



COUNTY OF KENOSHA

Department of Planning & Development

19600 75th Street, Suite 185-3
Bristol, WI 53104-9772
Phone: (262) 857-1895
Fax: (262) 857-1920

ZONING PERMIT APPLICATION

* If you would rather apply for your zoning permit online, pay fees online and obtain issued permit documentation online without having to travel to and from this office to submit hardcopy documentation and physical payment, you can do so by visiting the Planning & Development Online Portal at the web address shown below, clicking on "Setup an Account" and creating a new public user account. Once your account is created you can login in under said credentials and apply for your zoning permit. If you submit via the portal, you do not need to complete/submit this application.

<https://permitting.kenoshacounty.org/eTrakit/>.

1. What is the Property Address (must include house number) or Tax Key Parcel Number?

2. Who owns the subject property (property owner)?

Property Owner Name:

Property Owner Mailing Address:

Property Owner Phone Number:

Property Owner Email Address:

3. Who is applying for and will be signing for this permit (applicant)?

Applicant Name:

Applicant Mailing Address:

Applicant Phone Number:

Applicant Email Address:

4. Who is constructing the proposed structures (contractor)?

Contractor Name:

Contractor Mailing Address:

Contractor Phone Number:

Contractor Email Address:

5. What is it you are proposing to construct?

You can apply for up to four separate structures on this permit application.

STRUCTURE DESCRIPTION	TYPE OF CONSTRUCTION	SIZE (FENCE) (L' @ H')	SIZE (BLDG.) (L' x W')	AREA (sq. feet)	HEIGHT (feet)	# OF STORIES

6. If you are proposing to construct a principal building such as a new residence or new commercial/industrial building, an addition thereto, or a detached accessory building greater than 150 sq. ft. in area, it is required that a [professional surveyor](#) be hired to complete a foundation survey of the property after the foundation is installed for the permitted building and submit said survey document to this office in order to prove that the proposed building has been constructed in the correct location and meets setback requirements.

This section is not applicable for sheds equal to or less than 150 sq. ft. in area or other accessory structures such as decks, fences and pools.

I anticipate that a foundation survey will be submitted to this office no later than _____ (insert date).

We understand this deadline needs to be flexible due to reasons such as weather, construction delays, etc., however a due date later than 18 months from the date of permit issuance will not be accepted. If a foundation survey is not received by the anticipated due date, the property owner will receive an automated letter notifying them of past due status. If a mutually agreed revised due date is not set, and a foundation survey is not submitted, violation and enforcement will proceed.

7. Does your project involve the placement of any fill material on the subject property such as dirt, gravel, landscape timbers, rock, shoreline protection material, etc....?

If so, what type of material and how much?

8. If your property is served by a private onsite wastewater treatment system (POWTS) note that pursuant to Comm 83.25(2)(c), Wisconsin Administrative Code a County shall not issue a zoning permit for the addition to a structure that will modify the design wastewater flow or contaminant load or both to an existing (POWTS) unless the owner of the property:
1. Possess a sanitary permit to either modify the existing POWTS or construct a POWTS to accommodate the modification in wastewater flow or contaminant load or both: or
 2. Provides documentation to verify that the existing POWTS is sufficient to accommodate the modification in wastewater flow or contaminant load or both.
 3. For the purpose of this ordinance, a modification in wastewater flow or contaminant load or both shall be defined as:
 - a. Commercial Facilities, public building and places of employment when there is a proposed change in occupancy of the structure; or the proposed modification affects either type or number of plumbing appliances, fixtures or devices discharging to the system.
 - b. Dwellings that have an increase or decrease in the number of bedrooms and/or additions, interior modifications, renovations or remodeling or any combination thereof that enlarges or impacts a dwelling's building area and/or floor area by 25% or greater. For purposes of this ordinance and this provision only, a modification in wastewater flow or contaminant load or both may result in; a change in roofline, the conversion of storage area to building area or floor area, re-wiring, re-insulating, re-constructing a foundation, enclosing open porches, decks or patios, replacing drywall, plaster or paneling, removal or construction of interior walls. A modification in wastewater flow or contaminant load or both does not result in the construction of open decks, patios or porches, garages, re-roofing, painting, wiring, re-siding, window replacement or the replacement of equipment or appliances.

If you have questions regarding this requirement, please contact the County Sanitarian at [this office](#) at 262-857-1910.

A bedroom is defined as *a room used to sleep in, containing a closet for storage of clothing and a doorway with a door for privacy.*

9. If your project requires improvements or alterations (such as the installation of a driveway apron) within a state highway right-of-way, then you must contact the [Wisconsin Department of Transportation](#) (WISDOT) regarding allowances and permitting requirements for said improvements.
10. If your project requires improvements or alterations (such as the installation of a driveway apron) within a county trunk highway right-of-way, then you must contact the [Kenosha County Division of Highways](#) regarding allowances and permitting requirements for said improvements.
11. If your project requires improvements or alterations (such as the installation of a driveway apron) within a local town/village/city road right-of-way, then you must contact the [local municipality](#) regarding allowances and permitting requirements for said improvements.

IF ISSUED, THIS ZONING PERMIT IS ISSUED SUBJECT TO:

1. ANY FEDERAL, STATE OR LOCAL RESTRICTIONS AND/OR DEED RESTRICTIONS.
2. EACH APPLICANT FOR A ZONING PERMIT IS CHARGED WITH KNOWLEDGE OF THE MUNICIPAL ZONING ORDINANCE. COPIES OF THE TEXT OF THIS OR PORTIONS THEREOF AND COPIES OF THE OFFICIAL ZONING MAPS ARE AVAILABLE FOR SALE, COPYING OR INSPECTION UPON REQUEST. ANY STATEMENT MADE, SITE PLAN SUBMITTED, ASSURANCE GIVEN OR PERMIT ERRONEOUSLY ISSUED CONTRARY TO THIS ORDINANCE IS NULL AND VOID.
3. THIS PERMIT SHALL EXPIRE EIGHTEEN (18) MONTHS FROM DATE OF ISSUANCE.
4. ANY ADDITIONAL CONDITIONS WRITTEN BY THE ZONING ADMINISTRATOR ISSUING THE ZONING PERMIT.

NOTICE: 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 <http://dnr.wi.gov/topic/wetlands/locating.html> OR CONTACT A DEPARTMENT OF NATURAL RESOURCES SERVICE CENTER (262) 884-2300.

ATTACH STAKE-OUT SURVEY OR
PROFESSIONALLY DRAWN TO-
SCALE SITE PLAN SHOWING
DIMENSIONED PROPERTY
BOUNDARY, LOCATION OF
STRUCTURES THEREON AND
LOCATION OF PROPOSED
STRUCTURES/IMPROVEMENTS

* FOR ALL PRINCIPAL
STRUCTURES AND COMMERCIAL
BUILDING PROJECTS A STAKEOUT
SURVEY COMPLETED BY A
PROFESSIONAL SURVEYOR IS
REQUIRED

**ATTACH TO-SCALE SET OF
CONSTRUCTION DRAWINGS**