



# COUNTY OF KENOSHA

## Division of Planning and Development

### **PERMITTING PROCESS FOR NEW RESIDENTIAL CONSTRUCTION**

- 1. Contact the Department of Planning and Development to determine the zoning district requirements with respect to allowed use, minimum setbacks, minimum floor area requirements, minimum design standards and other factors that may limit the use of the property such as wetlands, shoreland zoning, floodplain zoning, sanitation, etc.). Be aware of any separate deed restrictions such as third-party easements or subdivision or condominium association covenants.
- 2. If the property is un-sewered, contact the county sanitarian in this department for soils information and private on-site wastewater systems (POWTS) availability for the home site. Have a property address including house number or tax key parcel number available upon request (located on tax bill).
- 3. Prior to siting the residence and private sewage system (if applicable) contact the appropriate public works department for proper culvert size and location for your access driveway.
  - If driveway access is to a State Trunk Highway or a U.S. Highway, contact the [Wisconsin Department of Transportation](#) - Waukesha Offices (permit required). Phone number on reverse.
  - If driveway access is to a county trunk highway, contact the [Kenosha County Division of Highways](#) (permit required). Phone number on reverse.
  - If driveway access is to a local town or village, contact your respective [local municipality](#). Phone numbers on reverse.
- 4. If un-sewered, hire a Wisconsin certified soil tester perform a soil test that will determine the size, type and location of the private on-site wastewater system required for your proposed residence. As owner, you will need to provide property boundary and proposed home footprint information to the soil tester.
- 5. If un-sewered, hire a Wisconsin licensed master plumber to work with you on your private on-site wastewater system design and to assist you with sanitary permit procedures. Necessary permit approvals will vary depending on the type of septic system.
- 6. If property is sewerred, contact the appropriate local municipality for permitting and

payment of sewer connection fees.

- 7. Hire a Wisconsin professional surveyor to complete a stakeout survey for the proposed residence that meets zoning ordinance minimum setback requirements. If the property is waterfront and within 200 feet of a navigable waterway, the distance from the ordinary high water mark, determined by the professional surveyor or the Wisconsin Department of Natural Resources must be shown. The proposed principal structure must be drawn on the survey by the professional surveyor. You can find a list of local professional surveyors [here](#).
- 8. If the property is waterfront and you plan to stabilize the shoreline or bring more than 10 cubic yards of material onto the property (fill, rip rap protection, retaining wall material, etc.), your project will require the issuance of a [shoreland permit](#) from our conservationist. Contact this department at the phone number on reverse.
- 9. Complete the attached [zoning permit application](#) in order to obtain your zoning permit from this department.

A. Items to bring with you for a zoning permit are as follows:

- A copy of your stakeout survey prepared by your hired professional land surveyor showing the proposed building footprint along with any decks, porches, balconies, any nearby environmental constraints such as a wetland or ordinary high water mark and any applicable easements of record.
- A complete set of to-scale building plans. A digital file format (.pdf) is preferred and can be e-mailed to one of our plan reviewers:

Ben Fiebelkorn	<a href="mailto:Ben.Fiebelkorn@kenoshacounty.org">Ben.Fiebelkorn@kenoshacounty.org</a>
Luke Godshall	<a href="mailto:Luke.Godshall@kenoshacounty.org">Luke.Godshall@kenoshacounty.org</a>
Mark Meldgaard	<a href="mailto:Mark.Meldgaard@kenoshacounty.org">Mark.Meldgaard@kenoshacounty.org</a>

- A copy of your tax bill or a copy of the recorded transfer deed showing ownership of the property if you have owned the property for less than six months (this is to provide proof of ownership).
- Be sure to inform the Department of Planning and Development of an approximate due date for you to have your hired professional surveyor submit a recertification of the building foundation (required for all new residential structures).
- Confirm with plan reviewer your application fee and attach with your application submittal or pay at time of permit issuance (see [Fee Schedule](#)).

