

ZONING PERMIT APPLICATION REQUIREMENTS/INSTRUCTIONS

- A permit **MUST** be issued **prior to the start of any construction** - failure to comply may result in a penalty.
- Permit is null and void if issued in error or if applicant misrepresents any facts.
- Incomplete applications and/or site plans will be returned.
- Application fees must be paid at the time of submission.
- Construction in floodplain areas requires additional surveying/engineering information -ask the zoning officers for specifics.
- Drainage permits are required for new homes, commercial development and certain land disturbances – ask the EC officer for specifics.
- Applicants must sign the box on the application granting access to the property and as an acknowledgement of receipt of wetland information.

Filling out the application completely and accurately, as outlined below, will facilitate timely processing of the application by the zoning office.

Town of	list the "Town of" where construction will occur (ex: Town of Oshkosh, Town of Winchester, etc.)
Parcel No.	the tax parcel number is found on your property tax bill
Address of construction site	the mailing address of the property - if no address is available, indicate the name of the road from which the driveway is accessible. Some development types require an address to be issued prior to submission of an application. Addresses can be requested from the GIS Dept at 920-232-3340
Property Owner	list the legal owner of record – check box on the right if the Owner and Applicant/builder are the same
Applicant/Builder	list the person applying for the permit or building the structure if different than the owner
Plat, CSM, Lot, Block, Section (S), Township (T), Range (R), ¼ sections	this information can be found on your property tax bill
Contact Information is for	indicate if the contact information below is for the owner or applicant/builder
Contact Name & information	indicate the name of the contact party - include phone no., cell phone no., and e-mail
Mailing address	mailing address for the contact person
City & Zip	the city & zip as listed in the mailing address for the property – do not put the "Town of" info here
E-mail or Mail permit to	indicate party responsible to receive permit – usually either the property owner or the applicant/builder
Start date	list an anticipated start date - after-the-fact permit fees are double.
Estimated Cost	indicate the cost or an estimate of the cost for the project
Type of Construction	a principal structure (house, barn, etc) or an accessory structure (decks, pools, fences, etc. and the sizes)
Existing Use	indicate the current use of the property - single family, commercial, vacant, etc.
Existing Structures	indicate if the property is vacant, a single family dwelling or other, such as a warehouse, commercial building, etc.
Other/Additional Structures:	list all structures currently on the property – include houses, garages, barns/shed, decks, etc. and indicate dimensions of any accessory buildings (ex: 12' x 12')
Describe proposed construction	specifics of proposed construction – example: single family dwelling with attached garage & 12' x 12' deck
Walk-out Basement	indicate if there will be a walk-out basement
Wall Height	indicate wall height, dimensions (ex: 12' x 12') and square footage of proposed structures
Overall structure height	indicate overall height of structure being constructed or added on to
Mid-peak structure height	measurement from grade to mid-peak (half-way between eaves and overall peak of roof)

Sample Site Plan – Zoning Permit

- Site plans must be **no larger than 11" x 17"** and are to be provided by owner/builder.
- Use a black and white copy of your parcel for the site plan*. (It is difficult to see the site plan drawings on an aerial view of your property.)
- Any** changes to the site plan originally submitted must be approved by the Zoning Department with the submission of a new site plan.
- Site plan revisions will be allowed up to six (6) months from the date of issuance of the permit. Changes after six (6) months will require a new permit application and fee.
- Incomplete site plans will be returned.

Site Plans must include:

- the exact dimensions of all existing and proposed structures.
- setback distances from all lot lines to all existing and proposed structures
- distances between existing and proposed structures at their closest points.
- the yard setback as *measured to the road right-of-way - not the pavement or centerline.*
- All new single and multi-family dwelling zoning permit applications must include first floor blueprints

You can use the attached template or print a GIS map of your property at the following link:

