

Land Use Permit

Dodge County Land Resources and Parks Department
127 East Oak Street
Juneau, WI 53039-1329
(920) 386-3700 x2 or landresources@co.dodge.wi.us
www.co.dodge.wi.gov

This Area For Office Use Only

COUNTY ID No.

Receipt No.

Application Date

Permit Expiration Date

Sanitary Permit

PERMIT APPLICATION FEE: \$50 plus \$2 per \$1,000 cost of the project (Payable to: Dodge County) If in the **CITY OF JUNEAU** (\$25 or After the Fact/\$50)
Note: After the fact (i.e., Applying for permit after construction has already started) application fee: \$100 plus \$4 per \$1,000 cost of project

NAMES & MAILING ADDRESSES

Applicant/Agent/Contractor (If Contractor: Please Include State Certification No.)

Street Address

City • State • Zip Code

Property Owner

☐ Same as applicant

Street Address

City • State • Zip Code

PROPERTY INFORMATION

Parcel Identification Number (PIN)

Town

T N R E

1/4

1/4

Section

Acreage

Lot (Block)

Subdivision or CSM (Volume/Page/Lot)

Address Of Property (**DO NOT** Include City/State/Zip Code)

Is this property connected to public sewer? ☐ No ☐ Yes
Is property located within a sanitary district/accessible to public sewer? ☐ No ☐ Yes

CURRENT USE OF PROPERTY

☐ Vacant Land ☐ Single-Family Residential
☐ Working Farm ☐ Two-Family ☐ Multi-Family
☐ Business • Industrial • Commercial • (Use other below to describe)

Other _____

PROPOSED USE OF PROPERTY

☐ Same As Current Use (No Change)
☐ Single-Family Residential ☐ Two-Family ☐ Multi-Family
☐ Business • Industrial • Commercial • (Use other below to describe)

Other _____

PROPOSED CONSTRUCTION PROJECT

(CHECK ALL THAT APPLY)

*****(Building plans are required for new/replacement Homes)*****

☐ NEW STRUCTURE/CONSTRUCTION ☐ REPLACEMENT OF EXISTING ☐ ADDITION TO AN EXISTING

☐ Pool ☐ Porch ☐ Driveway ☐ Field Tile Installation
☐ Deck ☐ Fence ☐ Boathouse ☐ Pond (Less than 2 acres in size)
☐ Patio ☐ Riprap ☐ Attached Garage ☐ Sign (Complete additional project information below)
☐ Shed ☐ Gazebo ☐ Detached Garage ☐ Barn (Complete additional project information below)
☐ Home ☐ Sidewalk ☐ Ag Ditch Cleanout ☐ Home Addition (Complete additional project information below)

☐ Filling, Grading, Ditching, Dredging, Lagooning, and/or Excavating- Contact this office for assistance with determining type of permit needed

Other _____

Width _____

Length _____

Total Area _____

Total Stories _____

Height (To roof peak) _____

Estimated Cost (w/Labor) \$ _____

Additional Project Information

Home Addition: Total number of bedrooms? Before _____ After _____

Barn Information: Will it house any animals? If yes, complete Animal Units Worksheet.

Sign Information: ☐ Single-Sided ☐ Double-Sided

☐ Located On-Premise ☐ Located Off-Premise

☐ Wall ☐ Ground ☐ Directional Other _____

Will it be lighted and/or have moving/flashing parts? ☐ No ☐ Yes

◆ ◆ ◆ **CLEARLY MARK/FLAG/STAKE-OUT THE CORNERS OF YOUR PROJECT & PROPERTY LINES** ◆ ◆ ◆

DNR NOTICE: You are responsible for complying with State and Federal laws concerning construction on or near 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 (www.dnr.state.wi.us) or contact a Department of Natural Resources Service Center.

End Of Page 1

Application Continued On Page 2 ➞

PAGE 2 — SUPPLEMENTAL INFORMATION AND ADDITIONAL REQUIREMENTS

NOTE: Your County Land Use Permit will be withheld and will not be processed without the completion and submittal of the required worksheet(s) to this office for departmental review and approval. Worksheets can be found at <http://www.co.dodge.wi.gov/government/departments-e-m/land-resources-and-parks/zoning-permits-and-ordinance/land-use-permit>

Is your project located within 1000 feet of a lake, pond or flowage, within 300 feet of the ordinary highwater mark (edge of the water) of a navigable waterway stream or creek or within a wetland or a floodplain? If you are uncertain, please contact this office for assistance.

