

## TOWN OF SUN PRAIRIE LAND USE PERMIT APPLICATION

**A Land Use Permit is required** prior to obtaining a Town Building Permit. Permits from other regulatory agencies such as Dane County Land & Water Resources, Madison/Dane County Public Health, Dane County Highway Department, and/or State Department of Transportation may be needed **prior to a Land Use Permit being issued**. A Jurisdiction Review Form should be submitted, reviewed and submitted along with the Land Use Permit application

**Land Use permits are required** for any new building over 120 square feet in size, or any modifications or expansion of existing structures. **A separate Zoning Change Application approval is required** if you are changing the use of any existing building on the property (example: barn to residence) or changing the zoning of the property.

### REQUIRED ITEMS To Obtain a Land Use Permit:

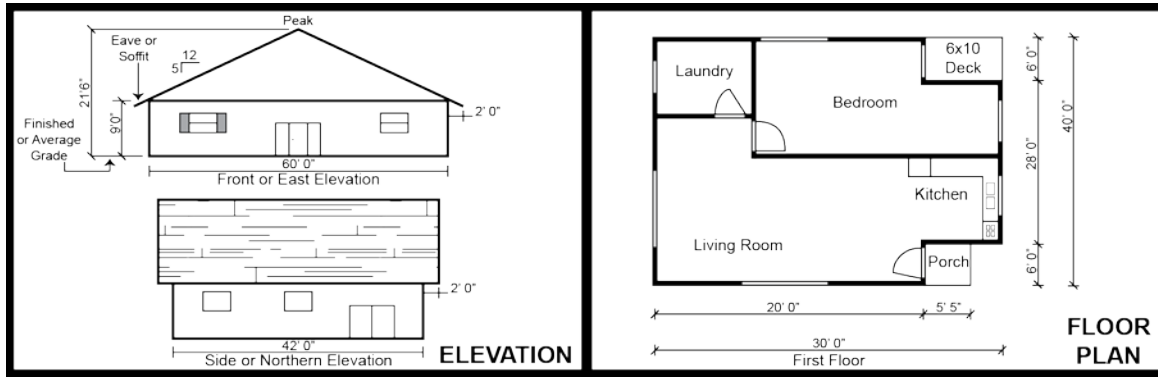
1. **Site Plan** – A scaled drawing showing the lot lines, lot dimensions, location and size of all existing and proposed structures or additions, and their distances from lot lines. The plan shall include the location of any on-site septic systems and wells on the property. If the lot has wetlands or floodplain, the area may need to be delineated by a Registered Land Surveyor or consultant. The site plan must be signed and dated by either the owner or agent.  
**Please Note: Location surveys will be required if you are within 10 feet of any required setback.** See Application for explanation.
2. **Building Plans** – Floor plans drawn to scale showing all rooms and overall layout.
3. **Elevations** – A front elevation is required to show the height of the structure as seen from the property road frontage.
4. **Required permits/information from other agencies**
  - Driveway permit from Town, County or State.
    - I. Town roads – contact Town Clerk.
    - II. Dane County Highway – contact Greg Petersen, (608) 266-9081.
    - III. State and Federal Highways – contact Scot Hinkle, [scot.hinkle@dot.wi.gov](mailto:scot.hinkle@dot.wi.gov), (608) 246-5334.
  - Shoreland Zoning permit from Dane County Zoning.
  - Shoreland Erosion Control permit from Dane County Land & Water Resources (608) 224-3730.
  - Shoreland Mitigation permit from Dane County Land & Water Resources (608) 224-3730.
  - Sanitary permit from Madison/Dane County Public Health (608) 242-6515.
    - I. New homes sites or any building with plumbing.
    - II. Additions involving bedrooms or major renovations.
  - Erosion Control permit from Dane County Land & Water Resources (608) 224-3730.
    - I. Construction within 1,000 feet of lake or 300 feet of stream.
    - II. Construction of a driveway more than 125 feet long.
5. **Fee** - \$50.00 base fee and \$0.075 per square foot including porches, decks and all basement areas for residential projects; \$200 base fee and \$2.00 per \$1000.00 of overall cost for commercial/industrial projects. Additional fees may apply.
6. **Additional information may be required** – Wetland Delineation Report, Floodplain Study, or Survey of property to meet shoreland regulations.

