

- ☐ Mail Permit
☐ Call for PICK-UP

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

Entered _____ Scanned _____
Office Use Only

Please use
black or blue ink

(Contact person) name and phone # _____

OWNER(S) FULL NAME	(Mailing) STREET ADDRESS	CITY / STATE	ZIP	TELEPHONE NO.	EMAIL ADDRESS

CONTRACTOR NAME	(Mailing) STREET ADDRESS	CITY / STATE	ZIP	TELEPHONE NO.	EMAIL ADDRESS

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 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.

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

PERMIT # _____