

**JEFFERSON COUNTY**

**ZONING AND LAND USE PERMIT APPLICATION**

311 S. CENTER AVE., ROOM C1040, JEFFERSON, WI 53549-1701

PHONE: (920) 674-7130

FAX: (920) 674-7525 EMAIL: zoning@jeffersoncountywi.gov

Please use  
black or blue Ink

- Mail Permit
- Call for PICK-UP

(Contact person) name and phone # \_\_\_\_\_

	FULL NAME	(Mailing) STREET ADDRESS	CITY / STATE	ZIP	TELEPHONE NO.
I. OWNERS (all)					
CONTRACTOR					

II. PROPERTY DESCRIPTION: TAX PARCEL (PIN #) \_\_\_\_\_ TOWN \_\_\_\_\_  
 LOT NO. \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ ACRES \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_  
 LOT NO. \_\_\_\_\_ CSM NO. \_\_\_\_\_ VOL. \_\_\_\_\_ PG. \_\_\_\_\_ PROJECT SITE- FIRE NO. & ROAD \_\_\_\_\_

III. TYPE, SIZE, VALUE, & USE OF PROPOSED STRUCTURE OR IMPROVEMENT

**A. RESIDENTIAL**

NEW STRUCTURE  ADDITION   
 \_\_\_\_\_ SINGLE FAMILY RESIDENCE/ No. of Bedrooms \_\_\_\_\_  
 \_\_\_\_\_ MH PARK SINGLE FAMILY  Addition  Accessory  
 \_\_\_\_\_ MULTI-FAMILY RESIDENCE  
 No. of Units \_\_\_\_\_ No. of Bedrooms \_\_\_\_\_  
 \_\_\_\_\_ GARAGE-ATTACHED  
 \_\_\_\_\_ GARAGE-DETACHED  
 \_\_\_\_\_ FLOODPLAIN  FF  FW  
 \_\_\_\_\_ SHORELAND / WETLAND  
 \_\_\_\_\_ OTHER \_\_\_\_\_  
 SQ. FT. OF RESIDENCE OR ADDITION \_\_\_\_\_  
 SQ. FT. OF GARAGE (ATT. OR DET.) \_\_\_\_\_  
 HEIGHT OF PROPOSED STRUCTURE \_\_\_\_\_  
 SPECIFY USE \_\_\_\_\_  
 VALUE OF CONSTRUCTION \_\_\_\_\_

**B. NON-RESIDENTIAL**

NEW STRUCTURE  ADDITION   
 \_\_\_\_\_ AGRICULTURAL  
 \_\_\_\_\_ INDUSTRIAL  
 \_\_\_\_\_ BUSINESS  
 \_\_\_\_\_ CAMPGROUND  
 \_\_\_\_\_ SHORELAND / WETLAND  
 \_\_\_\_\_ FLOODPLAIN  FF  FW  
 \_\_\_\_\_ OTHER \_\_\_\_\_  
 SQ. FT. OF NEW STRUCTURE OR ADDITION \_\_\_\_\_  
 HT. OF PROPOSED STRUCTURE \_\_\_\_\_  
 SPECIFY USE \_\_\_\_\_  
 VALUE OF CONSTRUCTION \_\_\_\_\_

**★ CHECK WITH TOWN FOR ADMINISTRATIVE AND / OR BUILDING PERMIT REQUIREMENTS!**

**OTHER DETAILS:**

\_\_\_\_\_

SANITARY PERMIT NO. \_\_\_\_\_  
 NUMBER OF BEDROOMS \_\_\_\_\_  
 PUBLIC SEWER \_\_\_\_\_  
 NON-CONFORM. STRUCTURE / USE \_\_\_\_\_  
 FLOODPLAIN \_\_\_\_\_  
 SHORELAND / WETLAND \_\_\_\_\_  
 INSPECTION DATE: \_\_\_\_\_  
**ACCESS APPROVAL REQUIRED:**  
 TOWN, COUNTY, OR STATE  Y  N

IV. **★ PLOT PLAN (SKETCH) REQUIRED TO BE ATTACHED - NO LARGER THAN 11" x 17"**. PLOT PLAN SKETCH SHALL INCLUDE THE FOLLOWING:  
 ALL EXISTING STRUCTURES AND THE LOCATION OF THE NEW STRUCTURE OR ADDITION INCLUDING DISTANCES FROM THE CENTERLINE AND RIGHT-OF-WAY OF THE ROAD, SIDE AND REAR LOT LINES, NAVIGABLE WATERS, SEPTIC TANK & FIELD, WELL, DRIVEWAY ACCESS. GIVE ALL DIMENSIONS. BE SURE TO INCLUDE DECKS PROPOSED FOR NEW HOMES.

