



## **Zoning & Building Permit Application Instructions New Construction**

Multi-Family Dwellings (3 or more units)

**The Village of Windsor may require up to 10 business days to review all Zoning and Building Permit Applications once the application has been determined to be complete by the Dir. of Planning / Zoning Administrator.**

**The following items must be submitted for issuance of a Zoning and Building Permit (One Electronic Copy)**

1. Complete Building Permit Application
  - General Building Permit Application
  - State Approved Plans (50,000ft<sup>3</sup> or greater)
2. Complete Zoning Permit Application
  - Zoning Permit Application
3. Complete Site Plan Review Application (Review Procedures in 52-101(3))
  - Project Summary
  - Site Plan (Per Sec. 52-101(3))
  - Phasing Plan (If applicable)
  - Landscape Plan
  - Architectural Floor Plans
  - Architectural Elevations
  - Grading Plan (See #4)
  - Utility Plan
4. Complete Earth-Disturbing Application
  - Dane County
    - i. Erosion & Sedimentation Control Plan (Required if land disturbing activity exceeds 4,000ft<sup>2</sup>)
    - ii. Stormwater Management Plan (Required if development adds 20,000ft<sup>2</sup> of impervious surface to existing site)

OR

- Village of Windsor (If Dane County applications are not applicable)
    - i. Grading Plan Application
5. Payment of Building Permit Fees

**The following items must be completed prior to Final Inspection and Issuance of Occupancy Permit (One Electronic Copy).**

1. Site Compliance Inspection
2. Earth-Disturbing Inspection
  - Dane County
    - i. Erosion & Sedimentation Control Permit
    - ii. Stormwater Management Permit

OR

- Village of Windsor (If Dane County applications are not applicable)
  - i. Grading Certificate of Completion

<b>FOR INSPECTIONS CALL:</b> _____		<b>GENERAL BUILDING PERMIT APPLICATION</b> GENERAL ENGINEERING COMPANY OFFICE: (608) 745-4070 FAX: (608) 745-5763				<b>PERMIT #</b> _____			
						<b>EXPIRATION DATE:</b> _____			
<b>Parcel Number:</b> _____		<b>Property is Located in</b> <input type="checkbox"/> Town of <input type="checkbox"/> Village of <input type="checkbox"/> City of _____				<b>Municipality Number</b> _____			
<b>PROJECT DESCRIPTION (Submit Building Plans &amp; Site Plan)</b>						<b>Does this project require any additional approvals or permits?</b> <input type="checkbox"/> yes <input type="checkbox"/> no			
<b>Building Project Address:</b> _____						<b>Finished Project Value</b> \$ _____			
<b>Zoning District(s):</b> _____		<b>Zoning Permit No.:</b> _____	<b>Corner Lot</b> <input type="checkbox"/> yes <input type="checkbox"/> no	<b>Bldg. Height</b> Ft. _____	<b>Setbacks:</b> _____	<b>Front</b> _____	<b>Rear</b> _____	<b>Left</b> _____	<b>Right</b> _____
<b>Owner's Name(s)</b> _____			<b>Mailing Address</b> _____			<b>Telephone</b> _____			
						<b>Email</b> _____			
<b>Contractor Name &amp; Type</b> _____			<b>Licen. / Cert #</b> _____	<b>Exp. Date</b> _____	<b>Mailing Address</b> _____			<b>Telephone &amp; Email</b> _____	
<b>Construction Contractor</b>								<b>Tel.</b> _____	
