

IOWA COUNTY OFFICE OF PLANNING & DEVELOPMENT

Courthouse - 222 N. Iowa St. - Dodgeville, WI 53533

Telephone: (608) 935-0398 (608) 553-7575

Application for Permits Required By:

Zoning Permit.....Iowa County Zoning Ordinance
Airport Effected Permit.....Iowa County Airport Zoning Ordinance
Shoreland Permit.....Iowa County Shoreland Ordinance
Floodplain Permit.....Iowa County Floodplain Ordinance

The following is intended to be a checklist to be used when seeking permits under the above ordinances. **A permit is required for almost any construction of or alteration to a structure outside a village or city in Iowa County.** Please follow this checklist in order to make the application process as quick and efficient as possible. *As always, contact this office with any questions.*

Step 1 Discuss all proposed development with the personnel of the Iowa County Office of Planning and Development to determine if a zoning permit can be issued. There may be zoning, subdivision, or site restriction issues to resolve. *NOTE: A county permit is required regardless of whether a Town permit may be required.*

Step 2 For any development involving a new driveway or proposing to use an existing driveway now serving open land, a driveway approval must first be obtained from the Town Board in which the land is located before a permit under the zoning ordinance can be issued. If the driveway is to access a county or state highway, an *additional* approval may be required from the Iowa County Highway Department (608-935-3381).

Step 3 Any proposed structure that is to be used residentially for any period of time *or has plumbing installed or stubbed in* must have a private septic system that complies with the provisions of the Iowa County Sanitary Ordinance and state law. State law requires that no zoning/building permit can be issued until the county zoning office has issued a sanitary permit.

Step 4 Any proposed development that is within 3 miles of the Iowa County Airport may be subject to the provisions of the Iowa County Airport Zoning Ordinance. This application shall be reviewed for compliance with said ordinance.

Note: The Iowa County Zoning Ordinance, which requires a zoning permit for virtually all construction, is in effect in all 14 towns. If your town requires a town building permit, the county zoning permit is still required as it has authority over *whether* you can build a structure, *where* you build it on the property, and *how* the structure is used. Failure to obtain the required county permit *before* starting construction is a citable violation.

PLEASE NOTE:

The more accurate and detailed this application is completed, the more timely it can be approved or denied. Section 2.3 of the Iowa County Zoning Ordinance allows for 30 days to review each application after which time it must be either approved or denied with reason. Failure to complete all the requested information on *all sides* of the application is the most common reason for denial and delay.

Construction **CANNOT** begin without a valid, issued land use (building) permit. If construction has begun without an issued permit, construction **MUST** cease and a late permit must be sought. A late permit may include a penalty and, if it cannot be issued, the site must be returned to its original condition. Each permit will be inspected for compliance to application specifications and use. If a discrepancy is found to constitute a violation, compliance must be sought. This office has always preferred compliance over citations and will do whatever possible to help see compliance achieved.

ZONING PERMIT FEES

Footprint of Structure/Use ≤ 100 sq. ft.	<i>Does not need permit</i>
Footprint of Structure/Use 101 - 999 sq. ft.	150.00
Footprint of Structure/Use 1,000 - 1,999 sq. ft.	250.00
Footprint of Structure/Use 2,000 - 4,999 sq. ft.	350.00
Footprint of Structure/Use 5,000 sq. ft. and greater	500.00
Miscellaneous uses and activities requiring regular zoning permit but with no establishment or conversion of structure	150.00
Miscellaneous uses and activities requiring regular zoning permit but with no measurable footprint (e.g., structural alterations/repairs)	75.00
Structure not defined as a building (e.g., swimming pool, bins, tanks, open deck, etc.)	75.00
Portable animal structures with footprint up to 300 sq. ft.	<i>Requires permit – no fee</i>
Permit revision	75.00 (or difference between categories, whichever is greater)

NOTE: Double fee for any of above projects started without permit.

NOTE: In the case of rebuilding after a natural disaster, an appeal may be made to the Iowa County Planning & Zoning Committee for a fee reduction or waiver.

NOTE: All development is also subject to county and/or state permit requirements if in the floodplain, shoreland or airport zoning jurisdictions. Local permits may be required under the Uniform Dwelling Code. Please contact this office to verify.

(established by Resolution No. 10-0811)

Shoreland and Floodplain Zoning Permits: \$150.00 each
if special exception permit required: \$500.00 for permit and public hearing

Application sections in detail: (areas with frequent questions)

Proposed Structure Use: This pertains if the permit is to construct a building or structure and is asking what the intended use of it is to be. The county's permit has authority over the use of all structures, so a change in use, with or without construction, requires a permit.

Total Area: The permit fee is based on the area of the proposed project's footprint, not the living area. The footprint includes attached garages, porches, decks and additions. *Replacement of a part of a structure, even though the existing footprint is not increasing, requires a zoning permit.*

Plot Plan: Why is this needed? The county permit has to assure that the minimum setbacks to property lines, roadways, waterways, wells, systems and existing structures will be met. It also has to assure that development does not take place in areas where it is otherwise prohibited, such as floodways or wetlands. In addition, an accurate plot plan will facilitate the accurate assessment of improvements on the tax roll.

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PERMIT APPLICATION

Please be as complete and accurate as possible to facilitate processing.

Section 1: Applicant Information

Name : _____ phone (H): _____
Mailing Address: _____ phone(W): _____
City: _____ State: _____ Zip: _____
Email: _____ Please contact by: email postal mail

Are you the owner of the affected property or otherwise have authority to make this application? Yes No

Section 2: Property Description

Town of: _____ Section _____, T__N, R__E _____ 1/4, _____ 1/4, PIN _____
Property Address: _____ Zoning District: _____ Property size (acres) _____

Section 3: Proposed project description *nonstructural projects along waterways need to complete Section 10

Description of project: _____

Use of structure: _____

Does the project involve installation of plumbing? No Yes, consisting of _____

Sanitary permit number (if required): _____

Will the building have sleeping or kitchen accommodations? No Yes

Builder: _____ phone: _____

Mailing Address: _____

Size of Footprint: _____ x _____ x _____ Approximate value of project: \$ _____
(width) (length) (peak height) Footprint Area _____ square feet

Project distance to: rear lot line _____ side lot line _____ side lot line _____ rear lot line _____ centerline of road

Distance of site to stream, river, pond or lake _____ feet; or _____ over 1000 feet

Section 4: Driveway/Access review

This section applies for any project involving the construction of an access, or for any new residence, or for the first structure placed on otherwise vacant land.

If access is to a town road: **Town Approval** (name and title): _____

Or a county, state or federal highway: **Highway Commissioner or WIDOT Approval:** _____

Section 5: Town siting criteria (if needed)

If this application is proposing a *new residence* or the *first proposed structure on a vacant zoning lot*, a town official's signature is required to verify building site approval.

Town Approval (name and title): _____

Section 6: Address sign (if needed)

The address number issued is based on the location at which your driveway meets the public road. Please provide on your plot plan an accurate measurement from your proposed driveway to the nearest existing driveway or road intersection. **All address number information must be shown on the plot plan.**

Section 7: Plot Plan

Applicants are responsible for properly identifying all structures, lot line and easements. The plot plan shall include a north arrow, be drawn to scale with dimensions shown and be legible. In addition, all structures, public roads, septic, wells, navigable water, wetlands, floodplain shall be clearly identified on all plot plans. *Drawing on an aerial photo of the property is preferred and an aerial can be supplied upon request.*

Section 8: Floor Plan

Applicants are responsible for sketching and labeling the floor plan of the proposed project. Please include any decks, porches and attached garages and label all bedrooms and bathrooms.

Section 9: Airport Affected Area

If the proposed development is within three miles of the Iowa County Airport, this application will be reviewed for compliance with the provisions of the Iowa County Airport Zoning Ordinance. This will be confirmed by the Office.

Section 10: Shoreland and/or Floodplain Jurisdiction

Any development proposed within 300 feet of the ordinary highwater mark of a navigable stream and 1000 feet from a lake must be reviewed for compliance with the Iowa County Shoreland Ordinance provisions. Any development proposed within or near the area mapped as Zone A (100-year flood) on the Flood Insurance Rate Map (FIRM) must be reviewed for compliance with the Iowa County Floodplain Ordinance provisions. **Include any detailed plans, including a plot plan on an aerial photo of the affected property.**

Project description: _____
Affected waterway: _____ Has WDNR been contacted? ___ Yes ___ No

Applicant Accountability Agreement

Upon signing this document, the applicant takes full responsibility to obtain all necessary permits, from all appropriate *Federal, State, County and/or Town units.*

I, the undersigned, hereby apply for a Permit and certify that all the information on the application and attached is true and correct to the best of my knowledge. I acknowledge responsibility for providing accurate setback measurements and to know where affected property lines are. I affirm that all work performed will be done in accordance with all applicable laws and regulations. I understand that construction CANNOT begin without a valid county permit and that if building does occur before that time, I am subject to fines and/or removal of the non permitted structure(s).

I hereby authorize members of the Iowa County Planning Department to enter the affected property, provided at a reasonable time and an attempt is made to inform the occupant, for purposes of obtaining information pertinent to my application request and to conduct land use code inspections.

Pursuant to §59.691(3) Stats, the applicant must sign below to indicate acknowledgement of the following, “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 Dept. of Natural Resources web page at <http://dnr.wi.gov/wetlands/programs.html> or contact a Dept. of Natural Resources service center.

Signature of Applicant or Owner

Date

The application will either be granted or denied within 30 days of receipt of this application. The permit shall expire 12 months from the date of issuance UNLESS a Certificate of Compliance is issued. The applicant is required to contact this Zoning Office PRIOR to occupation for compliance inspection. Before approval, the building site and dimensions may be required to be staked out upon request of this office for pre-inspection.

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Office Use Only
Received by: _____ Date: _____ Fees paid _____