**★ FAILURE TO INCLUDE A PLOT PLAN AND ALL OF THE ABOVE MENTIONED ITEMS WILL DELAY ISSUANCE OF THIS PERMIT! PERMIT FEE MUST ACCOMPANY APPLICATION.**

V. ACKNOWLEDGEMENTS

- 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 OR CONTACT A DEPARTMENT OF NATURAL RESOURCES SERVICE CENTER. (Wis Stats 59.691) <http://dnr.wi.gov/wetlands/mapping.html>
- OWNER – CHECK FOR APPLICABLE DEED, PLAT AND TOWN RESTRICTIONS & PERMIT REQUIREMENTS
- THIS PERMIT MAY BE APPEALED FOR 30 DAYS AFTER PUBLICATION OF ISSUANCE
- THE OWNER OF THIS PARCEL & THE UNDERSIGNED AGREE TO CONFORM TO THE CONDITIONS OF THIS PERMIT AND TO ALL APPLICABLE LAWS OF JEFFERSON COUNTY AND ACKNOWLEDGE THAT YOU HAVE RECEIVED AND READ THE ABOVE NOTICE REGARDING WETLANDS, AS WELL AS ALL NOTICES AND TERMS ABOVE.

PERMIT # \_\_\_\_\_

PERMIT FEE	APPROVED BY	DATE PERMIT ISSUED
\$ _____		

See Attached Conditions of Approval

This approval is based upon this application, the attached plot plan and conditions as warranted by Jefferson County ordinances.

**ZONING AND LAND USE PERMIT REQUIREMENTS AND FEE SCHEDULE**

Signature of Applicant \_\_\_\_\_ Application Date \_\_\_\_\_  
**THIS PERMIT EXPIRES TWO (2) YEARS AFTER DATE OF ISSUE**