### YOUR PERMIT APPLICATION will be reviewed for:

- Setbacks (front, side, rear); height and actual land use.
- Environmentally sensitive areas (wetlands-floodplain-shoreland).

Questions? Please call our Zoning Administrator's (General Engineering Company) office at (608) 742-2169 or contact them by email [gec@generalengineering.net](mailto:gec@generalengineering.net) with any questions.

### Sample Elevation and Floor Plan



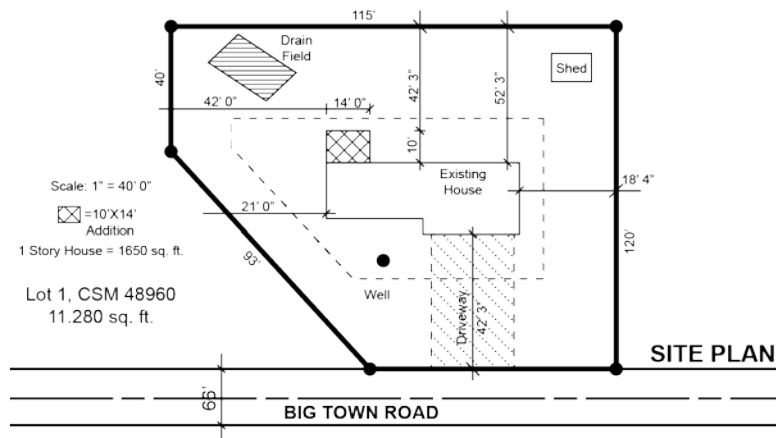
Building elevation drawings are exterior views of the building, sometimes identified as front, rear, left or right or North, South, East or West. Elevation drawings must be:

- Drawn using an architect's or engineer's scale (i.e.: 1/4 inch = 1 foot or 1 inch = 10 feet)
- Elevations show the level at which the ground (finished grade) meets the building, the overall height to peak, eave height, and/or roof pitches sufficient to calculate average height.

Floor plans are what you would see if you were to look straight down at the floor or basement with the roof or floors above removed. You will need to provide one floor plan for each level of the building on which work is being done. This plan must:

- Be drawn using an architect's or engineer's scale (i.e.: 1/4 inch = 1 foot or 1 inch = 10 feet).
- Have all rooms labeled.
- Provide exterior dimensions sufficient to calculate floor area (square feet) for each story and basement.

### Sample Site Plan



- Indicate the scale of the plan (must be engineering scale i.e.: 1 inch = 10 feet) and North location.
- Show the dimensions and square footage of each of the following:
  - Existing and proposed buildings
  - Addition(s) to dwelling or principal buildings
  - Accessory structures (i.e.: garage, storage, etc.)
  - Additions(s) to accessory structure(s)
- Show the location, square footage and use of the new structure(s). For new buildings to be served by septic systems, show the location and dimensions of both the primary and alternate drainfield areas. For alterations or additions, if location is not known, show the location of the septic tank and vent pipe.
- Show location of all lot lines and their dimensions. Calculate the area of the site occupied by buildings (lot coverage) as a percentage of the total lot area.

Additional information may be required.

