



Dane County Department of Planning and Development

Zoning Division

Room 116, City-County Building 210 Martin Luther King Jr. Blvd.

Madison, Wisconsin 53703

(608)266-4266

Dane County Zoning Permit

A Zoning Permit is required prior to obtaining a Town building permit. Permits from other Dane County agencies (e.g.. Land and Water Resources, Environmental Health, Highway Department) and/or State Department of Transportation may be required **prior to a Zoning Permit being issued.**

Zoning permits are required for new construction, any new building over 120 square feet, or any modifications or alterations of existing structures. A permit is also required for the **change of use** of an existing building on the property.

Completed applications **may be emailed** to zoning@danecounty.gov. Please attach all materials to the email in PDF format. Alternatively, you may **mail paper copies** of zoning permit application materials to our office or drop off materials during office hours: Dane County Zoning, 210 Martin Luther King, Jr., Blvd., RM 116, Madison, WI 53703-3342. Fee payment may be made by mailing or dropping off a check, or online by credit card. To pay by credit card please request a Square invoice. (credit card payments include a convenience fee)

REQUIRED ITEMS to Obtain a Zoning Permit:

1. **Site Plan** –A scaled drawing showing the lot lines, lot dimensions, location and size of all existing and proposed structures or additions, and their distances from lot lines. The plan shall include the location of the on-site septic system if any and the location of the well. If the lot has wetlands or floodplain, the area may need to be delineated by a Registered Land Surveyor or consultant. The site plan must be signed and dated by either the owner or agent.
Please Note: Location surveys will be required if you are within 10 feet of any required setback.
See application for explanation.
2. **Building Plans** – Floor plans drawn to scale showing all rooms and overall layout.
3. **Elevations** – A front elevation is required to show the height of the structure as seen from the property road frontage.
4. **Required permits/information from other agencies**
 - Driveway permit from State, County or Town
 - i. Town roads – contact Town Clerk.
 - ii. County Highway – contact Kevin Eslick (608) 283-1486.
 - iii. State and Federal Highways – contact Scot Hinkle, scot.hinkle@dot.wi.gov , (608) 246-5334.
 - Sanitary permit from Environmental Health (608) 242-6515.
 - i. New homes sites or any building with plumbing
 - ii. Additions involving bedrooms or major renovations.
 - Erosion Control permit from Land Conservation (608) 224-3730.
 - i. Construction within 1000 feet of lake or 300 feet of stream.
 - ii. Construction of a driveway more than 125 feet long.
 - iii. Construction involving steep slopes (>12%) or more than 4000 square feet.
5. **Fee** - \$50.00 base fee and \$0.10 per square foot including porches, decks and all basement areas for residential projects; \$250 base fee and \$2.00 per \$1000.00 of overall cost for commercial/industrial projects. Additional fees may apply. Fees are payable to Dane County Zoning.
6. **Additional information may be required.**

YOUR PERMIT APPLICATION will be reviewed for:

- Setbacks (front, side, rear); height and actual land use.
- Environmentally sensitive areas (wetlands, floodplain, and shoreland).
- Legal parcel status (determination of status may be needed by the Plat Review Officer)

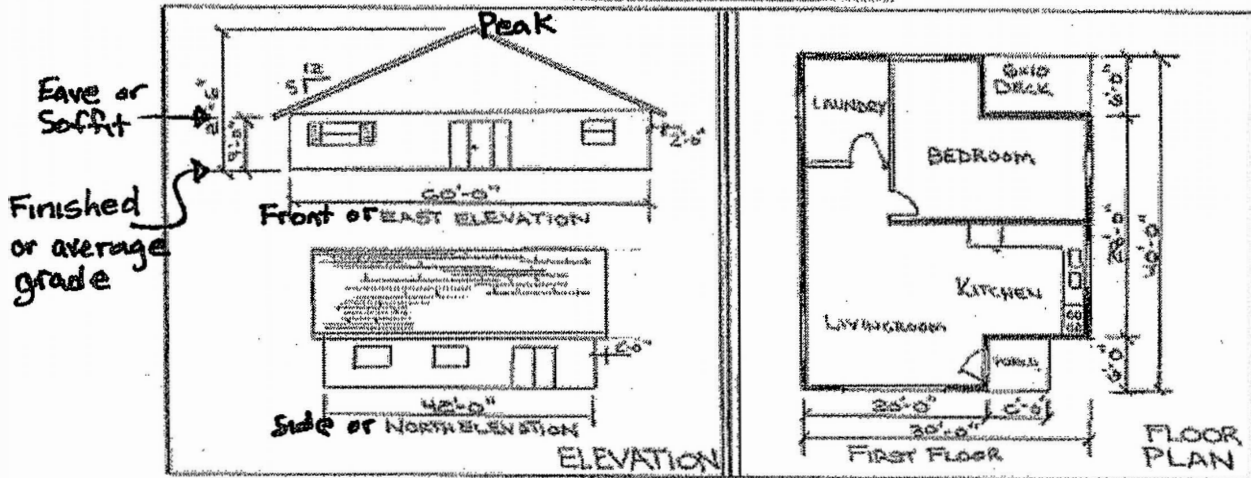
INSPECTIONS REQUIRED:

- **FIRST INSPECTION**- When the foundation or basement walls have been constructed and before further construction begins – call 608-266-4266 or submit location survey if required.
- **SECOND INSPECTION** - When the building is substantially completed call 608-266-4266.
- A Certificate of Compliance will be sent to you upon the completion of the second inspection if all zoning ordinance requirements are met.

QUESTIONS? Please call our office at (608) 266-4266 or contact us by email at zoning@danecounty.gov with any questions.

Sample Elevation and Floor Plan

EXAMPLES



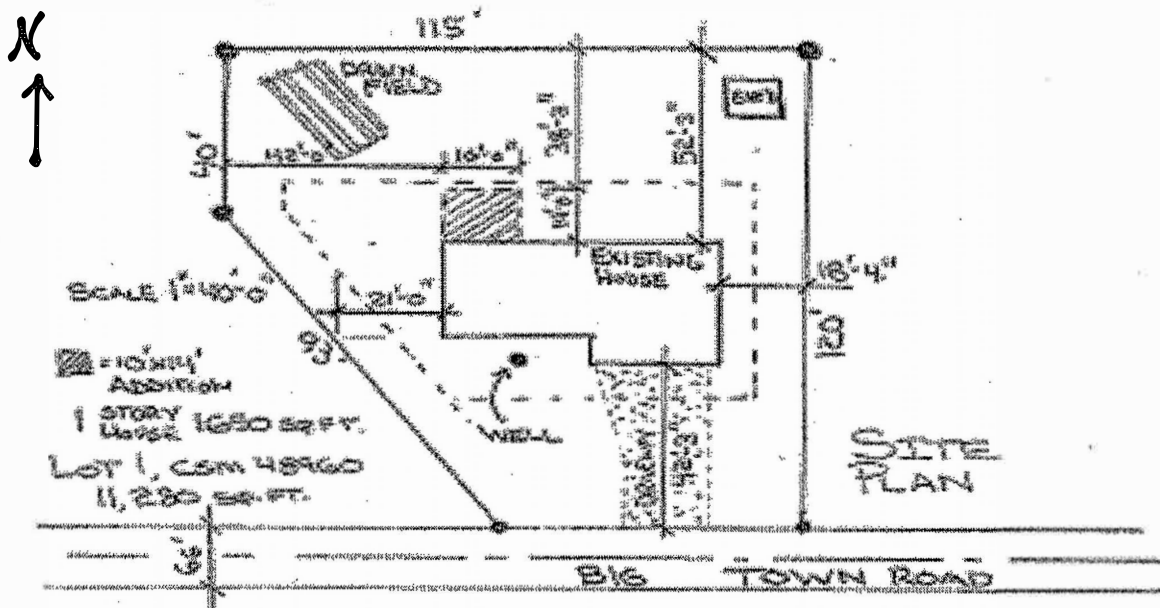
Building elevation drawings are exterior views of the building, sometimes identified as front, rear, left or right or North, South, East or West. Elevation drawings must be:

- Drawn using an architect's or engineer's scale (ie: $\frac{1}{4}$ inch = 1 foot or 1 inch = 10 foot)
- Elevations show the level at which the ground (finished grade) meets the building, the overall height to peak, eave height, and/or roof pitches sufficient to calculate average height.

Floor plans are what you would see if you were to look straight down at the floor or basement with the roof or floors above removed. You will need to provide one floor plan for each level of the building on which work is being done. This plan must:

- Be drawn using an architect's or engineer's scale (ie: $\frac{1}{4}$ inch = 1 foot or 1 inch = 10 foot)
- Have all rooms labeled.
- Provide exterior dimensions sufficient to calculate floor area (square feet) for each story and basement.