<https://wcgis3.co.winnebago.wi.us/parcelviewer/>

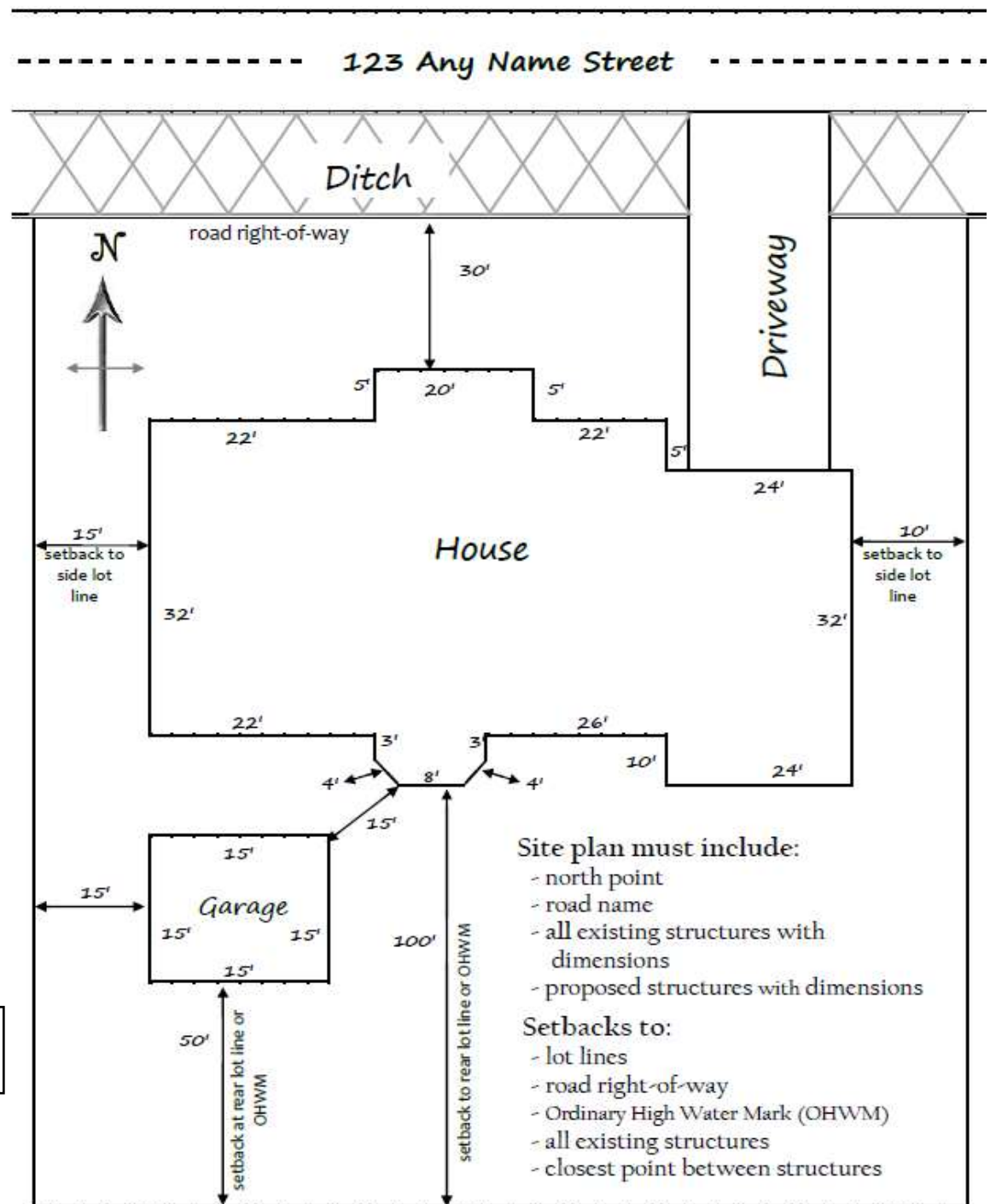
- it is your responsibility to contact your town to determine if other permits are required.