# LAND USE PERMIT APPLICATION

TOWN OF SUN PRAIRIE • 5556 TWIN LANE ROAD • MARSHALL, WI 53559  
PHONE (608) 837-6688 • FAX (608) 825-4864 • [www.townofsunprairie.info](http://www.townofsunprairie.info)

PERMIT #:

Permit Fee: \$\_\_\_\_\_ Fee Paid: ☐

Approved By: \_\_\_\_\_

Approval Date:        /        /

No structure shall be erected or altered without first obtaining a Land Use Permit pursuant to Section 1.096 of the Town of Sun Prairie Land Use Ordinance as well as the appropriate Building Permit(s). Land Use Permit Fees (pursuant to Town of Sun Prairie Code of Ordinances, Section \_\_\_\_\_)

## SECTION 1 - APPLICANT & LOCATION

### INSTRUCTIONS:

This application must be accompanied by a Site Plan that illustrates building dimensions and setbacks measured to foundation walls, with dimensions of roof eaves and other overhangs clearly indicated. **Fence-only applications may contain less detail.**

Prior to plan submittal, applicant should identify lot boundaries and determine whether any public or private easements affect the property. Prior to construction, contact Digger's Hotline at (800) 242-8511. Some properties in the Town require the approval of a Neighborhood Architectural Review Committee or Homeowner's Association that is separate from the Town permitting process.

ADDRESS OF PROPERTY	WORK CONSISTS OF
OWNER	PROJECT REPRESENTATIVE (Contractor, Coordinator, Other)
NAME	CONTACT NAME
BUSINESS NAME or CO-OWNER'S NAME (if applicable)	BUSINESS NAME (if applicable)
MAILING ADDRESS	MAILING ADDRESS
CITY, STATE, ZIP	CITY, STATE, ZIP
DAYTIME PHONE #	DAYTIME PHONE #
EMAIL	EMAIL