<b>Dwelling Contractor Qualifier</b>					The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.			<b>Email</b> _____	
<b>HVAC Contractor</b>								<b>Tel.</b> _____	
								<b>Email</b> _____	
<b>Electrical Contractor</b>								<b>Tel.</b> _____	
								<b>Email</b> _____	
<b>Master Electrician</b>								<b>Tel.</b> _____	
								<b>Email</b> _____	
<b>Plumbing Contractor</b>								<b>Tel.</b> _____	
								<b>Email</b> _____	
<b>RESIDENTIAL</b> Single Family/Duplex	<b>Addition:</b> <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft. <input type="checkbox"/> Erosion Control <b>Detached Accessory Building:</b> <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft. <b>Remodel:</b> <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft. <b>Other:</b> <input type="checkbox"/> Fence <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft. <input type="checkbox"/> Erosion Control <input type="checkbox"/> Electrical Service Upgrade (Amp____) <input type="checkbox"/> Removal of Structure (Raze) <input type="checkbox"/> _____								
<b>COMMERCIAL</b>	<b>New Commercial Building:</b> _____ Bldg. Sq. Ft. <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction <input type="checkbox"/> Erosion Control <b>Commercial Addition/Alteration:</b> _____ Building Sq. Ft. <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction <input type="checkbox"/> Erosion Control <input type="checkbox"/> Electrical Service (Amp____) <input type="checkbox"/> Fence <input type="checkbox"/> Sign <input type="checkbox"/> Removal of Structure (Raze) <b>State of Wisconsin Plan Approval Needed:</b> <input type="checkbox"/> yes <input type="checkbox"/> no (Approved plans must be submitted with permit application)								
<b>Zoning – When applicable, owner shall research setback information regarding height, lot coverage, etc. prior to submittal of this application.</b>									
I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility on the reverse side of the last ply of this application. I expressly grant the building inspector or the inspector's authorized agent permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done. <b>It is the Owner/Contractors Responsibility to Call in ALL INSPECTIONS to the Inspector.</b>									
<b>APPLICANT'S SIGNATURE</b> _____						<b>DATE SIGNED</b> _____			
<b>APPROVAL CONDITIONS</b> This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. <input type="checkbox"/> See attached for conditions of approval.									
<b>BELOW SECTION FOR OFFICE USE ONLY</b>									
<b>FEES:</b>			<b>PERMIT(S) ISSUED</b>			<b>PERMIT ISSUED BY:</b>			
Construction \$ _____			<input type="checkbox"/> Construction			Name _____			
Plumbing \$ _____			<input type="checkbox"/> HVAC			Date _____ Telephone _____			
Electrical \$ _____			<input type="checkbox"/> Electrical			Cert No. _____ Census Code _____			
HVAC \$ _____			<input type="checkbox"/> Plumbing						
Zoning \$ _____			<input type="checkbox"/> Erosion Control						
Other _____ \$ _____			<input type="checkbox"/> Other _____						
Administrative \$ _____									
Total Permit Fee \$ _____									



