



COUNTY OF KENOSHA

Division of Planning and Development

PERMITTING PROCESS FOR ADDITIONS TO EXISTING STRUCTURES, ACCESSORY BUILDINGS, DECKS, BALCONIES, POOLS, HOT TUBS, FENCES, AND/OR SIGNS

- 1. Contact the Planning and Development office 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. Have a property address including house number or tax parcel number available upon request (located on tax bill).

Ben Fiebelkorn (Unincorporated Townships)	Ben.Fiebelkorn@kenoshacounty.org
Luke Godshall (Village of Somers)	Luke.Godshall@kenoshacounty.org

- 2. Complete the attached [zoning permit application](#) and submit to Planning & Development.
 - A. Items to attach to your zoning permit application include:
 - A copy of your tax bill or a copy of the recorded transfer deed if you have owned the property for less than six months. (This is to provide proof of ownership).
 - An accurately drawn site plan or a plat of survey of the property with the following information provided. If you don't have a plat of survey you can search for one on our online database at <https://edocs.kenoshacounty.org/surveys/>
 - Size and location of all existing structures on the property and their distances from property lines (street yard setback should be taken from the platted road right of way).
 - Location and dimensions of the proposed structure(s) (building addition, detached accessory structure, deck, pool, fence).
 - Show what the resulting setbacks will be for proposed structure.

**RESIDENTIAL ADDITIONS, ACCESSORY BUILDINGS, DECKS, BALCONIES,
POOLS, HOT TUBS, FENCES, STEPS/STAIRS & SIGNS**

- Location of the well and on-site waste disposal system (septic systems must show both the septic tank size and dimensions of the field).
 - B.** Complete set of to-scale building plans. A digital file format (.pdf) is preferred and can be e-mailed to your respective plan reviewer:
 - C.** Evaluation of the Private Sewage System or Statement of System Performance -- (this is only needed when additions and/or remodeling exceeds 25 percent of the existing total livable area of the residence or when additional bedroom(s) are built). If you feel your project meets these requirements or have questions regarding this requirement please contact the County Sanitarian at this office.
- 3.** Inform the Department of Planning & Development of when you intend to satisfy the foundation survey requirement. Zoning code requires that the property owner hire a Wisconsin professional surveyor to update the plat of survey for the property after any building is constructed (residence, detached accessory building or a building addition thereto) to verify the building was built according to size and setback requirements. A due date for this paperwork requirement will be stated on the face of the issued zoning permit signed by the applicant and can be no later than permit expiration. This requirement does not apply to decks, balconies, pools, fences or signs.
- 4.** Pay appropriate fees. (See [Fee Schedule](#))
- 5.** Obtain all other applicable permits prior to construction. After receiving your sanitary permit (if applicable) and your zoning permit from this office, you can apply for a building permit with your local municipality. Note that if the property is unsewered, 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.

If you are a professional homebuilder/contractor and would like to have the ability to apply for a zoning permit online, pay fees online and obtain issued permit documentation online via the Planning & Development Online Portal without having to travel to and from this office to submit hardcopy documentation, please contact Planning & Development for login credentials. You can learn more about online permitting at the following website.

<https://permitting.kenoshacounty.org/eTrakit/>.

**RESIDENTIAL ADDITIONS, ACCESSORY BUILDINGS, DECKS, BALCONIES,
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IMPORTANT TELEPHONE NUMBERS

Kenosha County Center Department of Public Works & Development Services 19600 - 75 th Street, Suite 185-3 Bristol, Wisconsin 53104	
Division of Planning and Development (including Sanitation & Land Conservation)	857-1895
Facsimile #.....	857-1920
Public Works Division of Highways	857-1870
Administration Building Division of Land Information.....	653-2622
Wisconsin Department of Transportation, Southeast Region	548-0798
141 NW Barstow St. Waukesha WI 53187-0798	
Wisconsin Department of Natural Resources - Sturtevant Office	884-2300
9531 Rayne Rd., Suite 4 Sturtevant WI 53177	
Brighton, Town of	878-2218
Paris, Town of	859-3006
Randall, Town of.....	877-2165
Somers Village/Town of.....	859-2822
Wheatland, Town of.....	537-4340



COUNTY OF KENOSHA

Department of Planning & Development

19600 75th Street, Suite 185-3
Bristol, WI 53104-9772
Phone: (262) 857-1895
Fax: (262) 857-1920

ZONING PERMIT APPLICATION

1. What is the Property Address (must include house number) or Tax Key Parcel Number?

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 applying for and will be signing for this permit (applicant)?

Applicant Name:

Applicant Mailing Address:

Applicant Phone Number:

Applicant Email Address:

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

Contractor Name:

Contractor Mailing Address:

Contractor Phone Number:

Contractor 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 for properties within the unincorporated townships of Kenosha County (townships of Brighton, Paris, Randall, Somers & Wheatland).

If you are proposing to construct a principal building such as a new residence or new commercial building, an addition thereto, or a detached accessory building >150 sq. ft. in area, 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 building 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.

This section is not applicable for sheds ≤150 sq. ft. in area or other accessory structures such as decks, fences and pools.

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 for properties within the Village of Somers.

If you are proposing to construct a principal building 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 building 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.

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

If you are proposing to construct a residential or commercial 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 building 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 Register of Deeds. *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.*

Choose one of the following options:

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 (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

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

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