



# Zoning Permit Checklist Town of Mukwonago

Version: August 21, 2019

Town of Mukwonago  
W320 S8315 Beulah Road  
Mukwonago, WI 53149

## Town or County Zoning Permit?

The Town of Mukwonago issues zoning permits only in those areas of the town for which it has zoning jurisdiction, about 70 percent of the town. In other areas, Waukesha County issues zoning permits pursuant to their zoning jurisdiction, which is generally 1,000 feet of a lake or 300 feet of a river.

If you are not sure if your property is in the Town's or County's zoning jurisdiction, you may contact the Town Clerk at 262-363-4555 during normal office hours. You need to provide an address or a parcel number (e.g., MUKT1234567).

## What about Subdivision Covenants?

When subdivisions are created, developers sometimes establish covenants that impose additional standards for some or all of the lots in the development. The Town of Mukwonago does not verify whether your proposed project complies with such covenants. ***This means that the property owner is responsible for compliance.***

## Zoning Permit Checklist

- [ ] **Application fee.** Application fees are not refundable and must be submitted before we can begin reviewing the application.

### Residential

\$250	Single-family residence
\$100	Addition to single-family residence
\$60	Detached building, deck, or swimming pool
\$55	Sheds up to 200 square feet

### Commercial

\$250	New building
\$100	Addition to existing building
\$100	Change of use

- [ ] **Application packet** Submit one application packet with the information listed below. You may send a hard copy to the Town of Mukwonago or submit it via the Town's ZoningHub website. <https://townofmukwonago.zoninghub.com/home.aspx>

## Contents of Application Packet

- [ ] **Application form** Complete the application form as it applies to your project. The property owner must sign it.
- [ ] **Building elevations and floor plan** (for new buildings and additions) The plans should be no larger than 11" x 17". (PDF of plan set is required.)
- [ ] **Location map** A location map drawn to scale is needed to show where the improvements will be located on the property. A plat of survey is required for all new buildings and additions. An example is attached. The zoning administrator may allow an alternative map (hand-drawn on a plat of survey) for additions if in his/her judgment, a plat of survey is not necessary to show compliance with setbacks and offsets.  
Map Features:
  1. Lot line dimensions
  2. Existing and proposed buildings and other improvements on the lot and buildings within 50 feet of lot lines
  3. Existing and proposed driveways, patios, decks, and the like
  4. Existing wells and septic systems (tanks and leach bed) on the lot and within 50 feet of lot lines
  5. Location of any percolation tests and soil borings
  6. Floor elevation of proposed buildings
  7. Abutting streets
- [ ] **Grading plan prepared by a professional surveyor** (for new buildings)
- [ ] **Sanitary permit** (for new buildings and additions requiring sanitation)
- [ ] **Preliminary Site Evaluation (PSE)** (for most projects with an existing septic system, except a shed without a permanent foundation) Waukesha County Department of Parks and Land Use (Environmental Health Division) reviews proposed projects to determine (1) the operating condition of the existing septic system, (2) the approximate location of the system, and (3) whether the proposed project could have a detrimental effect on the continued operation of the system. Contact the Department at 262-896-8300 during normal business hours for more details about the process. The County's application form is attached to this packet for your convenience. ***You must submit it to Waukesha County (not the Town).***
- [ ] **Driveway design/location** The Town of Mukwonago has established various requirements for the design and layout of private driveways to ensure public safety as set forth in Section 14-118 of the municipal code. For new buildings, include the driveway location on the location map and include a profile of the driveway centerline if the proposed grade is more than 6 percent (the maximum allowed grade is 10 percent).
- [ ] **Letter from ACC** Include a signed letter from the subdivision's Architectural Control Committee (ACC) or similar body **IF** such approval is required by subdivision covenants.
- [ ] **Seasonal High Groundwater Determination Report** (for new buildings with a basement) A sample report is attached. The Seasonal High Groundwater Determination Report must be signed by a certified soil tester, professional soil scientist, hydro geologist, or professional engineer.

[ ] **Driveway Access Permit** (for State Highway or County Highway)

- Waukesha County Contact: Jason Mayer, Waukesha County Department of Public Works; 262-548-7740; [jmayer@waukeshacounty.gov](mailto:jmayer@waukeshacounty.gov); <https://www.waukeshacounty.gov/DPW/ENG/access-permit/>
- Wisconsin DOT Contact: Kevin Koehnke; 262-521-5344; [dotdtsdsepermits@dot.wi.gov](mailto:dotdtsdsepermits@dot.wi.gov); <https://wisconsin.gov/Pages/doing-business/real-estate/permits/sth.aspx>

If you have any questions about this application or the Town's zoning regulations, you may contact Tim Schwecke, Zoning Administrator, at 920-728-2814, or at [tim.schwecke@civitekconsulting.com](mailto:tim.schwecke@civitekconsulting.com).