**COUNTY BOARD APPROVAL 11/2023**

<b>NOTE: A double permit fee will be charged for all after-the fact permits (Minimum fee of \$100)</b>			
<b>STRUCTURAL ALTERATION/REPAIR or CHANGE OF USE</b> - Includes ANY CHANGE in the supporting members of a structure, such as foundations, bearing walls, columns, beams, girders, or change in window or door dimensions, but not classified as an addition or new structure.			\$ 50.00
<b>RESIDENTIAL STRUCTURES</b>		<b>STANDARD</b>	<b>*SHORELAND</b>
SINGLE FAMILY HOME		\$ 600.00	\$ 650.00
DUPLEX & MULTI-FAMILY		\$ 400.00/UNIT	\$ 450.00/UNIT
ADDITION (HABITABLE) <500 sq.ft		\$ 150.00	\$ 200.00
ADDITION (HABITABLE) ≥500 sq.ft.		\$ 200.00	\$ 250.00
ADDITION (NON-HABITABLE) <500 sq.ft. (Includes garages, porches, etc...)		\$ 50.00	\$ 100.00
ADDITION (NON-HABITABLE) ≥500 sq.ft. (Includes garages, porches, etc...)		\$ 100.00	\$ 150.00
ACCESSORY STRUCTURES (enclosed w/roof) ≤200 sq.ft.		\$ 30.00	\$ 80.00
<500 sq.ft.		\$ 50.00	\$ 100.00
≥500 sq.ft.		\$ 100.00	\$ 150.00
ACCESSORY STRUCTURES (not enclosed)- (Includes decks, pools, lean-to's, patios, wetland piers, etc)			
<500 sq. ft.		\$ 30.00	\$ 80.00
≥ 500 sq.ft.		\$ 100.00	\$ 100.00
NON-STRUCTURAL- (Includes floodplain fill, plantings, ponds, shoreland alterations, etc.)			
<250 sq. ft.			\$ 50.00
≥250 sq. ft.			\$ 100.00
VIEWING/ACCESS CORRIDOR ESTABLISHMENT			\$ 100.00
NAVIGABILITY DETERMINATION			\$ 100.00
WATERFRONT PROPERTY REVIEW			\$ 50.00
MITIGATION/IMPERVIOUS SURFACE PLAN REVIEW			\$ 100.00
TREE REMOVAL			\$ 30.00
<b>NOTE: FOR ALL FLOODPLAIN: ADD ADDITIONAL \$150 TO ALL STRUCTURE FEES</b>			
<b>*Shoreland fees are for any lot or project within 300 feet of the Ordinary High Water Mark.</b>			
<b>NON-RESIDENTIAL PERMITS</b>			
<b>For non-residential permits, a fee of \$150 is added to any permit for a structure in the floodplain.</b>			
<b>AGRICULTURAL STRUCTURES</b> (shoreland fee exempt)		<b>AGRI-BUSINESS</b>	
<499 sq.ft.	\$ 30.00	PRINCIPAL	\$ 300.00
500-999 sq.ft.	\$ 50.00	ADDITIONS	\$ 150.00
1000-1499 sq.ft.	\$ 80.00	ACCESSORY STRUCTURES >1,000 sq.ft.	\$ 100.00
1500-1999 sq.ft.	\$ 100.00	ACCESSORY STRUCTURES <1,000 sq.ft.	\$ 50.00
2000-4999 sq.ft.	\$ 150.00	<b>SIGN PERMITS</b>	\$25 or \$0.50/square foot, whichever is greater
5000+ sq.ft.	\$ 200.00	<b>SUBDIVISIONS/CSM (CERTIFIED SURVEY MAP)</b>	
<b>BUSINESS/INDUSTRIAL</b>		PRELIMINARY SUBDIVISION PLAT	\$ 350 + \$10/LOT
PRINCIPAL STRUCTURE	\$ 500.00	FINAL SUBDIVISION PLAT	\$ 200.00
ADDITION <500 sq.ft.	\$ 150.00	CONDOMINIUM PLAT	\$ 200 + \$10/LOT
ADDITION ≥500 sq.ft.	\$ 300.00	CERTIFIED SURVEY - PRELIMINARY	\$ 50.00
ACCESSORY STRUCTURES >1,000 sq. ft.	\$ 150.00	CERTIFIED SURVEY - FINAL	\$ 50.00
ACCESSORY STRUCTURES <1,000 sq. ft.	\$ 100.00	<b>CAMPGROUNDS</b>	
OUTSIDE STORAGE IN I ZONE	\$ 50.00	FILL	\$ 50.00
<b>REMOVAL OF STRUCTURE/RAZE PERMIT</b>	\$ 30.00	ACCESSORY	\$ 50.00
<b>SALVAGE YARD LICENSE</b>	\$ 50.00	<b>MOBILE TOWER</b>	
<b>REVISION FEE/EXTENSION</b>	\$ 50.00	NEW & CLASS 1 COLLOCATION	\$ 3,000.00
<b>ZONING VERIFICATION LETTER</b>	\$ 100.00	CLASS 2 COLLOCATION	\$ 500.00
<b>PETITION FEES</b>			
<b>CONDITIONAL USE</b>	\$ 300.00	<b>REZONING PETITION FEE</b> - 1 lot	\$ 300.00
Conditional Use application with Rezone	\$ 100.00	2 or more lots	\$ 50.00 per lot
<b>REAPPLICATION FEE</b>	\$ 100.00		
<b>ADMINISTRATIVE DATCP REPORTING FEE FOR REZONING OUT OF A-1</b> (Non-refundable, paid at time of application)			\$ 100.00

**TOWNSHIP BUILDING INSPECTORS**

**AZTALAN** – Mike Sindorff/Jared Theide 262-490-4141

**COLD SPRING** – Tom Marks 262-490-0513

**CONCORD** – Tom Marks 262-490-0513

**FARMINGTON** – Tom Marks 262-490-0513

**HEBRON** – Tom Marks 262-490-0513

**IXONIA** – Archie Stigney 920-261-2966

**JEFFERSON** – Tom Marks 262-490-0513/  
John Moosreiner 262-490-0277

**KOSHKONONG** – Troy Evenson 920-817-0468

**LAKE MILLS** – Ben Koch [bkoch@safebuilt.com](mailto:bkoch@safebuilt.com);

Dave Hendrix [dhendrix@safebuilt.com](mailto:dhendrix@safebuilt.com)

**MILFORD** – Mike Sindorf/Jared Theide 262-490-4141

**OAKLAND** – Troy Evenson 920-817-0468

**PALMYRA** – Tom Marks 262-490-0513

**SULLIVAN** – Tom Marks 262-490-0513

**SUMNER** – Dave Geraths 608-697-7776

**WATERLOO** – Chris Butschke 608-576-6371

**WATERTOWN** – John Moosreiner 262-490-0277

**Check with local building inspector for all applicable permits required in your township.**