

# 2023 SAUK COUNTY LAND RESOURCES & ENVIRONMENT APPLICATION FOR PERMITS

505 Broadway, Baraboo, WI 53913, Phone: 608/355/3245 Fax: 608/355/4440

**COUNTY USE ONLY ----**

County ID: \_\_\_\_\_  
 Land Use: \_\_\_\_\_  
 Sanitary: \_\_\_\_\_  
 State #: \_\_\_\_\_  
 Fees: \_\_\_\_\_  
 EA CUP/CUP: \_\_\_\_\_  
 BOA #: \_\_\_\_\_  
 Date Reviewed: \_\_\_\_\_  
 Reviewed by: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_  
 Recpt: \_\_\_\_\_  
 Pmt: \_\_\_\_\_

## SECTION 1: LANDOWNER INFORMATION

Land Owner: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*All information on this form could be subject to open records law.

## SECTION 2: PROPERTY DESCRIPTION

Tax Parcel# \_\_\_\_\_ CSM/Subdivision: \_\_\_\_\_ Lot# \_\_\_\_\_ Road Name: \_\_\_\_\_  
 Town of: \_\_\_\_\_ 1/4, \_\_\_\_\_ 1/4, Section \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ E Lot Size (Acres): \_\_\_\_\_

### FEE AMOUNTS (please refer to attached fee table for description & to determine fees)

\_\_\_\_\_ Land Use \_\_\_\_\_ Plan Review \_\_\_\_\_ Filling/Grad \_\_\_\_\_ Soils Filing \_\_\_\_\_ Septic \_\_\_\_\_ Groundwater  
 \_\_\_\_\_ Penalties \_\_\_\_\_ Fire # \$ \_\_\_\_\_ **TOTAL FEES DUE** *Make checks payable to Sauk County LRE*  
*Land Use Fees are tripled, and sanitary fees are doubled for starting construction or use prior to obtaining a permit.*  
**ALL Application Fees are Nonrefundable**

## SECTION 3: LAND USE DESCRIPTION

SIGNED & DATED PLOT PLAN, EROSION CONTROL PLANS AND FLOOR PLANS REQUIRED ON 8 1/2 X 11 PAPER ONLY

Owner/Self  
 Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address:  Same as Section 1 \_\_\_\_\_ Email: \_\_\_\_\_  
 Describe all to be permitted: \_\_\_\_\_  New Const  Addition  Change in Use  
 Use of structure(s): \_\_\_\_\_ Approx total value \$ \_\_\_\_\_  
 Mail permit(s) to: \_\_\_\_\_ Owner \_\_\_\_\_ Contractor Permit to be picked up by: \_\_\_\_\_ Owner \_\_\_\_\_ Contractor \_\_\_\_\_ Other

Structure Type:	Structure Size (W/L/H)	Setback Side Lot Lines	Setback to Rear Lot Line	Setback ROW of Road	Setback to Septic tank/field	Setback to O.H.W.M (Ordinary High Water Mark)
	/ /	/			/	
	/ /	/			/	
	/ /	/			/	

**Setback Survey Required** \*A survey is required when any part of the permitted structure is located within 10 feet of any setback, per Section 7.153(7). (See Appendix A)

## SECTION 4: DRIVEWAY PERMIT

A driveway permit from Sauk County Highway Department, Wisconsin DOT and/or the local Town Board shall be submitted with your land use/sanitary permit application, as per County Code S. 7.089, 7.091 and 25.014(3)(n).

Driveway permit/approval is attached from the Town of: \_\_\_\_\_  
 Driveway permit/approval is attached from the Sauk County Highway or State of Wisconsin DOT: \_\_\_\_\_

## SECTION 5: PLUMBING DESCRIPTION

Septic Installer: \_\_\_\_\_ License: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  New  Replacement  Reconnection  
 System Type:  Conventional  At Grade  Mound  A+4/Mound  Holding Tank  Pre-Treatment \_\_\_\_\_  
 Other: \_\_\_\_\_

System Type:	Setback to Structures(s)	Setback Side Lot Lines	Setback to Rear Lot Line	Setback R.O.W of Road	Setback to O.H.W.M.	Setback to Well
Septic Tank	/	/				
Septic Field	/	/				