- 10. After receiving your sanitary permit (if applicable) and your zoning permit, you can apply for a building permit with your local municipality. Note that if the property is un-sewered, the zoning permit cannot be issued until the sanitary permit is issued. To obtain your building permit from the local building inspector, bring copies of all the above permits and receipts. Since each municipality has different policies for issuance of building permits, it is recommended to contact the municipality to make sure that all necessary paperwork is submitted.

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**IMPORTANT TELEPHONE NUMBERS**

Kenosha County Center	
Department of Planning and Development	
19600 - 75 <sup>th</sup> Street, Suite 185-3	
Bristol, Wisconsin 53104	
Division of Planning & Development (including Sanitation & Land Conservation).....	<b>857-1895</b>
Facsimile #.....	857-1920
Public Works Division of Highways .....	857-1870
Administration Building	
Division of Land Information.....	653-2622
Brighton, Town of .....	878-2218
Paris, Town of.....	859-3006
Randall, Town of.....	877-2165
Salem Lakes, Village of.....	843-2313
Utility District.....	862-2371
Somers Village/Town of .....	859-2822
Wheatland, Town of.....	537-4340
Wisconsin Department of Natural Resources - Sturtevant Office .....	884-2300
Wisconsin Department of Transportation - Waukesha Office .....	548-8722



# COUNTY OF KENOSHA

## Department of Planning & Development

19600 75<sup>th</sup> Street, Suite 185-3  
Bristol, WI 53104-9772  
Phone: (262) 857-1895  
Fax: (262) 857-1901

### ZONING PERMIT APPLICATION

1. What is the Property Address (including house number) or Tax Key Parcel Number where the work is being proposed?

2. Who owns the subject property (property owner)?

Property Owner Name:

Property Owner Mailing Address:

Property Owner Phone Number:

Property Owner Email Address:

3. Who is constructing the proposed structures (contractor)?

Contractor Owner Name:

Contractor Mailing Address:

Contractor Phone Number:

Contractor Email Address:

4. Who is applying for and will be signing for this permit (applicant)?

Applicant Owner Name:

Applicant Mailing Address:

Applicant Phone Number:

Applicant Email Address:

5. What is it you are proposing to construct?

You can apply for up to four separate structures on this permit application.

STRUCTURE DESCRIPTION	TYPE OF CONSTRUCTION	SIZE (FENCE) (L' @ H')	SIZE (BLDG.) (L' x W')	AREA (sq. feet)	HEIGHT (feet)	# OF STORIES

6. This section is only applicable if you are constructing a principal structure such as a new residence or new commercial building. This section is not applicable for sheds  $\leq 150$  sq. ft. in area or other accessory structures such as decks, fences and pools.

If you are proposing to construct a principal structure such as a new residence or new commercial building, it is required that a [professional surveyor](#) be hired to complete a foundation survey of the property after the foundation is installed for the permitted structure and submit said survey document to this office in order to prove that the proposed building has been constructed in the correct location and meets setback requirements.

When do you anticipate that said foundation survey will be submitted to this office?

I anticipate that a foundation survey will be submitted to this office no later than \_\_\_\_\_ (insert date).

*We understand this deadline needs to be flexible due to reasons such as weather, construction delays, etc., however a due date later than 18 months from the date of permit issuance will not be accepted. If a foundation survey is not received by the anticipated due date, the property owner will receive an automated letter notifying them of past due status. If a mutually agreed revised due date is not set, and a foundation survey is not submitted, violation and enforcement will proceed.*

- 7. This section is only applicable if you are constructing a building addition or detached accessory building >150 sq. ft. in area. This section is not applicable for new principal structures, sheds ≤150 sq. ft. in area or other accessory structures such as decks, fences and pools.

If you are proposing to construct a building addition or detached accessory building >150 sq. ft. in area you have the option to hire a [professional surveyor](#) to complete a foundation survey of the property after the foundation is installed for the permitted structure and submit said survey document to this office in order to prove that the proposed building has been constructed in the correct location and meets setback requirements.

