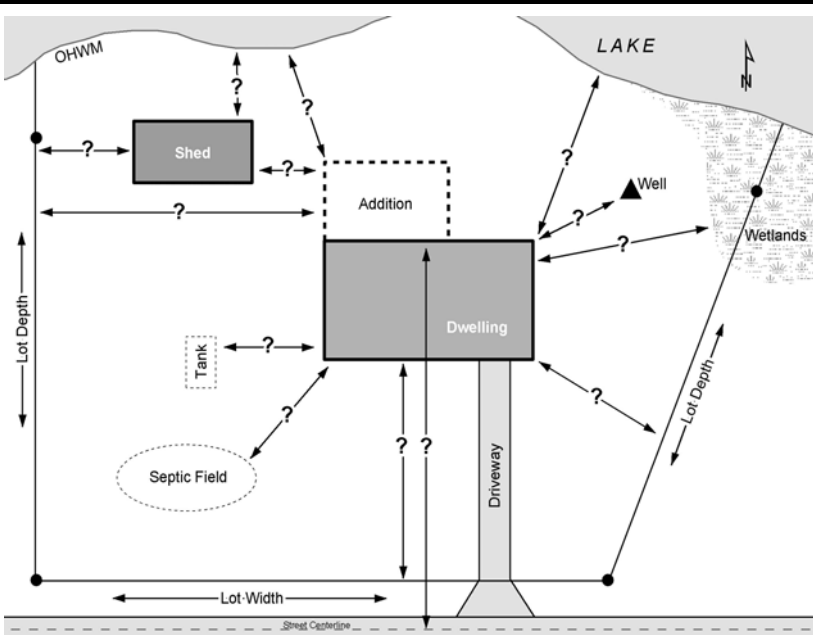


APPLICATION INSTRUCTIONS

1. Please use black or blue ink to complete this application form;
2. Fill in the **Name and Mailing Address** information for the applicant and owner and contractor's state certification number.
3. Fill in the **Property Description**, Parcel Identification Number (PIN) in the space provided. If your property contains more than one PIN number, please list all of the numbers. The PIN identification number is critical in the processing of this permit. Your PIN number can be found on your Tax bill or you may contact our office for assistance in finding your PIN number;
4. Complete the **Present Property Use** and **Proposed Property Use** sections. Choose the use(s) that best describes the current and proposed use of your property;
5. **Proposed Project(s)** Space is provided for 1 project. If more than one project will be completed, please attach a second application.
 - Is the project a new structure, an addition to an existing structure or a repair to an existing structure?
Additions may include; porches, decks, attached garage, dwelling additions
 - Principal Structures: Structure in which the principle use of the lot is conducted.
Examples: Home, commercial building, factory, restaurant/tavern, etc.
 - Accessory Structure: Any structure other than principle.
Examples: Fence, detached garage, shed, barns, silo, granary, boathouse, pool, etc. (*porches and decks are principle structure additions*)(*Agricultural structures require the applicant to complete an animal units worksheet*).
 - Signs: Check all that apply and complete the size, height and lighting information. A detailed side profile of the sign must also be submitted with the application and site plan.
 - Riprap: Additional supplemental forms must be submitted with this application (**Please contact office**)
 - Other: If not listed, please describe.
Examples: Wind turbine, antenna, water towers, grading, filling & dredging. (*NOTE, Most of these projects require additional information*). (**Please contact our office**).
6. Complete the Project Dimension information section.
 - Dimensions of the proposal: Length, width and area.
 - Height: Measured to the peak of said structure.
 - List the number of bedrooms before and after the project is completed (when applicable).
7. Provide an estimate of the cost of construction with labor included;
8. PLEASE NOTE: "The owner/agent is responsible to stake out the proposed project corners and the property corners. Failure to stake the project and the property corners will delay the issuance of this permit and may result in an additional inspection fee;
9. Attach a site diagram to this application in accord with the directions listed below;
10. Read the notice regarding construction near wetlands, lakes and streams;
11. Complete **Certification**, sign and date the application and provide a telephone number where you can be reached;
12. **Submit the application form, site diagram and appropriate application fee (Payable to Dodge County) to the address listed on the front of the application**

SITE PLANS AND BUILDING PLANS

- All applications must be accompanied by a site plan. Figure 1 below is an example of an acceptable plan.



Site plans must be drawn to scale and/or all dimensions given, such as:

- Location and dimensions of the project
- Location and dimensions of existing structures
- Dimensions of the property
- Location and names of abutting roads, lakes & Streams
- North arrow
- Owner's name

Distances must be shown from the project to:

- Lot lines
- Road right-of-ways & centerline
- Water bodies Ordinary High Water Mark (O.H.W.M.)
- Septic & holding tanks
- Soil absorption systems
- Nearby structures (within 50 feet)

Please Notify Appropriate Township Representatives or Government offices for any additional permit requirements

