



COUNTY OF KENOSHA

Division of Planning & Development

19600 75th Street, Suite 185-3

Bristol, WI 53104-9772

Phone: (262) 857-1895

Fax: (262) 857-1920

KENOSHA COUNTY DEVELOPMENT APPLICATION

* If you would rather apply for your project online and pay fees 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, creating login credentials and logging in under said credentials in order to apply for your project. If you submit via the portal, you still need to complete this application, and upload it to the portal.

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

1. Select all application types that apply:

- | | |
|---|--|
| <input type="checkbox"/> Comprehensive Land Use Plan Map Amendment Application (COMP) | Land Division Applications |
| <input type="checkbox"/> Rezoning Application (REZO) | <input type="checkbox"/> Certified Survey Map (CSM) |
| <input type="checkbox"/> Conditional Use Permit Application (CUP) | <input type="checkbox"/> Preliminary Plat Application (PLAT) |
| <input type="checkbox"/> Affidavit of Correction (AFFC) | <input type="checkbox"/> Final Plat Application (PLAT) |

2. Enter all contact information:

Property Owner Contact Information (1)

Company Name: _____
Individual's Name: _____
Mailing Address: _____
Phone Number: _____
Email Address: _____

Property Owner Contact Information (2)

Company Name: _____
Individual's Name: _____
Mailing Address: _____
Phone Number: _____
Email Address: _____

Property Owner Contact Information (3)

Company Name: _____
Individual's Name: _____
Mailing Address: _____
Phone Number: _____
Email Address: _____

Property Owner Contact Information (4)

Company Name: _____
Individual's Name: _____
Mailing Address: _____
Phone Number: _____
Email Address: _____

Architect Contact Information

Company Name: _____
Individual's Name: _____
Mailing Address: _____
Phone Number: _____
Email Address: _____

Engineer Contact Information

Company Name: _____
Individual's Name: _____
Mailing Address: _____
Phone Number: _____
Email Address: _____

Surveyor Contact Information

Company Name: _____
Individual's Name: _____
Mailing Address: _____
Phone Number: _____
Email Address: _____

Master Plumber/Soil Tester Contact Information

Company Name: _____
Individual's Name: _____
Mailing Address: _____
Phone Number: _____
Email Address: _____

3. List all subject properties by property address and/or tax key parcel number. If a full property address is not available including a house number, provide the tax key parcel number:

Tax Key Parcel Number	Full Property Address
1.	
2.	
3.	
4.	

For Office Use Only: Applicants can track status on <https://permitting.kenoshacounty.org/eTrakit/>

Project Number(s): _____

4. Provide a written summary of your proposed project and reasons for pursuing said project:

5. If you are submitting a Comprehensive Land Use Plan Map Amendment Application (COMP), work with Planning & Development staff to prepare and attach a map of the subject area showing current land use plan map designations and a map of the subject area showing proposed land use plan map designations. Note that Wis. Stat. 66.1001(3) requires that ordinances (including rezoning applications) must be consistent with the adopted comprehensive land use plan map. If you are submitting for comprehensive land use plan map amendment simultaneous to other development applications and the comprehensive land use plan map amendment is denied, it may cause the subsequent applications (i.e. rezoning application, conditional use permit application) and the intended land use to be moot and not able to be entertained). It is recommended comprehensive land use plan map amendments be applied for individually so that it can be heard and acted on prior to investing in and making the additional development applications associated with your project.

6. If you are submitting a Rezoning Application (REZO), work with Planning & Development staff to prepare and attach a map of the subject area showing current zoning map classifications and a map of the subject area showing proposed zoning map classifications.

Note: Agricultural Use Conversion Charge

The use value assessment system values agricultural land based on the income that would be generated from its rental for agricultural use rather than its fair market value. When a person converts agricultural land to a non-agricultural use (e.g. residential or commercial development), that person may owe a conversion charge. To obtain more information about the use value law or conversion charge, contact the Wisconsin Department of Revenue's Equalization Section at 608-266-2149 or visit <https://www.revenue.wi.gov/Pages/SLF/useval-uvindx.aspx> or <https://www.revenue.wi.gov/Pages/FAQS/slf-usevalue.aspx>.

