

Sanitary Permit No. _____

Zoning Permit No. _____



**MONROE CO. ZONING DEPT.
APPLICATION FOR
ZONING AND OCCUPANCY PERMIT**

777 S. Black River St., Suite 2, Sparta WI 54656-4509
608-269-8736

Name of Owner _____ Name of Contractor or Agent _____
(if applicable)

Mailing Address _____ Agent Address _____

City, State Zip _____ City, State Zip _____

Phone: _____ Agent Phone: _____

Email: _____ Agent Email: _____

Tax Parcel ID No. _____

Legal description _____ 1/4 of _____ 1/4, Sec. _____ T _____ N, R _____ E or W

Town of _____ Zoning District: _____

(from County GIS mapping website: ie, GA, GF, R3)

Certified Survey Map No. _____ Lot No. _____ Subdivision _____

(if applicable)

Property Address: _____ Lot size: _____ Acres

Work consists of: (Each separate structure must have its own application) New Building Addition Other

Fee (non-refundable):

Size:

- \$300 Dwelling w/ attached garage/shed: _____ ft. x _____ ft
- \$200 Dwelling or Commercial: _____ ft. x _____ ft
- \$100 Agriculture & Accessory Structure and Additions: _____ ft. x _____ ft
- \$50 Deck or Porch: _____ ft. x _____ ft
- \$50 Sign: _____ ft. x _____ ft

Type of Construction _____ **Structure or Addition to be used as:** _____

(stick, manufactured, pole, etc.)

(storage, business, dwelling, porch, living room, bedroom, deck, barn, etc.)

Approximate Construction Start Date: _____ (Allow 3 weeks for Processing) Height _____ ft. No. of stories _____

Estimated Cost: _____

Setback distances to: Property Lines: North _____ ft, South _____ ft, East _____ ft, West _____ ft,
Center of Road: _____ ft, Edge of Waterway: _____ ft, Septic System (drainfield): _____ ft, Septic Tank: _____ ft.

The undersigned hereby applies for a permit to do work herein described and located as shown on the attached plot plan. The undersigned agrees that all work will be done in accordance with all ordinances of the County of Monroe and with all the laws of the State of Wisconsin. Applicable to said premises and with the information hereon. Applicants are solely responsible for submitting completed applications and providing any additional information requested by the Zoning Dept. necessary to complete review of the application. Failure of the applicant, agent or contractor to submit a completed application, or respond to request of the Zoning Dept. for additional information within **60 days** of the initial request, may result in the denial of the permit application. *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.wi.gov/wetlands/delineation.html or contact a department of natural resources service center.*

Signature of Property Owner

Date

Signature above indicates receipt and acknowledgement of the contents of this document.

Monroe County Zoning Permit Instructions & Fees



To apply for a Monroe County Zoning Permit please submit the following to:

Monroe County Zoning Department
777 S. Black River St., Suite 2
Sparta, WI 54656

Phone: 608-269-8736

Email: alison.elliott@co.monroe.wi.us

Office Hours: 8:00 A.M. TO 4:30 P.M., Monday - Friday (Excluding Holidays).

Applications can be dropped in the drop box attached to the building outside the front entrance at any time.

Complete applications shall be reviewed in the order in which they are received. **Allow 3 weeks for processing.**

1. **“Application for Zoning and Occupancy Permit.”** Electronic, copied or scanned signatures are now accepted. (Complete the front side of the attached application.)
2. **Site Map.** This may be hand drawn but aerial photos of the parcel are preferred and may be printed off the County GIS map at: <https://www.co.monroe.wi.us> . Site map must show parcel boundaries and roads and indicate proposed structure/addition and distances to property lines, roads & waterways. **All structures must be at least 75’ from a waterway.** *Applications without a site map indicating distances will not be considered complete and will delay review.*
3. **Fee.** Application fee is due at time of submittal and is non-refundable. See fee schedule below. Please make check payable to *Monroe County Zoning Department*.

Fee Schedule (A double fee will be charged if construction begins prior to permit issuance.)

Dwelling w/ attached garage/shed:	\$300
Dwelling or Commercial:	\$200
Agricultural and Accessory Structures:	\$100
Additions:	\$100
Deck or Porch:	\$50
Sign:	\$50
Floodplain Land Use:	\$50
Shoreland:	\$50
Class 2 Collocation for Cell Tower:	\$250.00
After-the-Fact Permit:	Double Fee

A Sanitary Permit, when required, must be obtained prior to the Zoning Permit.

Businesses may require a Conditional Use Permit (CUP). This is a separate application. Please contact the Zoning Dept for more information.

Zoning district designations can be found on the GIS map of the County under the “County Zoning” layer at: <https://beacon.schneidercorp.com/Application.aspx?App=MonroeCountyWI&PageType=Map> (Zoning District is **NOT** the same as the taxation category and is not listed on the tax information for the parcel.)

Required Setbacks to Structures

Zoning District: (not listed on taxes)	Back Property Line (opposite the public road)	Side Property Line
General Agriculture (GA)	50feet	25feet
General Forestry (GF)	50feet	25feet
Residential (R-2 or R-3)	40feet	15feet
Business (B)	40feet	15feet

All districts:	Road Right-of-Way
Town Rd.	63feet from Center Line or 30feet from R.O.W. whichever is greater
County Highway	75feet from Center Line or 42feet from R.O.W. whichever is greater
State & Federal Highways	110feet from Center Line or 42feet from R.O.W. whichever is greater

All districts:	Waterway
	75feet to ordinary high water mark

All districts:	Septic System-Drainfield	Septic or Pump Tank
	15 feet downslope of above ground systems	5 feet to edge of tank (not manhole)
	10 feet from in-ground system or upslope and end slope of above ground system	

NOTE: All zoning permits will be inspected for adherence to setbacks and any other applicable ordinances. If a building is found to be in violation it **MUST BE MOVED** in order to comply. Please contact our office if you would like a zoning officer to verify setbacks prior to construction. 608-269-8736