# Sample - Plat of Survey

Prepared For: April Heyse

## PLAT OF SURVEY

**LOCATION:** S75W26190 Stoneridge Court, Waukesha, Wisconsin

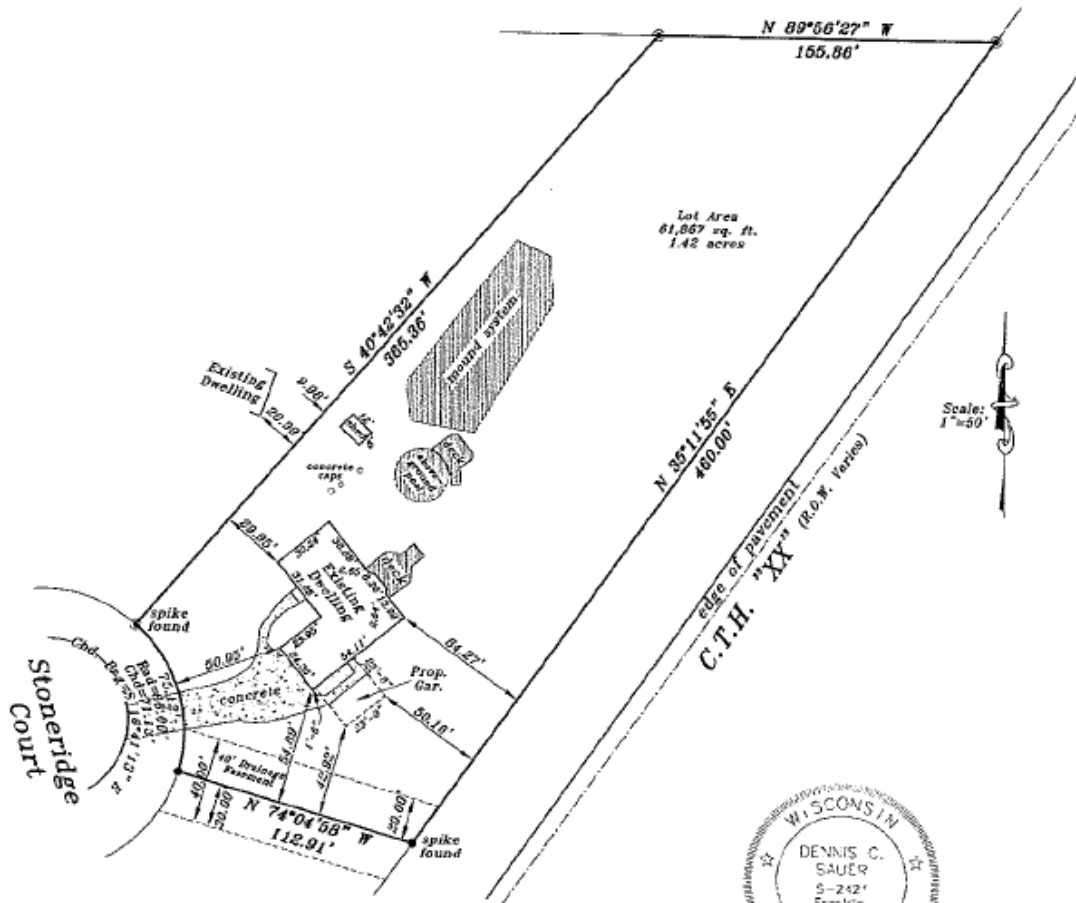
**LEGAL DESCRIPTION:**

Lot 2 in STONERIDGE, being a part of the Southeast 1/4 and Southwest 1/4 of Section 8, Township 5 North, Range 19 East, in the Town of Vernon, Waukesha County, Wisconsin.

October 17, 2016

Survey No. 107368

June 15, 2017 Prop. Gar. Revised (to be staked by others)



**METROPOLITAN SURVEY SERVICE, INC.**  
 PROFESSIONAL LAND SURVEYORS AND CIVIL ENGINEERS  
 5415 West Forest Home Avenue, Suite 202  
 Hales Corners, Wisconsin 53130  
 PH. (414) 525-5330 FAX (414) 525-9787  
 email address: survey@metropo@assurvey.com  
 Ⓢ — Denotes Iron Pipe Found  
 ○ — Denotes Iron Pipe Set

I HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THAT THE ABOVE MAP IS A TRUE REPRESENTATION THEREOF AND SHOWS THE SIZE AND LOCATION OF THE PROPERTY, ITS EXTERIOR BOUNDARIES, THE LOCATION OF ALL VISIBLE STRUCTURES AND DIMENSIONS OF ALL PRINCIPAL BUILDINGS THEREON, BOUNDARY FENCES, APPARENT EASEMENTS AND ROADWAYS AND VISIBLE ENCROACHMENT, IF ANY.

THIS SURVEY IS MADE FOR THE EXCLUSIVE USE OF THE PRESENT OWNERS OF THE PROPERTY, AND ALSO THOSE WHO PURCHASE, MORTGAGE, OR GUARANTEE THE TITLE THEREOF WITHIN ONE (1) YEAR FROM THE DATE HEREOF.