- ☐ YES → Go to question 1.
☐ NO → Go to question 4.

1. Does your project involve construction, reconstruction, expansion, replacement or relocation of any impervious surfaces on your lot (see description below) that are located within 300 feet of the ordinary highwater mark (edge of the water) of a navigable lake, pond, flowage or waterway?

An impervious surface is defined as an area that releases as runoff all or a majority of the precipitation that falls on it. The following "surfaces" are considered "impervious" under this Ordinance: (building) rooftops; concrete/blacktop/gravel driveways and parking surfaces; sidewalks; covered/uncovered decks; patio surfaces constructed with pavers/concrete/blacktop/flagstone; private road surfaces not specifically listed in the Ordinance or any other material and any other surface that is determined by the Land Use Administrator to be impervious. An impervious surface excludes frozen soil, public road surfaces and certain private roads that are specifically listed in the Ordinance.

- ☐ YES → You will need to complete and submit WORKSHEET NO 1 (IMPERVIOUS SURFACE AREA CALCULATION) to this office for departmental review and approval. Go to question 2.
☐ NO → Go to question 2.

2. Will any part of your project be located less than 35 feet from the ordinary highwater mark (edge of the water) of a navigable lake, pond, flowage or waterway? (**NOTE:** If your project involves either a boathouse or riprapping — Go to line 3)

- ☐ NO → Go to question 3.
☐ YES → Your project CAN NOT BE APPROVED as proposed — Contact this office for assistance. Go to question 3.

3. Will any part of your project be located anywhere between 35-75 feet from the ordinary highwater mark (edge of the water) of a navigable lake, pond, flowage or waterway?

- ☐ NO → Go to question 4.
☐ YES → You will need to complete and submit WORKSHEET NO. 2 (MITIGATIONS OPTION CALCULATIONS) to this office for departmental review and approval. Go to question 4.

4. Does your project involve riprapping?

- ☐ NO → Go to question 5.
☐ YES → You will need to complete and submit WORKSHEET NO 3 (RIPRAP PROJECT SUPPLEMENTAL INFORMATION) to this office for departmental review and approval. Go to question 5.

5. Does your project involve the installation of field drain tile?

- ☐ NO → Go to question 6.
☐ YES → You will need to complete and submit WORKSHEET NO. 4 (FIELD DRAIN TILE SUPPLEMENTAL INFORMATION) to this office for departmental review and approval. Go to question 6.

6. Does your project involve cleaning-out, dredging, relocating and/or the construction of an agricultural drainage ditch?

- ☐ NO → Go to question 7.
☐ YES → You will need to complete and submit WORKSHEET NO. 5 (AGRICULTURAL DRAINAGE DITCH SUPPLEMENTAL INFORMATION) to this office for departmental review and approval. Go to question 8.

7. Does your project involve the filling, grading or disturbing of more than 2000 square feet of land?

- ☐ NO → Go to question 8.
☐ YES → You will need to complete and submit Worksheet No. 6 (Erosion Control Supplemental Information) to this office for departmental review and approval. Go to question 8.

8. Does your project involve the construction or reconstruction of a pond less than 2 acres in size?

- ☐ NO → Go to question 9.
☐ YES → You will need to complete and submit WORKSHEET NO. 7 (POND CONSTRUCTION SUPPLEMENTAL INFORMATION) to this office for departmental review and approval. Go to question 9.

9. Does your project involve any filling, grading, dredging, or excavating and/or the construction of a pond ≥ 2 acres within a (mapped) wetland, floodplain and/or navigable waterway?

- ☐ NO → Sign and date application below.
☐ YES → A County CONDITIONAL USE PERMIT (CUP) may [also] be needed. Contact this office for assistance regarding the CUP process. Sign and date application below.

