

RACINE COUNTY/VILLAGE OF CALEDONIA ZONING PERMIT APPLICATION REQUIREMENTS

In order to obtain a zoning permit the following information must be submitted to the Development Services office located at 14200 Washington Avenue, Sturtevant, WI 53177 (Phone: 262-886-8440, Fax: 262-886-8480):

1. Completed **Application for Zoning Permit** form. Forms and assistance can be obtained from the Development Services office weekdays from 8 a.m. until Noon and 12:30 p.m. until 4:30 p.m., excluding holidays.
2. **Plat of Survey** prepared by a land surveyor registered in Wisconsin for all new principal structures located on lots less than 5 acres in size or a plan prepared by a registered architect or engineer for public buildings. A plot plan or plat of survey may be prepared for lots that are 5 acres or more in size as well as for proposed additions to existing principal structures and any construction involving accessory structures (detached garages, sheds, pole barns, pools, signs, etc.). **The scaled survey or plan must identify the following:**
 - a) Shape and dimensions of the lot to be built upon. Show abutting street(s), north arrow and scale of plan.
 - b) External projections such as decks, raised patios, porches, stairs, landings, overhangs, chimneys, retaining walls and shore yard area fences must be included on the submitted plan. Plans must be specific!
 - c) Locations and dimensions of all existing and proposed structures/additions within subject property with **closest** dimension from each property line. Note that dimensions to the street property line must **not** include road right-of-way (do not measure to the road edge). Shore yard dimensions must be measured from the closest point of the ordinary highwater mark of a navigable body of water even if that dimension crosses a lot line. The plot plan/survey must be dated and signed by the person verifying the information.
 - d) Closest shore and street yard setbacks for the structures on abutting properties, if applicable. Note that codes may require averaging street and shore yard setbacks with abutting structures. Abutting owners may need to sign/date the survey/plan with an indication of no objection if the proposed setback is nonaverage.
 - e) For unsewered property, location of any private sewage system component such as septic/pump/holding tank(s), absorption system and vent with setback distances to the closest part of the proposed construction.
 - f) Locations of any existing or proposed easements for gas, electric, phone, drainage, private roads, etc.
 - g) Proposed driveway location and width.
 - h) Construction in shoreland/floodplain areas will require additional information and elevations on the plan. Obtain the "Shoreland Conditional Use or Contract Application Requirements" handout. If the construction requires a Conditional Use, contact the Development Services office (886-8440) for information/procedures.
3. **Zoning Permit Fee** (nonrefundable). Check can be made payable to "Racine County Development Services." Contact the Development Services office for the current fee for the proposed project.
4. **For unsewered properties**, prior to the issuance of a zoning permit, obtain from the Development Services office either a sanitary permit or private sewage system review approval for any proposed construction or change in use.

NOTE: Additional information might be required to have a zoning permit application processed if Racine County and/or the local municipality feel that it is necessary. A zoning permit will be granted or denied within 30 days of receiving all of the information required to adequately evaluate the proposed project. Zoning permits are valid for 6 months (Village of Caledonia) or 9 months (Racine County), unless substantial work has commenced and is continuing. Surface or storm water drainage plan approvals and building permits should be secured through the local municipality for the proposed project.