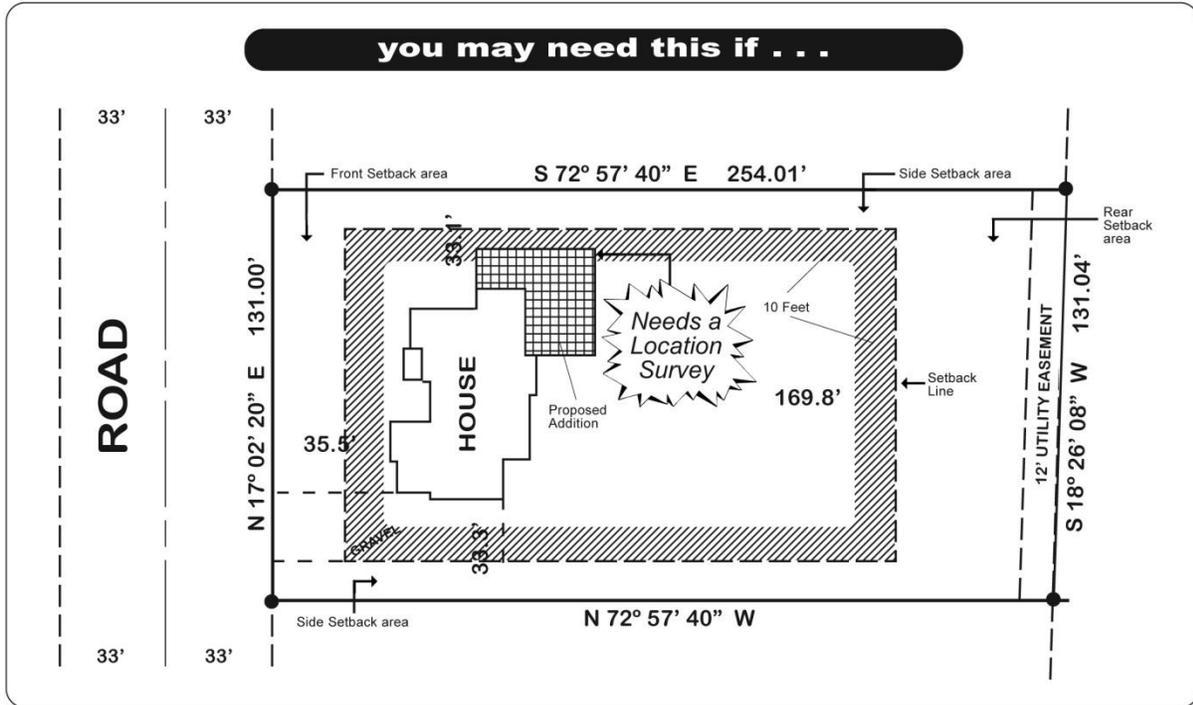
# Zoning Permit Application

PROPERTY OWNER INFORMATION			
OWNER NAME:			
OWNER ADDRESS (Number, Street, City, State, Zip):			
HOME PHONE:	CELL PHONE:	EMAIL ADDRESS:	
AGENT INFORMATION		CONTRACTOR INFORMATION	
AGENT NAME:		CONTRACTOR NAME:	
AGENT ADDRESS:		CONTRACTOR ADDRESS:	
CITY, STATE, ZIP:		CITY, STATE, ZIP:	
PHONE:		PHONE:	
EMAIL ADDRESS:		EMAIL ADDRESS:	
PROPERTY/LOCATION INFORMATION ( <a href="http://accessdane.co.dane.wi.us">http://accessdane.co.dane.wi.us</a> )			
PARCEL NUMBER:	CURRENT ZONING:	ACREAGE:	
VILLAGE: VILLAGE OF WINDSOR	SECTION:		
ADDRESS:			
CSM:	LOT:	SUBDIVISION:	BLOCK/LOT:
PROPOSED PROJECT INFORMATION			
PROJECT DESCRIPTION:			
<input type="checkbox"/> This project is a new building or structure. <input type="checkbox"/> This project is an addition/alteration to an existing building or structure.			
SANITARY SERVICE: <input type="checkbox"/> SEWER <input type="checkbox"/> SEPTIC	PERMIT NUMBER:		
HEIGHT IN FEET:	NUMBER OF STORIES: (Not Including Basement)		
AREA TO NEAREST SQUARE FOOT: (Outside dimensions including unfinished area, attached garages, and above grade decks or porches)			
BASEMENT:	1 <sup>ST</sup> FLOOR:	↓ TOTAL SQUARE FOOTAGE ↓	
2 <sup>ND</sup> FLOOR:	3 <sup>RD</sup> FLOOR:		
ESTIMATED CONSTRUCTION COST: (Please round to nearest dollar)   → → → → → → → → →		\$	

- |   |                              |                             |                                     |
|---|------------------------------|-----------------------------|-------------------------------------|
| 1. The property is within 300 feet of a stream or 1,000 feet from a pond or lake? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know |
| 2. Is there a wetland or floodplain on or near the property?                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know |
| 3. Is this project associated with a rezone/CUP/variance (petition/appeal #____)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know |
| 4. Is a location survey required? (see reverse)                                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know |
| 5. Is this to correct a violation?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know |

**A LOCATION SURVEY, BY A LICENSED SURVEYOR, IS REQUIRED IF YOUR CONSTRUCTION IS WITHIN 10 FEET OF A SETBACK LINE.**

- You will need to hire a surveyor to prepare a location survey to verify the construction location.
- The survey shall be done at the time when foundations or basement walls are completed.
- A locations survey shall be submitted to the zoning office before continuing work on the project.
- Note: a location survey may add significant cost to your project. Please contact a Wisconsin Licensed Land Surveyor.



