

GRANT COUNTY
CONSERVATION, SANITATION AND ZONING DEPT
150 West Alona Lane, Suite #1, Lancaster, WI 53813 608-723-6080
www.co.grant.wi.gov

Zoning Permit Application Process

- ✓ Is your project a permitted use?
 - Contact our department to inquire if any other permits are needed for your project (ex. Rezone, conditional use permit, special exception permit etc.)

- ✓ Is the structure going to have internal plumbing (running water)?
 - A sanitary permit is needed prior to the issuance of a zoning permit (Refer to the “Sanitary Permit Process” document)

- ✓ Are you building on a land-locked parcel?
 - Land-locked parcels must have an easement width of at least 66 feet or an easement in existence prior to the Town adopting comprehensive zoning for a zoning permit to be issued.

- ✓ Are you proposing to build in a shoreland or floodplain zone?
 - Shoreland zoning applies to all land within 300 feet of a navigable waterway. The measurement is made from the ordinary high water mark and vertical distance has no implications on being in or out of the shoreland zone.
 - Floodplain zones are defined by FEMA.
 - If you are located in either or both zones, applications for these are needed. Contact our department so we can determine if you are in either of these zones.

- ✓ Complete the zoning permit application
 - Sign and date the bottom of the application on the front page
 - Include the correct fee. The zoning permit fee is the project cost/\$1,000. If the project is not greater than \$100,000, then the permit fee is \$100. If the project cost is greater than \$300,000 in value, the permit fee is \$2/\$1,000.

- Complete the plot plan (second page) correctly.
 - Include items such as patios, decks, porches, retaining walls, etc. that will be part of the structure you are applying for.
 - State how far the structure will be located from the property lines, center of the nearest road, septic tank, drainfield, and well.
 - Mark out the footprint with stakes/flags prior to construction so we can visit the site and ensure that setbacks will be met.
 - If staff aren't able to determine if a project will meet setbacks, a survey will be required prior to construction.
- ✓ Does your new building have living quarters?
- If yes, a building permit is needed which is obtained from a building inspector. Contact our department so we can give you the building inspectors' contact information.
 - The building inspector needs the sanitary and zoning permit numbers.
- ✓ Are you going to be creating a new driveway/access point?
- A driveway permit is needed from the Town.
- ✓ **PLEASE NOTE: All zoning permits issued in the Town of Muscoda need to be approved by the Muscoda Town Board.**