the issuance of a license may be conditioned upon the licensee correcting a violation of county code within a specified period of time. If the condition is not met within the specified period of time, the license becomes void.

Conditional Use means a use which is not permitted by right in a certain zoning district under the terms of the zoning ordinance, provided certain conditions specified in the zoning ordinance or which may be determined to be necessary by the town and County are required as part of the Condition Use Permit issued by the county zoning agency.

Construction Site Erosion control Ordinance means the ordinance administered by the Waukesha County Department of Parks and Land Use - Land Conservation Division, which is in effect in the unincorporated portions of Waukesha County and applies to land development or land disturbing activities of 3000 square feet or more; 400 cubic yards of excavation nor fill or more; 15 cubic yards or more within Waukesha County Shoreland and Floodland jurisdiction; utility installation of 300 feet or more.

County Trunk Highway means public roads under the jurisdiction of the county in which the road is located. In Wisconsin the highways are designated with a letter name, e.g. CTH "A".

County Zoning Agency means the Waukesha County Department of Parks and Land Use – Planning and Zoning Division.

Diggers Hotline means a service provided by local utilities firms. Staff assigned to Digger Hotlines will mark the location of underground gas, electric and phone lines.

DOA means the State of Wisconsin Department of Administration.

DCOMM means the State of Wisconsin Department of Commerce.

DILHR means the State of Wisconsin Department of Industry, Labor and Human Relations.

DNR means the State of Wisconsin Department of Natural Resources.

Driveway means an entrance onto a public road from private property or government development.

Environmental Corridor (primary and secondary) means the composite of the best individual elements of the natural resource base including surface water, streams, and rivers and their associated floodlands and shorelands; woodlands, wetlands and wildlife habitat; areas of groundwater discharge and recharge; organic soils, rugged terrain and high relief topography; and significant geological formations and physiographic features. A description of the process of defining and delineation of Environmental Corridors is set forth in the *Southeastern Wisconsin Regional Planning Commission's Technical Record, Volume 4, No. 2.*

Glossary of Terms

Erosion Control Plan means a written description and detailed site plan of best management practices designed to meet the requirements of the Waukesha County Construction Site Erosion Control Ordinance submitted by the applicant for review and approval by the Waukesha County Land Conservation Division.

Financial Guarantee means a performance bond, maintenance bond, surety bond, irrevocable letter of credit, cash or similar guarantees submitted by the permit holder to assure that the requirements of an ordinance are carried out.

Holding Tank means the approved watertight receptacle for the collection and holding of sewage.

Land Development Activity means the construction of buildings, roads, parking lots, paved and unpaved storage areas,
patios, seawalls and similar facilities, but not including general maintenance of parking lots and drives.

Land Disturbing Activity means any man-made change of the land surface including removing vegetative cover, demolition, excavating, filling and grading but not including agricultural land uses such as planting, growing, cultivating and harvesting of crops; growing and ending of gardens; and harvesting of trees, and tree nurseries.

Land Division/Subdivision Control Ordinance means the Ordinance adopted by a municipality to regulate the division of land.

Mandatory Maintenance Program means the septic tank maintenance program that requires septic tanks and lift pump tanks to be pumped and inspected at least once every two years for properties that had sanitary permits issued on July 1, 1979 or thereafter.

Minor Land Division means (in areas under the jurisdiction of the Waukesha County Shoreland and Floodland Subdivision Control Ordinance) a division of land which results in one or more parcels of 20 acres each or less in area other than a subdivision as defined herein. A residual parcel resulting from the division of land which contains less than 20 acres of are shall be included in the minor land division. In all other areas, refer to the appropriate Land Division/Subdivision Control Ordinance.

Notice of intent as it is applied within Chapter NR216 Wisconsin Administrative Code (Storm Water Discharge Permits), means a notification of intention to create a point source discharge of storm water associated with a construction site activity to the waters of the state.

Permit means a written authorization to the applicant to conduct land development or land disturbing activities.

Plan of Operation means a detailed description of a business operation, including such things as the nature of the business, number of employees, hours of operation, parking, signs, etc.

Plat of Survey means a scaled map of a property drafted by a registered land surveyor, showing property boundaries and all of the structures on the property.

Practical Difficulty means that circumstance where special conditions affect a particular property and make strict compliance with the dimensional standards of the ordinance regarding area, setbacks, offsets, width, height or floor area ratio unreasonable and prevent a property from being utilized for a permitted purpose in conformance with the use regulations of the zoning district in which the property is located or would render conformity with such restrictions unnecessarily burdensome.

Preliminary Site Evaluation means an evaluation that is performed to review a property improvement and/or addition, prior to the issuance of a building permit, and its effect on the private sewage system. The review includes the location of the improvement and any potential additional wastewater load to the sewage system.

Glossary of Terms

Private Sewage System means a sewage treatment and disposal system serving a structure with a treatment tank and soil absorption component. A private sewage system can also include: a sewage holding tank; privies; and a sewage system approved by the Department of Commerce.