SIGNED Dennis C. Sauer  
 Dennis C. Sauer  
 Registered Land Surveyor S-2421

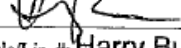
# Sample - Seasonal High Groundwater Determination Report

## Form A - Seasonal High Groundwater Determination Report

Project/Plat Name: Alesci Date: 04/14/2017  
 Project Location (PLS/CSM#): Lot 99 - Stone Brook Hollow Add. No. 1

The following table summarizes my interpretation of the soil profile evaluations conducted on the above noted site. The purpose of this report is to demonstrate compliance with a Waukesha County ordinance requirement to maintain basement floor elevations at least 1 foot above the seasonal high water table. I understand that the definition for seasonal high water table means the upper limit of the zone of soil saturation caused by underlying groundwater at its highest level. I certify that the information presented in this report represents my best professional judgment in estimating seasonal high water table based on soil and site evaluations in accordance with the procedures contained in Chapter SPS 385 Wisconsin Administrative Code.

Print & Sign @ This Line

Interpreters Signature:   
 Interpreters Printed Name/Credentials/Lic. #: Harry Butler / C.S.T / 222742  
 Interpreters Company Name/Address: Butler Engineering Inc / N679 Tamarack Rd. Palmyra, WI 53156  
 Site Benchmark/Elevation (Co. Stds.): TOC NW Corner WI Trans. Pad #05-U-12082 / 923.9'  
 References: 1) Soil Report - SBD-8330 (R.04/15) 2) Waukesha County Soils Map

Lot #	Soil Observ. (0)	Surface Elev. (NGVD 29)	Bottom Elev. of Soil Profile	Soil Map Unit Symbol (NRCS)	Elevation of Seasonal High Water Table	Depth to Seasonal High Water Table (Feet)	Proposed Basement Floor Elevation	Notes: List information used to determine seasonal high water table, including any soil color pattern exemptions under SPS 385.30(3) for a basement floor proposed less than 1-foot above redoximorphic features shown in the referenced soil evaluation reports.
99	4	920.2'	911.6'	FmA	≤914.2'	6.0'	915.2'	

## Preliminary Site Evaluation Application

Waukesha County Department of Parks & Land Use, Environmental Health Division  
 515 W. Moreland Blvd., Room AC260 Waukesha, WI 53188 262-896-8300 FAX: 262-896-8298

Date:	Name of Property Owner:		
Property Location:			City, Town, Village of:
Telephone: Home#:	Work#:	Contractor Name:	
Mailing Address & Zip:			Phone: FAX:

### Improvement Description:

(Indicate the Improvement Option that applies – “A”, “B” or “C”)

#### Option A – Please check from the list below:

Swimming Pool   
  Wood Deck   
  Pole Building   
  Outbuilding   
  Garage   
  Other

Attach survey, blueprints or plans to this application showing the dimensions and location of the proposed improvement on the property.

#### Option B

**Building Addition and /or remodeling**  
 No change in number of bedrooms

Provide a description of the building and/or remodeling project.

**Land Division:**

Creation of new land parcels that include an existing building served by a private sewage system.

Provide a survey showing the proposed land division, building location and the location of septic tank and soil absorption areas.

#### Option C

**Residential:** Building Addition and/or remodeling that will result in an increase in number of bedrooms.

Existing number of bedrooms: \_\_\_\_\_

Proposed number of bedrooms: \_\_\_\_\_

Provide a description of the building and/or remodeling project. Attach a survey, blueprints and/or plans of the proposed improvement or development to this application.

**Public/Commercial:** Building addition and/or remodeling that will result in an increase, decrease or change of building use or operation. Please check the appropriate box below:

Increase in Building Usage:     Same Usage:

Decrease in Building Usage:     Change of Use:

\* May require a soil test pit and profile evaluation to determine whether the existing private sewage system is in an area having a high water table or bedrock condition. Assuring proper siting and installation of private sewage systems will help prevent contamination of groundwater. If the soil profile evaluation shows that the private sewage system is installed in unsuitable soils, it is understood that a code complying private sewage system shall be ordered installed regardless of whether a building permit is issued.

Private sewage systems that are “failing” by discharging sewage to the ground surface or backing up into the building will be ordered replaced with a code complying private sewage system.

By signing this form, I state that I am the property owner; I have read the above statement and agree to its conditions. I also give permission for a Waukesha County representative to enter my property to determine that the proposed improvement complies with Comm. 83, Wisconsin Administrative Code and Waukesha County Sanitary Ordinance.

\_\_\_\_\_

Printed Name of Property OwnerProperty Owner Signature

FEES: To be submitted with application	Make Checks Payable to: “Waukesha County”	For Department Use Only:
Option “A”            \$45.00	For improvements or remodeling projects involving more than one category, the fee will be based on the greater amount.	Received By:
Option “B”            \$60.00		Date Received:
Option “C”            \$75.00		Fees Due:
		Fees Paid: