



## IOWA COUNTY OFFICE OF PLANNING & DEVELOPMENT

222 N. Iowa Street, Suite 1223

Dodgeville, WI 53533

608-935-0333/608-553-7575/fax 608-935-0326

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### **Application for Permits Required By:**

<b>Zoning Permit.....</b>	<b>Iowa County Zoning Ordinance</b>
<b>Airport Effected Permit.....</b>	<b>Iowa County Airport Zoning Ordinance</b>
<b>Shoreland Permit.....</b>	<b>Iowa County Shoreland Ordinance</b>
<b>Floodplain Permit.....</b>	<b>Iowa County Floodplain Ordinance</b>

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** (please make checks payable to Iowa County Planning)

Footprint of Structure/Use ≤ 100 sq. ft.	<i>May not need permit if nonres.</i>
Footprint of Structure/Use up to 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.)	100.00
Portable animal structures with footprint up to 300 sq. ft.	<i>Requires permit – no fee</i>
Active permit revision or change in use of existing building	75.00 (or difference between categories, whichever is greater)

**AFTER THE FACT ZONING PERMIT FEES:**

- First Offense: triple the regular fee**
- Second Offense: quadruple the regular fee**
- Third Offense: quadruple the regular fee plus citation**

Each offense is exonerated if, after 36 months, there have been no subsequent offenses by the property owner. These fees pertain to the property owner regardless whether the affected property is the same from one offense to another.

***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.

**Shoreland and Floodplain Zoning Permits:** \$200.00 for each jurisdiction  
if special exception permit required: \$500.00 for permit and public hearing

**Address Sign:** \$75 per sign, whether new or replacement

**Within Iowa County Airport Zoning Jurisdiction:**

- 1) \$75 if the site is within Iowa County's general zoning jurisdiction
- 2) \$150 if the site is outside Iowa County's general zoning jurisdiction



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PERMIT APPLICATION

Please be as complete and accurate as possible to facilitate processing. Never hesitate to ask questions.

Section 1: Applicant Information (required)

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 (required – Office can assist)

Town of: \_\_\_\_\_ Section \_\_\_\_\_, T\_\_N, R\_\_E \_\_\_\_\_ 1/4, \_\_\_\_\_ 1/4, parcel # \_\_\_\_\_
Property Address: \_\_\_\_\_ Zoning District:\_\_\_ Property size (acres)\_\_\_\_\_

Section 3: Proposed project description (required) \*projects along waterways need to complete Section 10

What are you building or moving onto the property?:

Check all that apply: [ ] residential use [ ] nonresidential use (not a residence) [ ] commercial/business
Includes: [ ] bedroom(s) [ ] kitchen [ ] accommodations for overnight stays
[ ] connected to water or internal plumbing consisting of \_\_\_\_\_

\*\*No check means the project will not be used or have features as listed.
\*\*Permit authorizes use so any change may require a subsequent permit and fee.
\*\*A project that includes uses or features not checked is a violation, so please be as accurate as possible.

Contractor: \_\_\_\_\_ phone: \_\_\_\_\_

Size of Footprint: \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ Approximate value of project: \$ \_\_\_\_\_ (for reporting-not assessment)
(width) (length) (peak height) Footprint Area \_\_\_\_\_ square feet

Project distance to: \_\_\_ front lot line \_\_\_ side lot line \_\_\_ side lot line \_\_\_ rear lot line \_\_\_ centerline of public road
\_\_\_ nearest building (enter NA if this is the first structure on a vacant lot) \_\_\_ septic system
Distance of site to stream, river, pond or lake \_\_\_\_\_ feet; or \_\_\_ over 1000 feet

Section 4: Driveway/Access review (signature if needed)

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 (signature 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.

**Section 7: Plot Plan** (required)

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** (required)

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 high water 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*. If you have questions, please ask Office staff.

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 Office has **up to 30 days** to approve or deny 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 or use 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 \_\_\_\_\_ Reason for denial: \_\_\_\_\_

Sanitary permit number: \_\_\_\_\_