Public Road means a road under the jurisdiction of the State of Wisconsin or a local municipality (county, city, village or town).

Runoff means the rainfall, snowmelt, dewatering or irrigation water flowing over the ground surface.

Site means the entire area of land disturbing or land development activity.

Site Plan means the scaled map showing the boundaries of a property and all of the structures on that property.

Special Exception means an authorization, similar to a variance, granted by the Board of Adjustment in those situations specifically set forth in the zoning ordinance as special exceptions. A special exception differs from a variance, in that it does not necessarily require the demonstration of an unnecessary hardship or practical difficulty.

Standards for Permitting Access means the ordinance adopted by Waukesha County to regulate access to and work within County Highway rights of way and is administered by the Transportation Department.

Storm Water Management Measure means a practice, technique, or measure to reduce the volume, peak flow rate, or pollutants in storm water including, but not limited to structural storm water measures.

Storm Water Management Plan means a document that identifies what actions will be taken to reduce storm water quantity and pollutant loads from land development activity.

Subdivision means (in areas under the jurisdiction of the Waukesha County Shoreland and Floodland Subdivision Control Ordinance) a division of a parcel or tract of land by the owners thereof for the purpose of transfer of ownership or building development which created three (3) or more parcels or building sites of 5 acres each or less in area; or where the act of division creates three (3) or more parcels or building sites of five (5) acres each or less in area by successive division within a period of five (5) years.

Subdivision Plat (Preliminary or Final) means the map prepared by a registered land surveyor, in accordance with *Section 236, Wisconsin Statutes*, to accomplish a division of land resulting in more lots than could be created by a certified survey map. The final subdivision plat is recorded in the Register of Deed's office.

Unincorporated Area means those areas that are not located within the boundaries of an incorporated city or village.

Unnecessary Hardship means that circumstance where special conditions, which were not self-created, affect a particular property and where, in the absence of a variance, no feasible use can be made of the land.

USDA means the United States Department of Agriculture.

Variance means the authorization granted by the Board of Adjustment to construct or alter a building, land or structure in a manner that deviates from the dimensional or numerical standards of this ordinance. The issuance of a variance shall not have the effect of allowing a use of property otherwise prohibited and shall not allow the intensification of a use which would otherwise not be allowed other property having a similar condition or situation. Such variance may not allow for a use that is not allowed in the Zoning District in which the property is located.

Glossary of Terms

Waters of the State means those portions of Lake Michigan and Lake Superior within the boundaries of Wisconsin, all lakes, bays, rivers, streams, springs, ponds, wells, impounding reservoirs, marshes, water courses, drainage systems and other surface water or groundwater, natural or artificial, public or private within the state or under its jurisdiction, except those waters which are entirely confined and retained completely upon the property of a person.

Waukesha County Licensing Ordinance means the ordinance adopted by Waukesha County in *Chapter 14, Parks and Land Use, Article X., Health –Related Regulations and Licenses, Waukesha County Code,* to protect the public health and safety of citizens by licensing food and recreational facilities thereby maintaining high quality of life.

Waukesha County Sanitary Ordinance means the ordinance adopted by Waukesha County in *Waukesha County Code, Chapter 14, Article XIII, Division 3* Parks & Land Use administration of the private sewage system program.

Waukesha County Shoreland and Floodland Protection Ordinance means the zoning ordinance administered by the Waukesha County Department of Parks and Land Use - Planning and Zoning Division, which is in effect in the unincorporated portions of Waukesha County within one thousand (1,000) feet of the ordinary high water mark of a navigable lake, pond or flowage; three hundred (300) feet of the ordinary high water mark of a navigable river or stream; or the landward side of the 100 year floodplain, whichever is greater.

Waukesha County Shoreland and Floodland Subdivision Control Ordinance means the Ordinance adopted by Waukesha County to regulate the division of land within one thousand (1000) feet of the ordinary high water mark of a navigable lake, pond or flowage; three (300) feet of a navigable river or stream; or the landward side of the 100 year floodplain, whichever is greater.

Waukesha County Zoning Code means the zoning ordinance administered by the Waukesha County Department of Parks and Land Use - Planning and Zoning Division, which is in effect in those portions of the Towns of Genesee, Oconomowoc, Ottawa and Vernon, which lie outside of the jurisdiction of the Waukesha County Shoreland and Floodland Protection Ordinance.

Working Day means a calendar day, except Saturdays and Sundays and State and County recognized legal holidays.

Zoning Permi*t* means the permit which is issued by the Department of Parks and Land Use - Planning and Zoning Division whenever a structure or part thereof is located, erected, moved, reconstructed, extended, enlarged, converted or structurally altered, within the Towns of Genesee, Oconomowoc, Ottawa or Vernon, or within 1,000 feet of the ordinary high water mark of a navigable lake, pond or flowage; or 300 feet of the ordinary high water mark of any river or stream; or to the landward side of the floodplain, whichever is greater, in any unincorporated areas of Waukesha County.