Sample Site Plan



- Indicate the scale of the plan (must be engineering scale ie: 1 inch = 10 foot) and North location.
- Show the dimensions and square footage of each of the following:
 - Existing and proposed buildings.
 - Addition(s) to dwelling or principal buildings.
 - Accessory structures (ie: garage, storage, etc.).
 - Additions(s) to accessory structure(s).
- Show the location, square footage and use of the new structure(s). For new buildings to be served by septic systems, show the location and dimensions of both the primary and alternate drain field areas. For alterations or additions, if location is not known, show the location of the septic tank and vent pipe.
- Show location of all lot lines and their dimensions. Calculate the area of the site occupied by buildings (lot coverage) as a percentage of the total lot area.

Additional information may be required.



DANE COUNTY ZONING PERMIT APPLICATION

WWW.DANECOUNTYPLANNING.COM

PROPERTY OWNER INFORMATION				CUSTOMER TO PROVIDE <input type="checkbox"/> Zoning Status; CUP; Deed Restriction; CSM Variance (# _____) <input type="checkbox"/> Site Plan drawn to scale and includes dimensions <input type="checkbox"/> Site Plan including location of well/septic <input type="checkbox"/> Setbacks <input type="checkbox"/> Site Plan approval from applicable township. <input type="checkbox"/> Floor plans to scale <input type="checkbox"/> Elevation of property frontage drawn to scale. <input type="checkbox"/> Driveway permits (state, county, town) <input type="checkbox"/> Sanitary permits (public, private)						
OWNER NAME										
OWNER ADDRESS (Number, Street, City, State, Zip)										
HOME PHONE	CELL PHONE	E-MAIL ADDRESS								
AGENT INFORMATION		CONTRACTOR INFORMATION								
AGENT NAME		CONTRACTOR NAME								
AGENT ADDRESS		CONTRACTOR ADDRESS								
(City, State, Zip)		(City, State, Zip)								
PHONE		PHONE								
E-MAIL ADDRESS		E-MAIL ADDRESS		STAFF REVIEW <input type="checkbox"/> Zoning District <input type="checkbox"/> Permitted Use? <input type="checkbox"/> Rural Address (new/existing) <input type="checkbox"/> Wetland/Floodplain/Shoreland (attachment) <input type="checkbox"/> ErosionControl permit (slopes, disturbance, filling/access) <input type="checkbox"/> Review Location Survey and available options.						
PROPERTY/LOCATION INFORMATION (https://accessdane.danecounty.gov/)										
<input type="checkbox"/> PARENT PARCEL NUMBER	PARCEL NUMBER:	CURRENT ZONING:	ACREAGE:							
TOWNSHIP:		SECTION: _____ 1/4: _____ 1/4: _____								
ADDRESS:										
CSM:	LOT	SUBDIVISION	BLOCK/LOT	PROPOSED PROJECT INFORMATION PROJECT DESCRIPTION: <input type="checkbox"/> This project is a new building or structure. <input type="checkbox"/> This project is an addition/alteration to an existing building or structure. SANITARY SERVICE: <input type="checkbox"/> SEWER <input type="checkbox"/> SEPTIC PERMIT NUMBER: HEIGHT IN FEET: NUMBER OF STORIES: (Not including basement) <div style="text-align: center;">AREA TO NEAREST SQUARE FOOT: (Outside dimensions including unfinished area, attached garages and above grade decks or porches)</div> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black;">BASEMENT:</td> <td style="width: 25%; border: 1px solid black;">1ST FLOOR:</td> <td rowspan="2" style="width: 50%; border: 1px solid black; text-align: center; vertical-align: middle;"> ↓ TOTAL SQUARE FOOTAGE: ↓ </td> </tr> <tr> <td style="border: 1px solid black;">2ND FLOOR:</td> <td style="border: 1px solid black;">3RD FLOOR:</td> </tr> </table> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%;"> ESTIMATED CONSTRUCTION COST: (Please round to nearest dollar) → → → → → </div> <div style="width: 5%; text-align: center;">\$</div> </div>		BASEMENT:	1ST FLOOR:	↓ TOTAL SQUARE FOOTAGE: ↓	2ND FLOOR:	3RD FLOOR:
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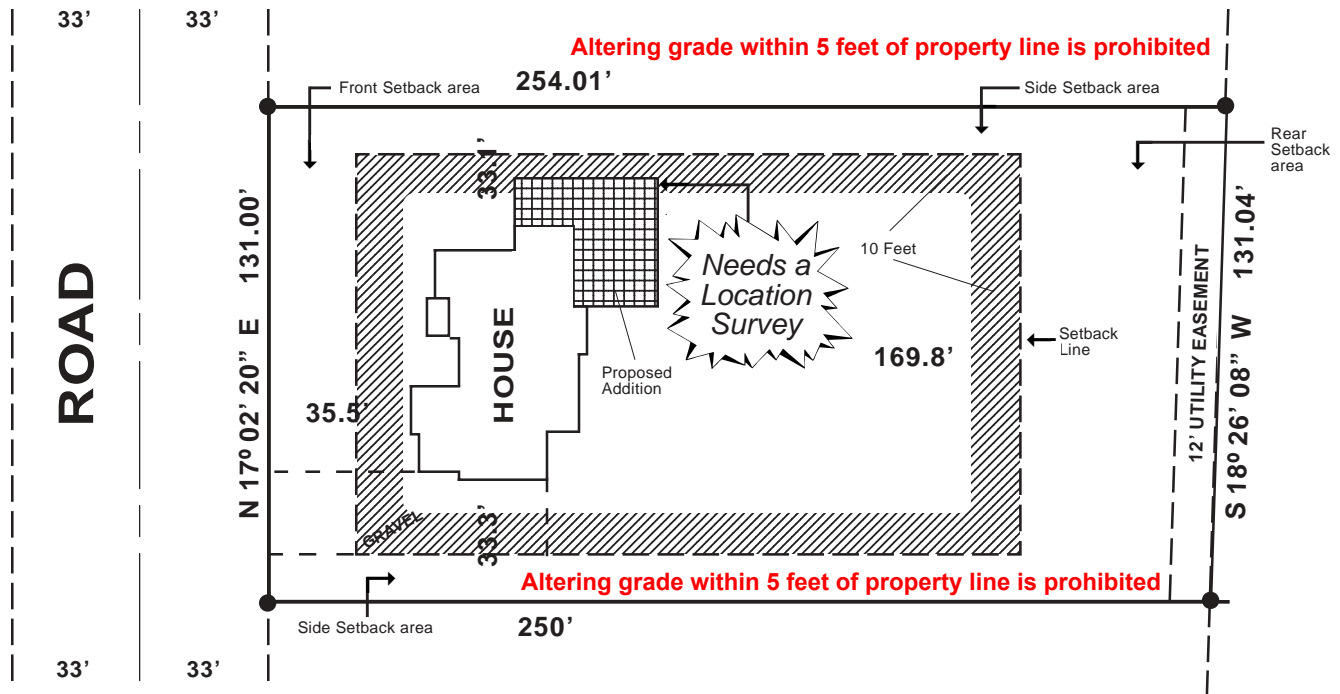
- | | | | |
|---|-----|----|------------|
| 1. The property is within 300 feet of a stream or 1000 feet from a pond or lake? | Yes | No | Don't know |
| 2. Is there a wetland or floodplain on or near the property? | Yes | No | Don't know |
| 3. Have you talked with the township about your project and are they in agreement? | Yes | No | |
| 4. Has there been a zoning permit issued for this property in the past 5 years? | Yes | No | |
| 5. Will you be altering the grade within 5 feet of the property line? | Yes | No | |
| 6. Is a location survey required? (see reverse) | Yes | No | Don't know |
| 7. Is this to correct a violation? | Yes | No | |