CERTIFICATE & CONTACT INFORMATION

I, the undersigned, hereby apply for a Land Use Permit and certify that all the information both above and attached is true and correct to the best of my knowledge. I affirm that all work performed will be done in accordance with the Dodge County Land Use Ordinance and with all other applicable laws and regulations. I hereby authorize members of the Dodge County Land Resources and Parks Department to enter the above-described property for the purpose of conducting an onsite code inspection(s) and to obtain information pertinent to my application request. Furthermore, I also affirm that I have read and understand the DNR notice regarding construction on or near wetlands, lakes or streams.

Contact Person (Print) _____ Daytime Contact Phone (_____) _____ or Email: _____

Signature _____ Date _____ Call for pickup ☐ No ☐ Yes

[illegible]

THIS AREA FOR OFFICE USE ONLY				
BOA ID No.	BOA Appeal Date	BOA P/H Date	BOA Decision Date	BOA Decision ☐ Approved ☐ Approved w/Conditions ☐ Denied
Notes/Stipulations:				
☐ Approved ☐ Denied		Land Resources and Parks Department	Date	

Please use only blue or black ink to complete the application and site plan (sketch) — **DO NOT USE PENCIL**

APPLICATION FORM COMPLETION TIPS

Property Identification Number (PIN): The PIN can be found in the upper right-hand corner of the tax bill for the property. Alternatively, the PIN can also be found using the [Land Records Search Tool](#) located on the Dodge County Website (www.co.dodge.wi.us) or by contacting the County Property Description Office (920) 386-3770 (propertydescription@co.dodge.wi.us).

Riprap & Ag Ditch Cleanout Projects: Additional supplemental forms/information may also be required.

Barn Projects: Depending upon the number of animals, an "Animal Units Worksheet" may also be required.

Wireless Communication Facility Category 2 Collocation Projects: – Submit two copies of detailed design specifications of the tower and supporting equipment which includes a side view illustration of the proposed tower showing the overall tower height and the proposed antennae locations.

The Application must be signed and dated to be valid. Application will not be processed without payment of the required fee.

Property Line Location Markers: The property owner is responsible to clearly mark the boundary lines and the boundary corners adjacent to where the proposed construction will take place. Markings shall be clearly visible and accurate prior to, as well as at, the time of inspection. This may be by means of the property owner marking the boundary line(s) and the boundary corner(s) themselves or having the boundary line and boundary corners surveyed and marked by a professional. If the location of the property line(s) marked by the property owner or his/her agent is not consistent with the location of the property line(s) shown on public records or if there is a disagreement by any of the parties involved about the location of the boundary line(s), the Department may require the property line(s) to be surveyed by a registered land surveyor at the owner's expense.

Building Plans: Building plans are a graphical representation of what a building will look like after construction. Building plans shall include all proposed construction including all proposed attachments or extensions from the main structure including decks, platforms, landings, patios, attached garages, porches, lean-to structures and overhangs greater than 2 feet in width, etc.