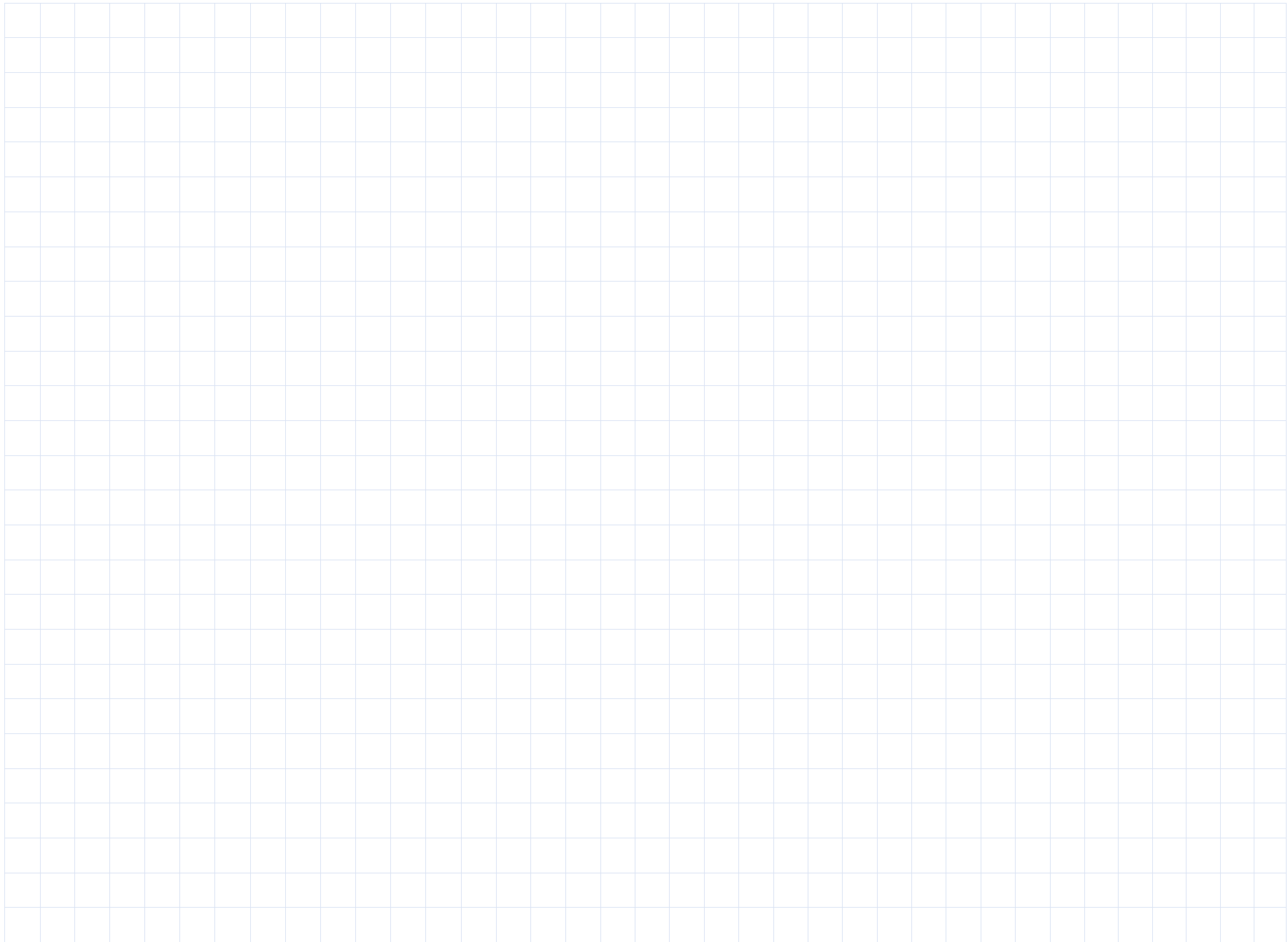
Winnebago County Zoning Department

112 Otter Ave, 3rd Floor • PO Box 2808

Oshkosh WI 54903 • 920-232-3340

zoningdepartment@winnebago.wi.us





Include:

- property lot lines
- setbacks from lot lines
- setback from road right-of-way
- all dimensions of building/project
- distance between existing and proposed structures
- all buildings on property
- indicate roads