Note that the act of rezoning property from an agricultural zoning district to a non-agricultural zoning district does not necessarily trigger the agricultural use conversion charge. It is when the use of the property changes from agricultural that the conversion charge is assessed.

7. If you are submitting a Conditional use Permit Application (CUP), work with Planning & Development staff to prepare and attach a code excerpt from [Section 12.29-8](#) of the Kenosha County General Zoning & Shoreland/Floodplain Zoning Ordinance regarding applicable standards to your proposed use. Any conditional use permit application is subject to formal site plan review pursuant to [Section 12.08-2](#) of the Kenosha County General Zoning & Shoreland/Floodplain Ordinance.
 - a. Proposed Use:
 - b. Hours of Operation:
 - c. Number of employees currently onsite during the largest work shift:
 - d. Number of employees that will be onsite during the largest work shift:
 - e. Will there be outside entertainment? _____ If so, draw and label total horizontal and vertical extent of proposed outside entertainment on site plan.
 - f. Will there be outside storage? _____ If so, draw and label total horizontal and vertical extend of proposed outside storage on site plan.
 - g. Attach professionally drawn to-scale plan sheets for each of the following as applicable:
 - i. Building Plan (include floor plans and elevation drawings)
 - ii. Site Plan [\(Section 12.05-1\(h\)3](#) of zoning ordinance)
 - iii. Traffic, Parking and Access Plan [\(Section 12.13](#) of zoning ordinance)
 - iv. Landscape Plan [\(Section 12.16](#) of zoning ordinance)
 - v. Lighting Plan (including photometrics) [\(Section 12.15](#) of zoning ordinance)
 - vi. Storm Water Management Plan [\(Division II](#) of stormwater ordinance)
 - vii. Utility Plan
 - viii. Traffic Impact Analysis (TIA) Plan
 - ix. Natural Resources Protection Plan
 - x. Signage Plan [\(Section 12.14](#) of zoning ordinance)

8. If you are submitting an Affidavit of Correction (AFFC), attach the draft affidavit of correction document prepared by your hired professional surveyor.

9. If you are submitting a Certified Survey Map Application, Preliminary Plat Application or Final Plat Application, submit the draft certified survey map document, draft preliminary plat document or draft final plat document prepared by your hired professional surveyor. Draft certified survey map, preliminary plat and/or final plat should be prepared compliant with applicable requirements stated in the [Kenosha County Land Division Ordinance](#).

10. If you are submitting a Comprehensive Land Use Plan Map Amendment (COMP), Rezoning Application (REZO), Land Division Application (CSM or PLAT) or a Conditional Use Permit Application (CUP) your project may be subject to sections of the Kenosha County Sanitary Code and Private Sewage System Ordinance that require a professional evaluation of existing private on-site wastewater treatment system(s) (POWTS) by a hired master plumber and/or professional soil borings by a hired professional soil tester in order to confirm the status of existing POWTS and/or confirm site suitability for a future planned POWTS. Depending on the results of these required hired professional evaluations, existing non-compliant POWTS on the subject property may be required to be replaced or proposed lots may be deemed unbuildable and therefore not be able to be created as part of your land division application. When the sanitary permit is issued the replacement POWTS must be installed and completed one year from the sanitary permit issuance date.

Any required POWTS evaluations or required soil borings must be submitted to this office prior to or with the formal submittal of this application document. If an existing non-compliant POWTS must be replaced, then this application document will not be accepted until the required sanitary permit and associated application fees for said sanitary permit acknowledging the replacement of said POWTs system are submitted to this office.

