

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 (this is required for all structures).

€ Correct Fees.

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

Sanitary Permits:

€ Sanitary Permit Application, with Sections 1, 2 and 4 fill 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. 1 original and 1 copy to the county.

€ State approved (Or County approved when available) Sanitary plans—2 copies.

€ 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 land use is requested.

€ Floor plans (required for all structures) if applicable.

€ Correct fees.

€ Holding tanks require servicing contract and agreement.

Sauk County Summary of Minimum Provisions

Conservation, Planning & Zoning
 505 Broadway
 Baraboo WI 53913
 608-355-3245 Phone
 605-355-4440 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. Contact the Office in reference to agricultural buildings.

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 and to file a soils and site 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 (PLB 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. Setback Survey. A survey is required for new construction when any part of the structure is located within 10 feet of the road setback and/or within 10 feet of any setback within the shoreland zoning district. The survey is due at the time of application and inspection shall be made when frost footings are formed or poured.

****Holding tanks will also need a servicing contract and holding tank agreement recorded in the Register of Deed's office.**

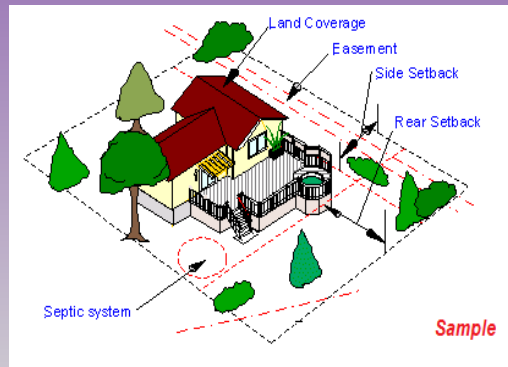
Minimum Setback Requirements

Minimum setbacks of building and structures from highways.

Class A Highway (State/Federal Highway) - 50 feet from the right-of-way line.

Class B Highway (County Highway) - 42 feet from the right-of-way line.

Class C Highway (Town Road or Streets) - 30 feet from the right-of-way line.



Building Near Water

Structures shall be setback **75** feet from the ordinary high water mark. Boathouses shall not extend beyond the ordinary high water mark, yet must be located within 20 feet of the water. The allowable size varies from 300 to 640 square feet, depending on frontage.

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

Minimum setbacks continued...

Lot Size

Minimum lot size is 20,000 square feet (net) for a private sewer lot, and must meet all dimensional requirements of Sauk County ordinances and state statutes and 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. The minimum aggregate width of both side yards shall be 25 feet with a rear yard setback of 25 feet.

Water Supply

Wells should be located as far as possible from sources of contamination and on the highest spot as is practical.
▷ 50 ft from absorption system, barnyards/silo pits.
▷ 25 feet from water tight septic tank.

Absorption System

Soils 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 feet 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 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.