SITE PLAN (SKETCH) COMPLETION TIPS

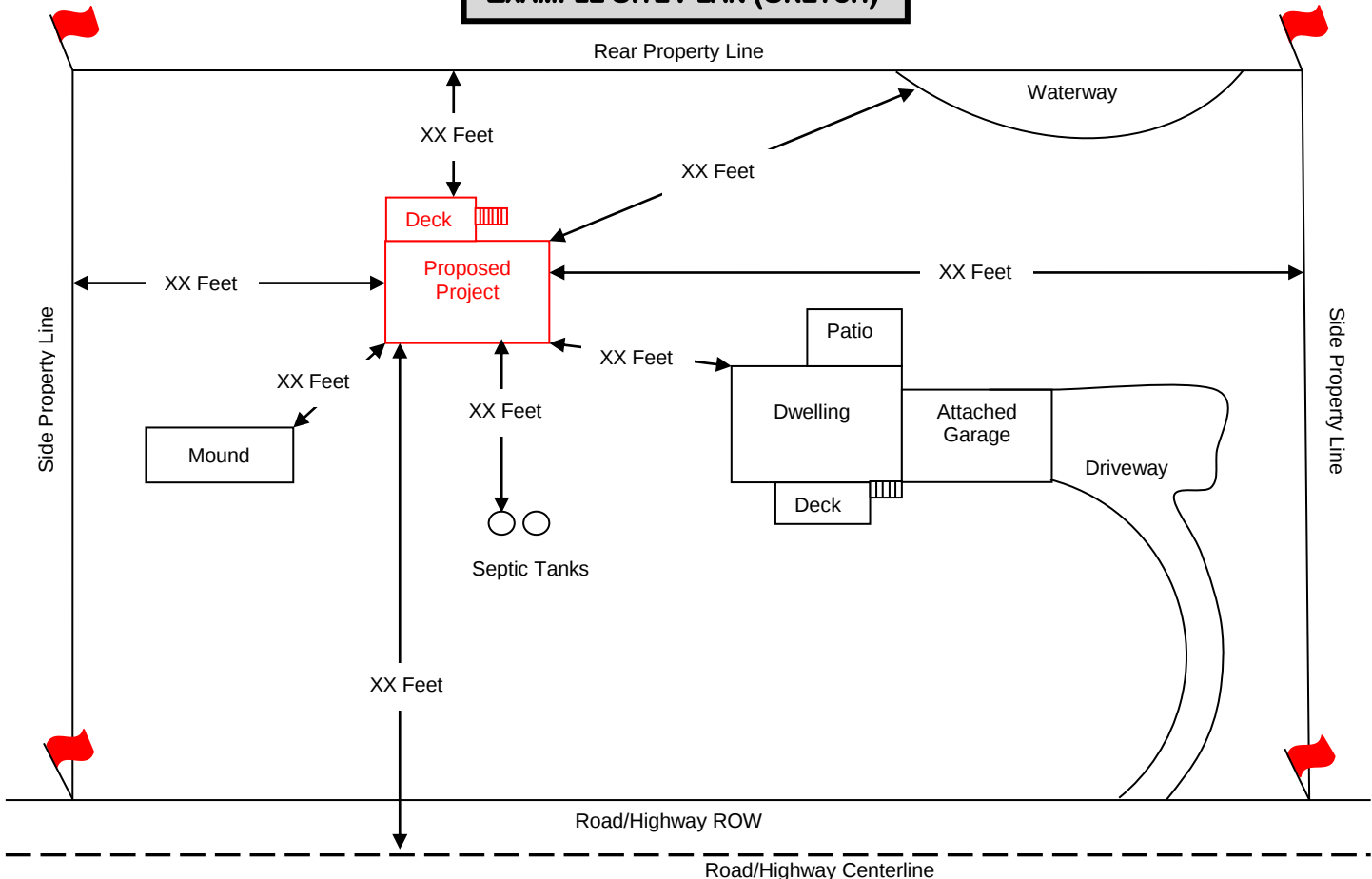
ALL applications must be accompanied by a site plan (sketch). You may use an aerial photo which can be obtained by using the Dodge County Web mapping tool at <http://dodgecowi.wgxtreme.com/>, the attached (blank) site plan or supply your own.

Where applicable, the site plan must show the setback or distance (either scaled or dimensioned) of the proposed project from such items as:

- ✓ Side and Rear Lot/Property Line(s)
- ✓ Abutting Road/Highway Centerline(s)
- ✓ Nearby Lakes and/or Creeks/Streams
- ✓ Nearest Adjacent Structure/Building on Lot
- ✓ Septic/Holding Tank and/or Pump Chamber
- ✓ Septic System Absorption Area (Mound, Trench, Drainline, etc.)

NOTE: Generally, setbacks (distances) greater than 200 feet can be estimated. Missing, ambiguous, imprecise or inaccurate information will result in delay in the review and/or issuance of the permit application.

EXAMPLE SITE PLAN (SKETCH)



OTHER GOVERNMENTAL CONTACT INFORMATION

The following is a listing of town(ship) representatives and other governmental agencies you should contact for any permits that may be required from them — in addition to any Dodge County permits that may be required.

NOTE: This list has been provided as an aid and may not list all agencies with permitting authority regarding your proposed (construction) project. Property owners are responsible for obtaining all other permits that may be required from other governmental agencies.