APPLICATION MUST BE SIGNED
(Continue on Back) → → →

A location survey, by a licensed surveyor, is required if your construction is within 10 feet of a setback line.

- You will need to hire a surveyor to prepare a location survey to verify the construction location.
- The survey shall be done at the time when foundations or basement walls are completed.
- A location survey shall be submitted to the zoning office before continuing work on the project.
- Note: A location survey may add significant cost to your project. Please contact a Wisconsin Licensed Land Surveyor.

you may need this if . . .



1. I, the undersigned, hereby make application for a zoning permit only for the location and the work described herein and certify to the accuracy of that information. I further certify I am the property owner, or a duly authorized representative, and may sign this permit application on behalf of the owner(s) of said property, and I have read and understand all of the conditions of this permit and will construct the project in compliance with those conditions. I understand that failure to provide accurate information or to comply with any provisions of the permit renders it null and void and may result in an enforcement action.
2. I, the undersigned, hereby consent to the entry on the permitted premises by zoning inspectors of the Dane County Department of Planning & Development to determine compliance with the county's zoning ordinances. This consent is valid for the period commencing with issuance of this zoning permit and terminating with issuance of a certificate of compliance or until earlier revoked in writing by the owner of the property.

PRINT: Owner/Agent

DATE:

SIGNATURE: Owner/Agent