 - a. Number of lots/parcels being created (Do not include outlots or the remnant parcel unless it is 35 acres or less)

- b. Review Fee = Number from above x \$75
- c. Does the original parcel have any existing dwellings or buildings served by private on-site wastewater treatment (septic) systems?
- d. Are these systems older than July 1, 1980?
- e. If you answered yes to question c, this existing septic system must go through an evaluation to determine compliance with SPS 383.32 of the Wisconsin Administrative Code or may need to replace the existing system with a code compliant one as part of this land division procedure. The Sanitary Permit for the replacement system must be issued prior to applying for approval of the land division with the Division of Planning & Development.
- f. Certified Survey Maps (CSMs) must have complete soil and site evaluations for all proposed lots including any remnant parcel 35 acres or less. For CSMs involving structures served by private sewage systems the existing system and all treatment tanks shall be located and shown on the survey and must be evaluated for compliance with SPS 383.32, Wisconsin Administrative Code. Existing systems older than July 1, 1980 and in suitable soils shall be required to have a soil and site evaluation conducted to establish a replacement area for a future private sewage system. This area designated for a future system shall be shown on the survey and must meet all setback requirements and be within the boundaries of the newly proposed parcel.
- g. Preliminary plats must follow the soil and site evaluation requirements as stated in Chapter 15.07 of the Kenosha County Sanitary Code and Private Sewage System Ordinance. Final plats on clayey glacial till soils will be required to have complete soil tests conducted and have the soil boring locations on the plat. 8. For further information and details of these procedures you may contact a sanitarian in the Division of Health Services or at 262/857-1910.

11. Application fees will be assessed at time of submittal. See [Fee Schedule](#).

Development Disclosure

It is the property owner and applicant's responsibility to determine if additional permits from other agencies will be required, including but not limited to: Wisconsin State Building Codes, Wisconsin State Department of Natural Resources, FEMA, U.S. Army Corps of Engineers, Wisconsin State Department of Transportation and U.S. Fish and Wildlife. If additional permits are required, it is the responsibility of the property owner/applicant to obtain such permits and comply with their conditions of approval.

The applicant acknowledges that the County of Kenosha could incur substantial costs throughout the review process and that it is appropriate for the applicant to be financially responsible for costs related to the development process rather than the County residents. Thus the applicant agrees to pay to the County of Kenosha all reasonable costs for engineering, planning, legal and administrative expenses incurred by the County of Kenosha as a result of this application.

Both parties acknowledge that the payment of funds and executing this application does not imply any particular outcome or decision by the staff of the County of Kenosha, the Planning, Development & Extension Education Committee and/or the County Board.

It is the property owner/applicant's responsibility to provide the County of Kenosha all necessary legal documentation related to the property, including but not limited to: proof of ownership, receipts, surveys, deed restrictions, vacation records, easement records, etc.

I acknowledge, understand, and agree, that all relevant documentation will be provided to Kenosha County, and that all required permits and consent will be obtained prior to the start of construction, with all conditions of approval adhered to.

SIGNATURE OF ALL SUBJECT PROPERTY OWNERS (attach separate agent letter if necessary)

_____ Signature	_____ Date	_____ Print Name
_____ Signature	_____ Date	_____ Print Name

SIGNATURE OF APPLICANT

_____ Signature	_____ Date	_____ Print Name
_____ Mailing Address	_____ E-mail Address	

IMPORTANT TELEPHONE NUMBERS

Kenosha County Center	
Department of Public Works & Development Services	
19600 - 75 th Street, Suite 185-3	
Bristol, Wisconsin 53104	
Division of Planning and Development (including Sanitation & Land Conservation)	(262) 857-1895
Facsimile #	(262) 857-1920
Public Works Division of Highways	(262) 857-1870
Kenosha County Administration Building	
Register of Deeds	(262) 653-2444
Division of Land Information	(262) 653-2622
Wisconsin Department of Transportation, Southeast Region	(262) 548-5902
141 NW Barstow St.	
Waukesha WI 53187-0798	
Wisconsin Department of Natural Resources - Sturtevant Office	(262) 884-2300
9531 Rayne Rd., Suite 4	
Sturtevant WI 53177	
Brighton, Town of	(262) 878-2218
Paris, Town of	(262) 859-3006
Randall, Town of	(262) 877-2165
Somers Village/Town of	(262) 859-2822
Wheatland, Town of	(262) 537-4340
City of Kenosha Planning & Development	(262) 653-4030
City of Kenosha Water Utility	(262) 653-4300
City of Kenosha Airport	(262) 653-4160