LAND USE PERMIT CHECKLIST

Yes ___ No ___ Is this structure a non-conforming structure? (One that doesn’t meet setbacks? Not only proposed additions, but the existing structure must meet setbacks, or is considered nonconforming. If yes, check with technical staff on limits or permitted alterations.)

Yes ___ No ___ Is this lot a non-conforming lot? (Less than 65' wide at the building site and the water or less than 10,000 sq. ft. in an unserved area, or less than 50' wide or 7,500 sq. ft. in a sewered area? If yes, check with technical staff on limits or permitted alterations.)

Yes ___ No ___ N/A ___ Will this addition exceed 25% of the existing square footage of the existing structure, or involve additional bedrooms? (If yes, a septic evaluation, POWTS undersized affidavit and a POWTS MAINTENANCE affidavit may also be required, prior to issuing permit.)

Yes ___ No ___ Will this building be used by the public, have any employees, or be used in conjunction with a home occupation or commercial business? (If yes, state building codes may be applicable as well as additional zoning permits may be required.)

Yes ___ No ___ Is this a used building, used mobile home, or will the construction be of used materials? (If yes, used homes require a CUP/Public Hearing. Color photographs are required for all used buildings/materials being placed. Submit plans, narratives, etc., regarding restoration for used materials with permit pending zoning approval.)

Yes ___ No ___ Are there any deed restrictions, covenants, or lake approvals that are applicable? (It is the landowners responsibility to contact Register of Deeds, Lake Association, or Property Owners’ Association before permit is issued.)

Yes ___ No ___ Will this building require a new uniform address number? (If yes, Fire # App.)

Yes ___ No ___ Will this involve changing the use or creating a new driveway access? (If yes, spacing must be maintained.) Contact: County, State, Township, D.O.T. (circle one) for applicable permits, culvert standards, etc. Contact info: ____________________________

Yes ___ No ___ Is the proposed construction on a parcel with navigable waterway frontage, and is the construction taking place within 300' of the OHWM? (If yes, Zoning Technician will talk to landowner regarding impervious surface requirements and set-up onsite if needed).

Yes ___ No ___ Will this structure exceed 35' in height from finished grade? (If yes, and not an exception in Section 58.825 of the Waukesha County Zoning Code, a variance may be needed.)

NOTE: Accessory structures have additional height restrictions – please discuss with Zoning Office prior to planning any accessory structure construction/placement.

Yes ___ No ___ Will this project involve construction or soil disturbance on a property with wetlands, lake or stream frontage, or that has floodplain? You are responsible for complying with all regulations including state and federal laws concerning construction near or in wetlands, floodplains, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit www.dnr.wi.gov/wetlands/delineation.html or contact a DNR Resource Center.

Yes ___ No ___ Will the construction/alteration or use listed on the permit involve filling, grading or landscaping of 10,000 square feet or more and slope towards a lake or stream? (If yes, Conditional Use permit needed and a DNR permit may also be needed.)

I UNDERSTAND THE PROVISIONS STATED ABOVE. I AGREE TO POST IN PLAIN SIGHT THE LAND USE PERMIT CARD ON THE PREMISES PRIOR TO CONSTRUCTION, AND UNDERSTAND FAILURE TO DO SO MAY SUBJECT ME TO A FINE OR PENALTY.

Applicant Signature ____________________________ Date ____________________________