

# Land Use Permit

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

## 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)

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		PROPERTY INFORMATION					
Applicant/Agent/Contractor (If Contractor: Please Include State Certification No.)		Parcel Identification Number (PIN)					
Street Address		Town		T	N	R	E
City • State • Zip Code		1/4	1/4	Section	Acreage	Lot (Block)	
Property Owner <input type="checkbox"/> Same as applicant		Subdivision or CSM (Volume/Page/Lot)					
Street Address		Address Of Property (DO NOT Include City/State/Zip Code)					
City • State • Zip Code		Is this property connected to public sewer? <input type="checkbox"/> No <input type="checkbox"/> Yes Is property located within a sanitary district/accessible to public sewer? <input type="checkbox"/> No <input type="checkbox"/> Yes					
CURRENT USE OF PROPERTY		PROPOSED USE OF PROPERTY					
<input type="checkbox"/> Vacant Land <input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Working Farm <input type="checkbox"/> Two-Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Business • Industrial • Commercial • (Use other below to describe) Other _____		<input type="checkbox"/> Same As Current Use (No Change) <input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Two-Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Business • Industrial • Commercial • (Use other below to describe) Other _____					
PROPOSED CONSTRUCTION PROJECT							
<b>(CHECK ALL THAT APPLY)</b> *** (Building plans are required for new/replacement Homes) *** <input type="checkbox"/> NEW STRUCTURE/CONSTRUCTION <input type="checkbox"/> REPLACEMENT OF EXISTING <input type="checkbox"/> ADDITION TO AN EXISTING							
<input type="checkbox"/> Pool <input type="checkbox"/> Porch <input type="checkbox"/> Driveway <input type="checkbox"/> Field Tile Installation <input type="checkbox"/> Deck <input type="checkbox"/> Fence <input type="checkbox"/> Boathouse <input type="checkbox"/> Pond (Less than 2 acres in size) <input type="checkbox"/> Patio <input type="checkbox"/> Riprap <input type="checkbox"/> Attached Garage <input type="checkbox"/> Sign (Complete additional project information below) <input type="checkbox"/> Shed <input type="checkbox"/> Gazebo <input type="checkbox"/> Detached Garage <input type="checkbox"/> Barn (Complete additional project information below) <input type="checkbox"/> Home <input type="checkbox"/> Sidewalk <input type="checkbox"/> Ag Ditch Cleanout <input type="checkbox"/> Home Addition (Complete additional project information below)							
<input type="checkbox"/> Filling, Grading, Ditching, Dredging, Lagooning, and/or Excavating- Contact this office for assistance with determining type of permit needed Other _____							
Width _____		<b>Additional Project Information</b>					
Length _____		Home Addition: Total number of bedrooms? Before _____ After _____					
Total Area _____		Barn Information: Will it house any animals? If yes, complete Animal Units Worksheet.					
Total Stories _____		Sign Information: <input type="checkbox"/> Single-Sided <input type="checkbox"/> Double-Sided					
Height (To roof peak) _____		<input type="checkbox"/> Located On-Premise <input type="checkbox"/> Located Off-Premise					
Estimated Cost (w/Labor) \$ _____		<input type="checkbox"/> Wall <input type="checkbox"/> Ground <input type="checkbox"/> Directional    Other _____					
		Will it be lighted and/or have moving/flashing parts? <input type="checkbox"/> No <input type="checkbox"/> Yes					
<b>◆ ◆ ◆ CLEARLY MARK/FLAG/STAKE-OUT THE CORNERS OF YOUR PROJECT &amp; PROPERTY LINES ◆ ◆ ◆</b>							
<b>DNR NOTICE:</b> 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.							