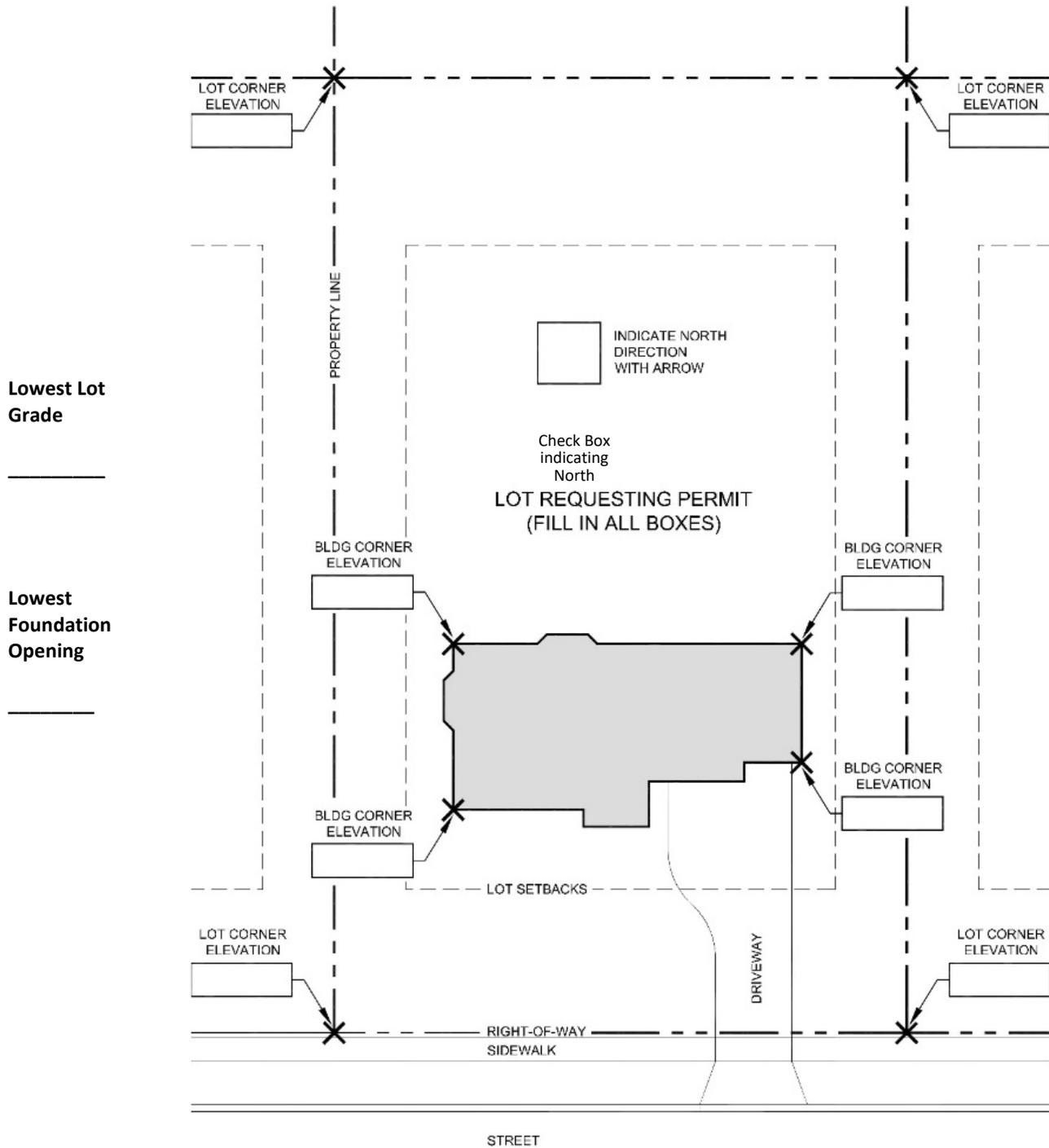
1. I, the undersigned, hereby make application for a zoning permit only for the location and the work described herein and certify to the accuracy of that information. I further certify I am the property owner, or a duly authorized representative, and may sign this permit application on behalf of the owner(s) of said property, and I have read and understand all of the conditions of this permit and will construct the project in compliance with those conditions. I understand that failure to provide accurate information or to comply with any provisions of the permit renders it null and void and may result in an enforcement action.
2. I, the undersigned, hereby consent to the entry on the permitted premises by zoning inspectors of the Village of Windsor to determine compliance with the Village's zoning ordinances. This consent is valid for the period commencing with issuance of this zoning permit and terminating with issuance of a certificate of compliance or until earlier revoked in writing by the owner of the property.

<b>PRINT: Owner/Agent</b>	<b>DATE:</b>
<b>SIGNATURE: Owner/Agent</b>	



# Grading Permit Application

NOTE: PROVIDE ELEVATIONS USING NAVD88 DATUM. (I.E. 889.50')



Village of Windsor - 4084 Mueller Road, DeForest, WI 53532

◆ Phone (608) 888-0066 ◆ Fax (608) 846-2328 ◆ [www.windsorwi.gov](http://www.windsorwi.gov)

<b>Subdivision Name or Certified Survey Map #</b>	<b>Lot #</b>
<b>Property Physical Address</b>	<b>City, State, Zip</b>
<b>Date:</b>	<b>Parcel #</b>
<b>PRINT: Owner</b>	<b>SIGNATURE: Owner</b>
<b>PRINT: Agent</b>	<b>SIGNATURE: Agent</b>