

Permit Application Checklist:

LAND USE PERMITS:

- Land Use Application, with Sections 1, 2, and 3 filled out completely. If you are requesting a fire number associated with your land use, please be sure to complete section 5. **Application shall be signed by owner.**
- Detailed plot plan showing dimensions and setbacks, signed by owner/agent providing plan.
- Written local driveway approval.
- Floor plans, signed & dated by owner/contractor (this is required for all structures)
- Correct fees.

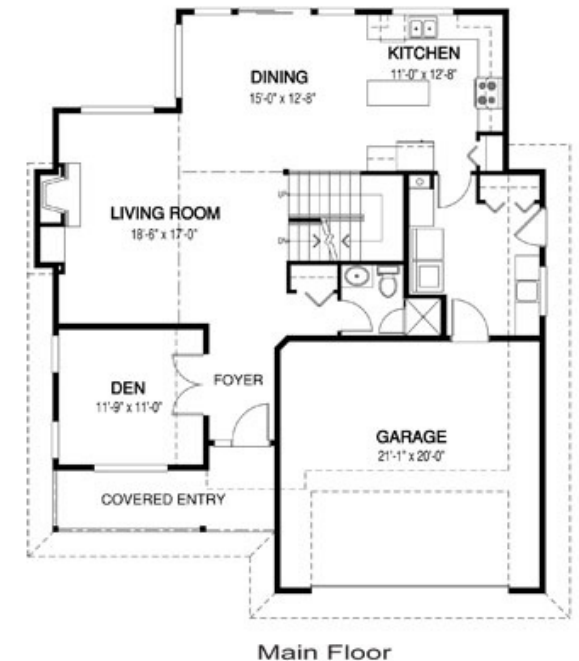
***KNOW THE SIZE OF YOUR STRUCTURE AND SETBACKS!**

SANITARY PERMITS:

- Land Use Application, with Sections 1, 2, and 4 filled out completely. If you need a land use permit along with your sanitary permit, Section 3 must be filled out completely. If you require a fire number, fill out Section 5 completely.
- Maintenance agreement filled out and signed by property owner.
- DSPS Sanitary Permit Application filled out by a licensed plumber.
- Soils and site evaluation filed and fees paid to the County.
- State approved (Or County approved when available) Sanitary plans
- Detailed plot plan showing dimensions and setbacks signed by owner/agent providing plan. If site plan provided with sanitary plans is to be used, **SETBACKS MUST BE SHOWN ON THIS PLAN.**
- Written local driveway approval - if new construction will take place.
- Floor plans, signed/dated by owner/contractor (required for all structures).
- Correct Fees.
- Holding tanks require servicing contract and agreement.

SAUK COUNTY

SUMMARY OF MINIMUM PROVISIONS



Land Resources & Environment
 505 Broadway
 Baraboo, WI 53913
 (608) 355-3245 Phone
 (608) 355-4440 Fax
www.co.sauk.wi.us

General:

PERMITS REQUIRED:

- **Zoned Townships:** Land Use Permits are required for ALL land use or other building activity in zoned Townships, and areas under shoreland protection jurisdiction.
- **Shoreland Zoning:** Land use permits are required for all structures, boat houses, tree and shrub cutting and/or removal, filling and grading.
- **Sanitary Permits:** Required for ALL systems installed and/or reconnected. Every building intended for human habitation shall have a state approved sanitary system.

APPLICATION PROCEDURE:

Obtain the standard permit application used for land-use and sanitary permits. For new residence construction:

1. Contact a "Certified Soil Tester" to complete a soils evaluation form with the county.
2. Use soil and site evaluation to obtain quotes and system design from a master plumber.
3. After you have selected a plumber to install your system, discuss your permit needs and building plans with them. Most local plumbers will assist with the paperwork for obtaining required permits.

Other Papers Needed Include:

- A. Application for permits, signed by owner.
 - B. Maintenance agreement, signed by owner.
 - C. Application for sanitary permits (SBD-6398)
 - D. Soils and Site Evaluation (SBD-8330) (2 copies)
 - E. Plot plan and profile view of sanitary system.
 - F. State approved sanitary plans. (2 copies)
 - G. Correct fees
 - H. Written local driveway approval.
 - I. Floor plans
 - J. Elevation drawing verifying exact height of structure(s)
 - K. Setback Survey. A survey is required for new construction when any part of the structure is located within 10 feet of any setback. The survey is due when the foundation is complete.
- *Holding tanks will also need a servicing contract and holding tank agreement recorded in the Register of Deed's office.*

Minimum Setback Requirements:

SETBACKS OF STRUCTURES FROM ROADWAYS:

- **Class A Highway (State/Federal)** - 50 feet from the right-of-way line.
- **Class B Highway (County)** - 42 feet from the right-of-way.
- **Class C Highway (Town Road or Street)** - 30 feet from the right-of-way.

Contact the office for assistance locating the right-of-way line



BUILDING NEAR WATER:

Structures shall be setback 75 feet from the ordinary high water mark (O.H.W.M.). Boathouses shall not extend beyond the O.H.W.M., yet must be located within 35 feet of the water. The allowable size varies from 300 to 500 square feet, depending on frontage.

Filling/grading, tree/shrub cutting or removal within the Shoreland area must follow all applicable standards as set forth in the Sauk County Shoreland Protection Ordinance.

BUILDING SIZE:

Minimum building size of structures intended for human habitation is 500 square feet of living space.

HEIGHT OF STRUCTURE:

Maximum height is 35 feet from peak of the roof to lowest ground level for residential uses. Accessory structure height is determined by the zoning and structure to be built.

LOT SIZE:

Minimum lot size is 20,000 square feet (net) for private sewered lot, and must meet all dimensional requirements of Sauk County ordinances and state statutes administrative codes. **(Exclusive Ag Zoning and Resource Conservancy 35 requires a 35 acre lot minimum)**

YARD SETBACKS:

There shall be a side yard for each main building. The minimum width of one side yard shall be 10 feet.

WATER SUPPLY:

Wells should be located as far possible from sources of contamination and on the highest spot as is practical.

ABSORPTION SYSTEM:

Soil tests must be taken and system sized accordingly as specified in DSPS/Wisconsin Administration Code. All portions of a soils absorption system shall be:

- 50 ft from a private well
- 50 ft from highwater mark of lake or stream
- 10 ft from structure
- 5 ft from property line

SEPTIC AND HOLDING TANK SETBACKS:

- 25 ft from private well
- 10 ft from highwater mark of a lake or stream
- 5 ft from a structure
- 2 ft from property line

A SIGNED plot plan and floor plan MUST be included with the permit application showing similar diagrams as you will see on example on the reverse side.

The floor plan MUST show the number of bedrooms and bathrooms.

**To create a scaled plot plan please visit:
gis.co.sauk.wi.us/siteplan/**