Town of Ashippun

Clerk-Treasurer Vickie Schlieve
(920) 474-4781
Internet: www.ashippun.com

Town of Beaver Dam

Clerk Cheryl Goodrich
(920) 887-0791
Email: townofbeaverdam@powercom.net

Town of Burnett

Clerk-Treasurer Debra Waldvogel
(920) 885-5529
Internet: www.townofburnett.com

Town of Calamus

Clerk Marjorie Beilke
(920) 623-3692
Internet: www.townofcalamus.com

Town of Chester

Clerk Barbara Nefstead
(920) 324-2959

Town of Clyman

Clerk Chris Spilker
(262) 224-3651

Town of Elba

Clerk Tracy Roche
(920) 623-4936

Town of Emmet

Phyllis Westenberg
(920) 261-5291

Town of Fox Lake

Clerk Ed Benter
(920) 928-3150

Town of Herman

Clerk Diane Beine
(920) 387-9322

Town of Hubbard

Clerk Naomi Kriewald
(920) 387-1026

Town of Hustisford

Clerk Heidi Sperr
(920) 925-3133

Town of Lebanon

Clerk Deb Behl
(920) 925-3846
Internet: www.townoflebanon.com

Town of Leroy

Clerk Erma Franke
(920) 583-3320

Town of Lomira

Clerk Lauri Betz
(920) 583-2600

Town of Lowell

Geoffrey Schrab
(920) 927-3606

Town of Oak Grove

Clerk Laura Maertz
(920) 386-2765

Town of Portland

Clerk Nancy L. Thompson
(920) 478-3724

Town of Rubicon

Clerk Krista L. Becker
(920) 625-3381

Town of Shields

Clerk Susan Johnson
(920) 261-7154

Town of Theresa

Clerk Diane Steger
(920) 488-2033

Town of Trenton

Clerk Kim Perry
(920) 928-2377

Town of Westford

Clerk Lolagene Cuff-Minnig
(920) 326-3408

Town of Williamstown

Clerk Donald Roll
(920) 387-2743

Wisconsin Department of Natural Resources

Travis Schroeder
(414) 263-8701

U.S. Army Corps of Engineers

Waukesha Office
(262) 547-4171

U.S. Fish & Wildlife

(608) 742-7100

**Dodge County
Drainage Board**

Robert Goetsch
N6485 High Point Road
Juneau, WI 53039
(920) 887-7413

NOTE

The list provided above is only an aid and may NOT and is NOT a list of all permitting agencies in Dodge County. Property owners are responsible to obtain all required permits.



DODGE COUNTY
LAND RESOURCES AND PARKS DEPARTMENT
 127 E. Oak Street • Juneau, WI 53039
 Phone: (920) 386-3700 • Fax: (920) 386-3979
 E-mail: landresources@co.dodge.wi.us

τ THIS AREA FOR OFFICE USE ONLY τ	
Activity No.	Permit Issued Date
<input type="checkbox"/> Land Use Permit <input type="checkbox"/> Highway; <input type="checkbox"/> Shoreland;	Receipt #:
Application Date:	Sanitation Permit # <input type="checkbox"/> Scan:

Land Use Permit

Application Fees: \$50 + \$2/\$1,000 (Payable to Dodge County)
After the Fact Application Fee - \$100 + \$4/\$1,000

NAMES & MAILING ADDRESSES		PROPERTY DESCRIPTION	
Applicant (Agent / Contractor)	Contractor's State Cert. #	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 (If different from applicant)		Subdivision or CSM (Volume/Page/Lot)	
Street Address		Address Of Property (DO NOT include City/State/ZipCode)	
City • State • ZipCode		Is this property connected to public sewer? <input type="checkbox"/> No <input type="checkbox"/> Yes Is this property located within a sanitary district or is the property accessible to public sewer? <input type="checkbox"/> No <input type="checkbox"/> Yes	
PRESENT PROPERTY USE		PROPOSED PROPERTY USE	
<input type="checkbox"/> Vacant <input type="checkbox"/> Residence <input type="checkbox"/> Single <input type="checkbox"/> Duplex <input type="checkbox"/> Multi <input type="checkbox"/> Working Farm <input type="checkbox"/> Business, Industrial, Commercial <input type="checkbox"/> Other _____		<input type="checkbox"/> Vacant <input type="checkbox"/> Residence <input type="checkbox"/> Single <input type="checkbox"/> Duplex <input type="checkbox"/> Multi <input type="checkbox"/> Working Farm <input type="checkbox"/> Business, Industrial, Commercial <input type="checkbox"/> Other _____	

PROPOSED PROJECT

*** PROJECT AND PROPERTY CORNERS MUST BE STAKED ***

A SITE DIAGRAM IS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION, SEE REVERSE SIDE FOR INSTRUCTIONS

Project: New structure; New addition to an existing structure; Repair to an existing structure;

PRINCIPAL STRUCTURE - DWELLING; INDUSTRIAL; COMMERCIAL; OTHER _____

ACCESSORY STRUCTURE - DET. GARAGE/SHED; BARN/AG STRUCT - **(COMPLETE THE ANIMAL UNITS WORKSHEET)**;
 OTHER _____

SIGN – TYPE: Off-Premise; On-Premise; Wall; Ground; Single Sided; Double Sided;
 Length _____; Width _____; Area _____; Height _____; **Lighted** YES NO; **Moving parts** YES NO;

RIPRAP **(COMPLETE THE ADDITIONAL RIP RAP INFORMATION SHEET)**;

OTHER _____

Project Dimensions

Length _____; Width _____; Area (LthXWth) _____; Height _____; Stories _____;
 # Bedrooms - Before _____; After _____

Cost of Construction with labor: \$ _____

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 (www.dnr.state.wi.us) OR CONTACT A DEPARTMENT OF NATURAL RESOURCES SERVICE CENTER.

CERTIFICATE

I, the undersigned, hereby affirm that I have received, read and understand the above notice regarding construction near or on wetlands, lakes and streams. I, the undersigned, hereby apply for a County 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 Code and with all other applicable laws and regulations. I hereby authorize members of the Dodge County Planning Department to enter the above-described property for purposes of obtaining information pertinent to my application request and to conduct land use code inspections.

Signature _____ Date _____

Daytime Contact Number (_____) _____ - _____ Call for pick up YES NO

SITE PLAN



OFFICE USE ONLY

Notes

ZONING DISTRICT

BOA ACTIVITY #

BOA APPEAL DATE

BOA P/H DATE

BOA DECISION DATE

APPROVED

DENIED

Land Resources and Parks Department

_____ Date _____

APPROVE

CONDITIONS

DENIED