

Land Use Certificate No. _____

Date Clerk received _____

**TOWN OF GLENDALE, MONROE CO. WI
APPLICATION FOR LAND USE CERTIFICATE
AND OCCUPANCY PERMIT**

Tax Parcel ID No. _____

Town Board: The undersigned hereby applies for a certificate 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 the Town of Glendale Land Use Ordinance 99-01 and all other ordinances of the Town of Glendale and with all the laws of the State of Wisconsin.** Applicable to said premises and with the information hereon.

Name of Owner _____ **Name of Agent** _____
(please print, bold print is required!!) (please print)

Name of Co-Owner _____ Agent Signature _____

Mailing Address _____ Agent Address _____

City, State, Zip _____ **City, State, Zip** _____

Phone / Contact # _____ **Agent Phone** _____

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

(If applicable)

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

Property Address: _____

Driveway permit number: _____ (attach copy of driveway permit if access is to be on State or County Highway)
(If applicable)

Lot size: _____ (attach PLOT PLAN on a separate sheet. Application will NOT be processed without a Plot Plan!!)

Type of Construction _____ **Premises to be occupied as** _____
(stick, manufactured, pole, etc.) (dwelling, cabin, porch, living room, bedroom, deck, barn, storage, etc.)

Approximate Construction Start Date: _____ **Estimated Cost:** \$ _____ **Height** _____ **ft. / No. of stories:** _____

Work consists of: (check one) Size: Width, Length, Square footage

(Each separate structure must have its own application)

_____ Dwelling /Home:	_____ ft. x _____ ft.	_____ sq. ft.	_____ Fee \$150
_____ Home Addition:	_____ ft. x _____ ft.	_____ sq. ft.	_____ Fee \$150
_____ Deck / Porch:	_____ ft. x _____ ft.	_____ sq. ft.	_____ Fee \$50
_____ Cabin:	_____ ft. x _____ ft.	_____ sq. ft.	_____ Fee \$150
_____ Garage:	_____ ft. x _____ ft.	_____ sq. ft.	_____ *see below
_____ Barn:	_____ ft. x _____ ft.	_____ sq. ft.	_____ *see below
_____ Shed:	_____ ft. x _____ ft.	_____ sq. ft.	_____ *see below
_____ Lean to:	_____ ft. x _____ ft.	_____ sq. ft.	_____ *see below
_____ Detached Addition:	_____ ft. x _____ ft.	_____ sq. ft.	_____ *see below
_____ Other	_____ ft. x _____ ft.	_____ sq. ft.	_____ *see below
_____ Interior Remodel	*see below		

***Fees: New to parcel and any additions to detached accessory buildings (including agriculture): 601 sq. ft. or larger = \$100 fee
101 sq. ft. to 600 sq. ft. = \$50 fee.** No permit needed for but not limited to; accessory building/structure 100 sq. ft. or less, re-siding of any building/structure, re-roofing of any building/structure, finishing of interior surfaces, installation of cabinetry, repairs that do not affect the structural elements of a building/structure, replacement of furnaces, air conditioners, water heaters or any other similar equipment that doesn't involve the extension or expansion of the system. **Interior remodels that include altering the structural elements require a \$50 fee, (Land use ordinance 99-01; section 1.10)**

Town Clerk or Chairman MUST receive your application and fees by the Wednesday prior to the second Monday of the month. For your convenience, we also have a locked drop box for drop off at the Town Hall. Submit payment with application and plot plan to: Town of Glendale / P.O. Box 244 / Kendall, WI 54638

This application for a Town of Glendale Land Use Certificate is for review / approval by the Glendale Town Board only.
For **building permits, contact General Engineering Company (GEC) for all other necessary permits, seal, etc. PRIOR to beginning construction!! Town Building Inspector: Matt Carl / Cell: 608-617-3358 / Email: mcarl@generalengineering.net**
General Engineering Company (GEC) / 916 Silver Lake Drive / P.O. Box 340 / Portage, WI 53901

Building inspection fees are determined and paid directly to the Building inspector.

***An approved MONROE COUNTY SANITARY PERMIT MUST BE INCLUDED for all new dwellings/homes!!**

Monroe Co. Sanitation Dept. / 777 S. Black River Street, Suite 2 / Sparta, WI 54656

Attention: Alison Elliott (608) 269-8939

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 OR CONTACT A DEPARTMENT OF NATURAL RESOURCES SERVICE CENTER (www.dnr.wi.gov/wetlands/delineation.html). **Any construction within 300 feet of a waterway requires the applicant to contact Monroe County Zoning, at 608-269-8736, for approval. If unsure if the property is in a flood plain, contact Monroe County Zoning.**

I hereby certify the application is a true and correct statement of work to be done and that the building will conform to **ALL applicable laws**, to include but not limited to the **Town of Glendale Land Use Ordinance**. Additionally if the requested Land Use Certificate is granted, the Town Board or its representatives shall be permitted access to said property to monitor compliance with terms and conditions of said granting. The applicant shall pay all required fees. The applicant **MUST** comply with the State septic and / or privy regulations. Religious exemptions (if granted) for plumbing / sanitation is for indoor use only. If any water is ran out of the house via drain or an outdoor bathroom or privy is used, the religious exemption does not apply!!

Signature of Property Owner

Date

By signing this, I acknowledge that I have received this notice.

IF APPLICABLE: Monroe County Rural Address Application Submitted with their \$20 fee. **Yes / No** (circle one) Mail form and \$20.00 fee to Monroe County Land Info / 777 S Black River Street, Suite 2 / Sparta, WI 54656 / Phone# 608-269-8698. Please also supply the Town of Glendale with a copy of your rural address application and \$75 fee for signage and installation by the Town of Glendale. (You will not receive a fire # for a residence/dwelling if you do not have an approved sanitary permit from the County!!)

TOWN OFFICIAL USE ONLY:

Fire Number Fee received \$ _____ Yes / No _____ Check # _____ Other _____
(\$75 per sign made payable to: Town of Glendale)

LAND USE CERTIFICATE NO. _____ Monroe County Sanitary Permit # _____
(If applicable)

Certificate is hereby issued for the above described work on condition that the same be done in accordance with the application and in compliance with the Town of Glendale Land Use Ordinance 99-01 and the laws of the State of Wisconsin. **Permit expires 24 months from date of issue.** Please contact the Town of Glendale if an extension is needed.

_____ Approved (Town Board) _____ Check # _____ Other _____

_____ Denied (Town Board) _____ Signed _____ Date _____
(Clerk)