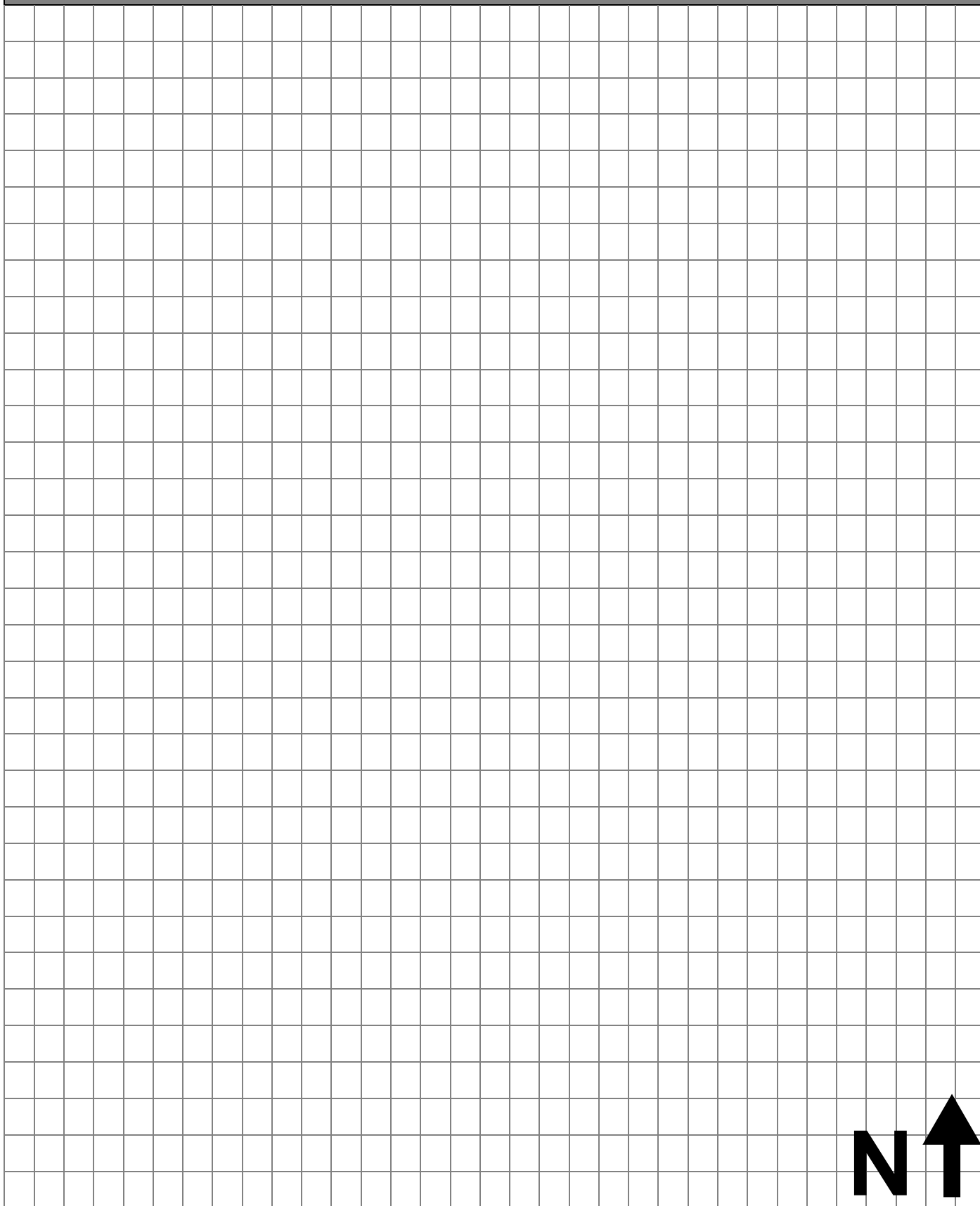
### PROPERTY/LOCATION INFORMATION

<input type="checkbox"/> PARENT PARCEL NUMBER	PARCEL NUMBER:	CURRENT ZONING:	ACREAGE:
TOWN:	SECTION: _____ ¼: _____ ¼¼: _____		
ADDRESS:			
CSM:	LOT:	SUBDIVISION:	BLOCK/LOT:

## SECTION 2 - PROPOSED PROJECT INFORMATION

<b>PROJECT CLASS</b> (Check One)	<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> DUPLEX	<input type="checkbox"/> MULTI-FAMILY	<input type="checkbox"/> SMALL COMMERCIAL / INDUSTRIAL (up to 20,000 SF)
				<input type="checkbox"/> LARGE COMMERCIAL / INDUSTRIAL (over 20,000 SF)
<b>PROJECT SCOPE</b> (Check all that apply)	<input type="checkbox"/> NEW STRUCTURE	<input type="checkbox"/> ADDITION	<input type="checkbox"/> ALTERATION	
<b>STRUCTURE TYPE</b> (Check all that apply)	<input type="checkbox"/> PRINCIPAL STRUCTURE	<input type="checkbox"/> GARAGE	<input type="checkbox"/> DECK	<input type="checkbox"/> SHED
	<input type="checkbox"/> FENCE	<input type="checkbox"/> POOL	<input type="checkbox"/> OTHER _____	





[illegible]

By signing this application, the Applicant verifies that all of the information stated in this Application and supporting documents are true and correct. The Applicant also states:

- I, the undersigned, do hereby certify that the above information is correct and agree that in the performance of this work I will be bound by and submit to all statutes of the State of Wisconsin, conform to all applicable codes and ordinances of the Town, and abide by all other applicable rules and regulations. Furthermore, I understand that the Town is not responsible for enforcing neighborhood covenants, and any granted zoning variances apply only for the specific structure(s) reviewed by the Zoning Board of Appeals.

DATE
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## LOCATION SURVEY (if needed)

**A location survey, by a licensed surveyor, is required if your construction is within 10 feet of a setback line.**

- You will need to hire a surveyor to prepare a location survey to verify the construction location.
- The survey shall be done at the time when foundations or basement walls are completed.
- A location survey shall be submitted to the zoning office before continuing work on the project.
- Note: A location survey may add significant cost to your project. Please contact a Wisconsin Licensed Land Surveyor.

**you may need this if...**