## 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.

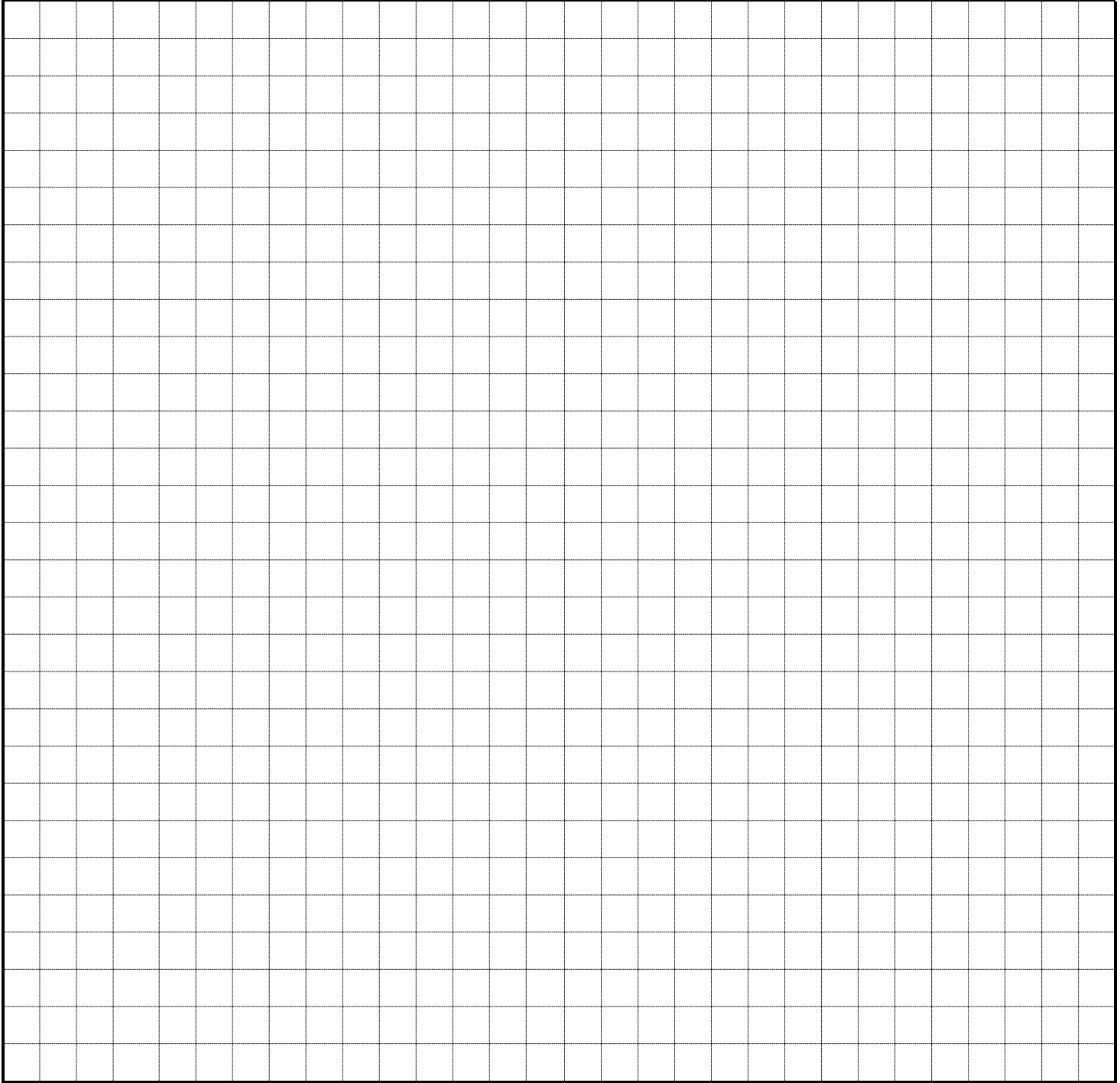
## CERTIFICATE & CONTACT INFORMATION

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 (\_\_\_\_\_) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Call for pickup  No  Yes

# SITE PLAN (SKETCH)



See Attached Site Plan (Sketch)

### THIS AREA FOR OFFICE USE ONLY

BOA ID No.	BOA Appeal Date	BOA P/H Date	BOA Decision Date	BOA Decision <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied
Notes/Stipulations:				
<input type="checkbox"/> Approved <input type="checkbox"/> 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](http://www.co.dodge.wi.us)) or by contacting the County Property Description Office (920) 386-3770 ([propertydescription@co.dodge.wi.us](mailto: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