Alternatively, the property owner may sign a waiver of liability of foundation survey waiving their obligation to have to hire a professional surveyor at this time, stating that they will build the structure according to code and that if the structure is ever found to violate the code requirements they agree to comply with said ordinance by removal of and relocation of said structure and pay all associated and consequent costs and damages. This waiver document is a legal document that is recorded against the property title. In the future a lending agency (such as a bank) or a prospective buyer of the property may require that said waiver be released prior to commencing with a loan or sale transaction. To do so, a plat of survey will need to be completed by a professional surveyor showing the location of the permitted structure. If said structure is found by this department to be constructed in the correct location and meets setback requirements, then a release of waiver document will be prepared at the cost of 20.00-dollars to the applicant and issued to the property owner or real estate agent so that it can be recorded with the Register of Deeds, thereby effectively releasing the original waiver of liability document.

I anticipate that a foundation survey will be submitted to this office no later than \_\_\_\_\_ (insert date).

**or**

I anticipate that the property owner will visit Planning & Development to have their signature notarized on (driver's license required) and pay for the recordation of a waiver of liability document in the form of 30.00-dollars cash or check payable to the "Register of Deeds" no later than \_\_\_\_\_ (insert date).

- 8. Does your project involve the placement of any fill material on the subject property such as dirt, gravel, landscape timbers, rock, shoreline protection material, etc....?

If so, what type of material and how much?

IF ISSUED, THIS ZONING PERMIT IS ISSUED SUBJECT TO:

- 1. ANY FEDERAL, STATE OR LOCAL RESTRICTIONS AND/OR DEED RESTRICTIONS.
- 2. EACH APPLICANT FOR A ZONING PERMIT IS CHARGED WITH KNOWLEDGE OF THE MUNICIPAL ZONING ORDINANCE. COPIES OF THE TEXT OF THIS OR PORTIONS THEREOF AND COPIES OF THE OFFICIAL ZONING MAPS ARE AVAILABLE FOR SALE, COPYING OR INSPECTION UPON REQUEST. ANY STATEMENT MADE, SITE PLAN SUBMITTED, ASSURANCE GIVEN OR PERMIT ERRONEOUSLY ISSUED CONTRARY TO THIS ORDINANCE IS NULL AND VOID.
- 3. THIS PERMIT SHALL EXPIRE EIGHTEEN (18) MONTHS FROM DATE OF ISSUANCE.
- 4. ANY ADDITIONAL CONDITIONS WRITTEN BY THE ZONING ADMINISTRATOR ISSUING THE ZONING PERMIT.

**NOTICE: YOU ARE RESPONSIBLE FOR COMPLYING WITH STATE AND FEDERAL LAWS CONCERNING CONSTRUCTION NEAR OR ON WETLANDS, LAKES, AND STREAMS. WETLANDS THAT ARE NOT ASSOCIATED WITH OPEN WATER CAN BE DIFFICULT TO IDENTIFY. FAILURE TO COMPLY MAY RESULT IN REMOVAL OR MODIFICATION OF CONSTRUCTION THAT VIOLATES THE LAW OR OTHER PENALTIES OR COSTS. FOR MORE INFORMATION, VISIT THE DEPARTMENT OF NATURAL RESOURCES WETLANDS IDENTIFICATION WEB PAGE <http://dnr.wi.gov/topic/wetlands/locating.html> OR CONTACT A DEPARTMENT OF NATURAL RESOURCES SERVICE CENTER (262) 884-2300.**

ATTACH STAKE-OUT SURVEY OR  
TO-SCALE SITE PLAN SHOWING  
DIMENSIONED PROPERTY  
BOUNDARY, LOCATION OF  
STRUCTURES THEREON AND  
LOCATION OF PROPOSED  
STRUCTURES/IMPROVEMENTS

\* A STAKEOUT SURVEY  
COMPLETED BY A PROFESSIONAL  
SURVEYOR IS REQUIRED FOR ALL  
PRINCIPAL STRUCTURES AND  
COMMERCIAL BUILDING  
PROJECTS

**ATTACH TO-SCALE SET OF  
CONSTRUCTION DRAWINGS**