
WHEN IS A LAND USE PERMIT NEEDED FROM THE WAUSHARA COUNTY ZONING OFFICE?

Land Use permits are required from the Waushara County Zoning Office in all unincorporated areas (outside of City and Village limits) of all 18 Townships, except those lands in the Township of Warren which are greater than 1,000 feet from a lake or 300 feet from a stream. In addition, a landowner should also check with the respective Town Clerk or Chairman to see if a permit is also required from the Township.



WHAT TYPE OF CONSTRUCTION REQUIRES A PERMIT?

Land Use permits are required from our office for placement or construction of all buildings, structural alterations, or additions to existing buildings in the areas of Waushara County described above, *except if the building, structural alteration or addition is less than 100 square feet in area, and less than \$1,000 in market value.* Please keep in mind, however, that even those activities not needing permits still have to meet all required setbacks. Decks, retaining walls, patios and other improvements also require land use permits. Permits may also be required from our office, and or the Department of Natural Resources and the U. S. Army Corps of Engineers for landscaping, filling and grading, or tree removal near lakes or streams or in wetland areas.

WHAT INFORMATION DO I NEED TO OBTAIN A LAND USE PERMIT?

THE FOLLOWING IS A CHECKLIST YOU CAN USE AS A GUIDE FOR REQUIRED INFORMATION NEEDED, BEFORE A LAND USE PERMIT CAN BE ISSUED:

- _____ Legal description and Tax Parcel Number (this can most easily be obtained by bringing in a copy of your most recent tax bill).
- _____ Type of building (home, addition, garage, remodeling, etc.).
- _____ Size of the project (dimensions *and* square footage).
- _____ Type of construction (wood frame, pole type, etc.) and type of foundation.
- _____ Cost of the project (materials and labor).
- _____ Distances to all lot lines (including roads, lakes, streams, etc.).
- _____ Distances to the septic system (if applicable).
- _____ UDC Building Permit, if applicable.
- _____ Sanitary Permit / Septic Evaluation, if applicable.

Note: A land use permit for any structure that has plumbing fixtures, or is connected to running water cannot be issued until a sanitary permit has been obtained. Any additions to a structure that exceeds 25% of the existing living area, increases the number of bedrooms, or increases the wastewater output may need an evaluation of the existing septic system to assure the system meets code requirements, before a land use permit is issued. Contact the Zoning Office regarding the applicability of this requirement to your construction plans.

PERMIT FEES

TYPE OF PERMIT	FEE
Land Use Permit (Principal Structure)	\$100.00
Land Use Permit/additions/alterations to Principal Structure	\$50.00
Land Use Permit (Accessory Structure)	\$25.00
UDC Building Permits - Fee Varies - Depending on size and value of project	

OTHER INFORMATION-

If an addition, remodeling, or structural alteration is planned to an existing structure, before applying for a land use permit you should check to make sure the existing structure meets all the required setbacks, that the use is a permitted use, and that the lot or parcel is large enough for the use. If it is not, there are limitations on what and how much can be altered or improved.

In addition to the requirements indicated on the checklist, if there is a septic system on the property, you need to know where it is and make sure that the improvements you are planning do not interfere with the septic system, or interfere with a replacement septic system, should one be needed in the future.

Having a sketch or layout of the improvements with all the pertinent information regarding sizes, setbacks, septic location, etc. is very helpful.

Site Plan requirements: A good site plan is suggested for all projects requiring a land use permit, but is required for all public hearings and any accessory buildings. Site plans should include a narrative, plan view, views of all sides, roof pitch, and detailed floor plans.

Having applied for a land use permit does not give a landowner or contractor the right to begin construction. No construction can commence until the required land use permit is obtained, **and the permit is posted at the construction site.**

BUILDING PERMITS

Uniform Dwelling Code Requirements: The Uniform Dwelling Code (UDC) is administered through Waushara County and permits and inspections are required for all remodeling, additions, and new 1 or 2 family dwellings, as well as swimming pools and altered electrical services for all municipalities except the Town of Warren*, the Village of Wild Rose and the City of Wautoma. Office hours of the building inspectors' office in the Waushara County Courthouse are 8:00 am to 10:30 am Monday through Friday. Phone (920) 787-6510.

* Also for new construction only of 1 and 2 family dwellings in the Town of Warren.



This brochure cannot completely explain all the applicable land use regulations that may apply to your property. If you have any questions about these or other programs administered through our office, please feel free to contact us at:

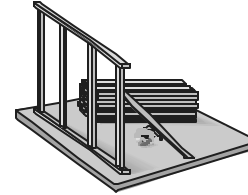
Waushara County
Land Conservation & Zoning Office
P. O. Box 1109

Wautoma, WI 54982-1109
Phone (920) 787-0453
Fax: (920) 787-6516

Waushara County Website: www.co.waushara.wi.us
County Codes are online at: www.municode.com

Waushara County Land Conservation
and Zoning Office
P. O. Box 1109
Wautoma, WI 54982
(920) 787-0453
Fax: (920) 787-6516

HOW TO OBTAIN A LAND USE PERMIT



**WAUSHARA COUNTY
LAND CONSERVATION &
ZONING OFFICE**

**Waushara County
Land Conservation & Zoning Office**

P. O. Box 1109
Wautoma, WI 54982-1109
Phone (920) 787-0453