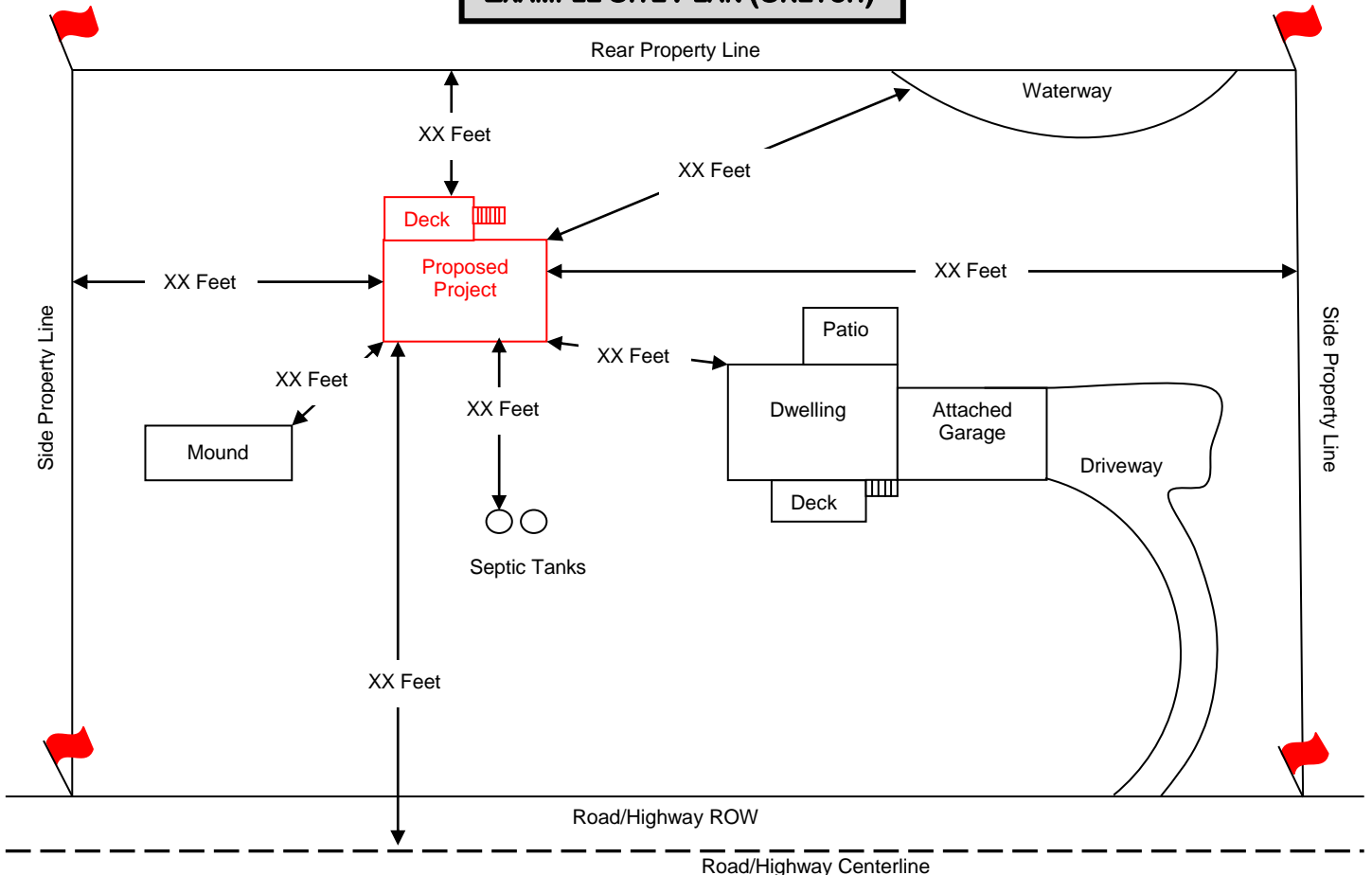
**ALL** applications must be accompanied by a site plan (sketch). You may use an aerial photo which can be obtained by using the Dodge County Web mapping tool at <http://dodgecowi.wqxtreme.com/>, the attached (blank) site plan or supply your own.

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.

<b>TOWN CONTACT INFORMATION</b>			
<b>TOWN</b>	<b>CONTACT PERSON</b>	<b>PHONE NO.</b>	<b>WEBSITE/EMAIL</b>
Ashippun	Michelle Liesener (Clerk/Treasurer)	(920) 474-4781	www.townofashippun.org
Beaver Dam	Kristine Klodowski (Clerk)	(920) 887-0791	www.townofbeaverdam.org
Burnett	Chris Merkes (Clerk/Treasurer)	(920) 210-7892	www.townofburnett.com
Calamus	Marjorie Beilke (Clerk)	(920) 626-1029	www.townofcalamus.com
Chester	Jane Figge (Clerk)	(920) 318-9016	townofchester@hotmail.com
Clyman	Chris Spilker (Clerk)	(920) 392-9036	www.townofclyman.org
Elba	Jennifer Vujnovich (Clerk)	(920) 350-3250	www.townofelba.com
Emmet	Phyllis Westenberg	(920) 285-2327	www.emmettownship.com
Fox Lake	Raymond Caballero (Clerk)	(920) 763-7910	www.townoffoxlake.org
Herman	Alison Pecha (Clerk)	(920) 387-9322	www.townofherman.com
Hubbard	Carrie Neu (Clerk)	(920) 349-3223	www.townofhubbard.com
Hustisford	Kimberly Tennyson (Clerk)	(262) 490-4358	www.townofhustisford.com
Lebanon	Deb Behl (Clerk)	(920) 925-3846	www.townoflebanon.com
Leroy	Erma Franke (Clerk)	(920) 583-3320	www.townofleroy.com
Lomira	Sharon Belling (Clerk)	(920) 948-3493	www.townoflomira.com
Lowell	Susan L. Caine (Clerk)	(920) 927-5787	www.townoflowell.com
Oak Grove	Laura Maertz (Clerk)	(920) 386-2765	Not Available
Portland	Nancy L. Thompson (Clerk)	(920) 478-3724	https://dsbatty.wixsite.com/townofportlandwi
Rubicon	Loni Jaeger (Clerk)	(262) 673-3413	www.townofrubicon.com
Shields	Susan Johnson (Clerk)	(920) 261-7154	www.townofshields.com
Theresa	Diane Steger (Clerk)	(920) 488-2033	www.townoftheresa.com
Trenton	Kim Perry (Clerk)	(920) 928-2377	Not Available
Westford	Vicky Orth (Clerk)	(920) 344-7742	www.townofwestford.org
Village of Kekoskee	Mary Dessereau (Clerk)	(920) 387-4251	www.kekoskee.com

<b>OTHER CONTACTS</b>		
<b>AGENCY</b>	<b>CONTACT</b>	<b>PHONE NO.</b>
Wisconsin Department of Natural Resources	Dale Rezabek	(920) 303-5440
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	Leonhard Laufenberg	(920) 387-2771
USDA – United States Dept of Agriculture	Farm Service Agency	(608) 662-4422