TOWN CONTACT INFORMATION			
TOWN	WEBSITE	PHONE NUMBER	EMAIL
Ashippun	townofashippun.org	(920) 474-4781	townclerk@townofashippun.org
Beaver Dam	townofbeaverdam.org	(920) 887-0791	townclerk@bdtown.org
Burnett	townofburnett.com	(920) 689-2278	clerk@townofburnett.wi.gov
Calamus	townofcalamus.com	(920) 885-5718	clerk@tn.calamus.wi.gov
Chester	Not Available	(920) 318-9016	chester@townofchesterwi.gov
Clyman	townofclymanwi.gov	(920) 296-8749	clerk@townofclymanwi.gov
Elba	townofelba.com	(920) 728-0269	clerk@townofelba.wi.gov
Emmet	emmettownship.com	(920) 285-3459	tcclerk@emmettownship.com
Fox Lake	townoffoxlake.org	(920) 763-7910	clerk@townoffoxlake.wi.gov
Herman	townofherman-wi.gov	(920) 387-9322	clerk@townofherman-wi.gov
Hubbard	townofhubbard.com	(920) 349-3223	townofhubbard@gmail.com
Hustisford	townofhustisford.gov	(920) 349-8425	clerk@townofhustisford.gov
Lebanon	lebanondodgewi.gov	(920) 925-3522	clerk@lebanondodgewi.gov
Leroy	townleroy.com	(920) 583-4590	clerk@townofleroywi.gov
Lomira	townoflomira.gov	(920) 583-4011	clerk@townoflomira.gov
Lowell	townoflowell.com	(920) 927-5787	clerk@townoflowell.wi.gov
Oak Grove	Not Available	(920) 382-1927	clerk@tn.oakgrove.wi.gov
Portland	townofportlandwi.org	(920) 478-3724	portlandtownclerk@gmail.com
Rubicon	rubiconwi.gov	(262) 673-3413	clerk@rubiconwi.gov
Shields	townofshields.com	(920) 261-7154	clerk.townofshields@yahoo.com
Theresa	townoftheresawi.gov	(920) 488-4702	clerk@townoftheresawi.gov
Trenton	tn.trenton.wi.gov	(920) 763-4631	clerk@tn.trenton.wi.gov
Westford	townofwestfordwi.gov	(920) 285-0755	gail.white@townofwestfordwi.gov

OTHER CONTACTS		
AGENCY	CONTACT	PHONE No.
Wisconsin Department of Natural Resources	Waterways Call Intake	(608) 267-3125
U.S. Army Corps of Engineers	Brookfield Office	(651) 290-5732
U.S. Fish and Wildlife Service	Regional Office	(608) 742-7100
Dodge County Drainage Board	Charles Crave	(920) 285-3812
USDA – United States Dept of Agriculture	Farm Service Agency	(608) 662-4422

Land Resources and Parks Department Boundary Line Policy

The location of a boundary line is a critical piece of information that landowners and permit applicants need to have before erecting a structure or installing a septic system on their property to ensure that the structures or septic systems do not encroach in your neighbor's property as it could result in costly legal disputes down the road. In an attempt to limit future encroachment issues, the following Boundary Line Policy has been created and will be used by the County staff for processing permit applications:

Boundary Line Policy

The property owner is responsible to clearly mark the boundary lines and the boundary corners adjacent to where the proposed construction will take place. Markings shall be clearly visible and accurate prior to, as well as at, the time of inspection. This may be by means of the property owner exposing and marking the boundary line(s) and the boundary corner(s) themselves or having the boundary line and boundary corners surveyed and marked by a registered land surveyor.

Prior to the construction or placement of a structure on a lot that will be located within 10 (ten) feet of the required setback line, the boundary line from which the setback must be measured must be clearly visible from one exposed previously surveyed corner to the other exposed previously surveyed corner or said boundary line shall be marked by a registered land surveyor at the owner's expense. Markings shall be clearly visible and accurate prior to, as well as at, the time of inspection. The owner/applicant also has the option to submit a plat of survey with the application to the Department from a registered land surveyor to document that the proposed project will be located in compliance with the applicable setback requirements.

If the location of the property line(s) shown by the property owner or his/her agent is not consistent with the location of the property line(s) shown on public records or if there is a disagreement by any of the parties involved about the location of the boundary line(s), the Department may require the property line(s) to be surveyed by a registered land surveyor at the owner's expense or the Department may require the owner/applicant to submit a plat of survey from a registered land surveyor at the owners expense to document that the proposed project will be located in compliance with the applicable setback requirements prior to the final review and issuance of the County permit.