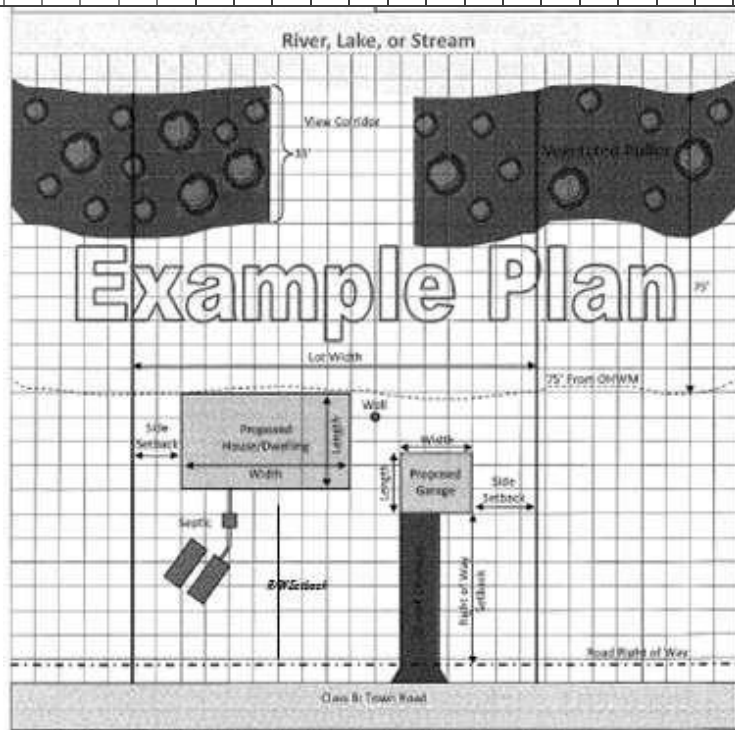
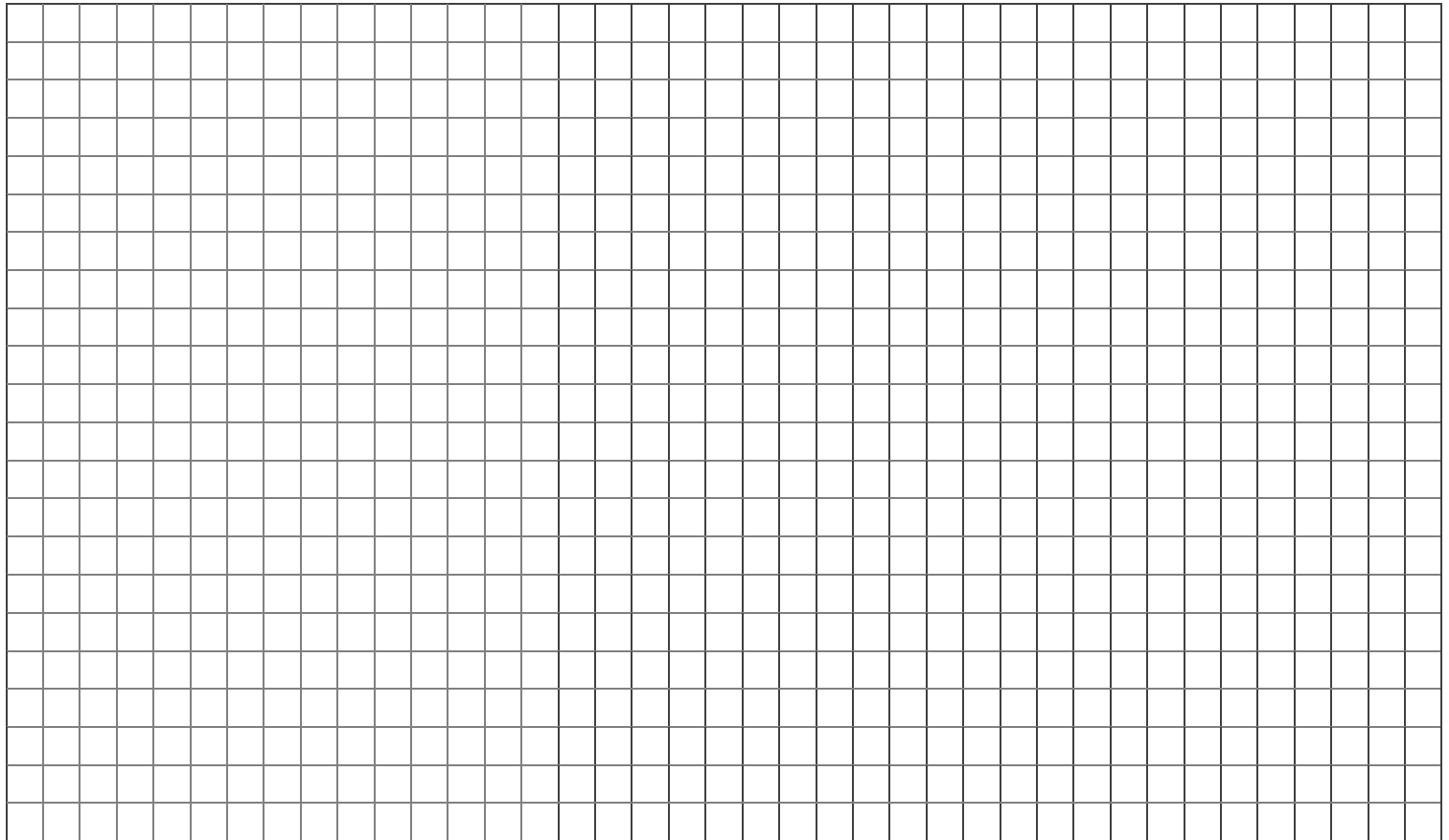


**SECTION 10: PLOT PLAN/SITE PLAN**

Property owners are responsible for properly identifying all structures, lot lines and easements. In addition, all permanent land features; public roads, wells, navigable water, wetlands, floodplain, drainage ways, rock outcrops and steep slopes shall be clearly identified on all plot plans. All Fire number information must be shown on a Plot Plan. Sauk County mapping site: <https://gis.co.sauk.wi.us/ZoningSite/>

The plot plan shall include a north arrow, be drawn to scale and with dimensions shown and be legible. If the above information is not shown, your entire permit application package will be denied, and your permit review fees are not refundable.

- Lot line/boundaries of the parcel/lot
- Location of existing road/road right of way
- Location of easements
- Location of proposed structure(s)
- Location of proposed/existing septic tank/field
- Location of proposed/existing well
- Location of navigable water
- Location of proposed/existing driveway
- North arrow & scale
- Setback distances to all items on this list detailed on map and represented in Section 3 of permit application



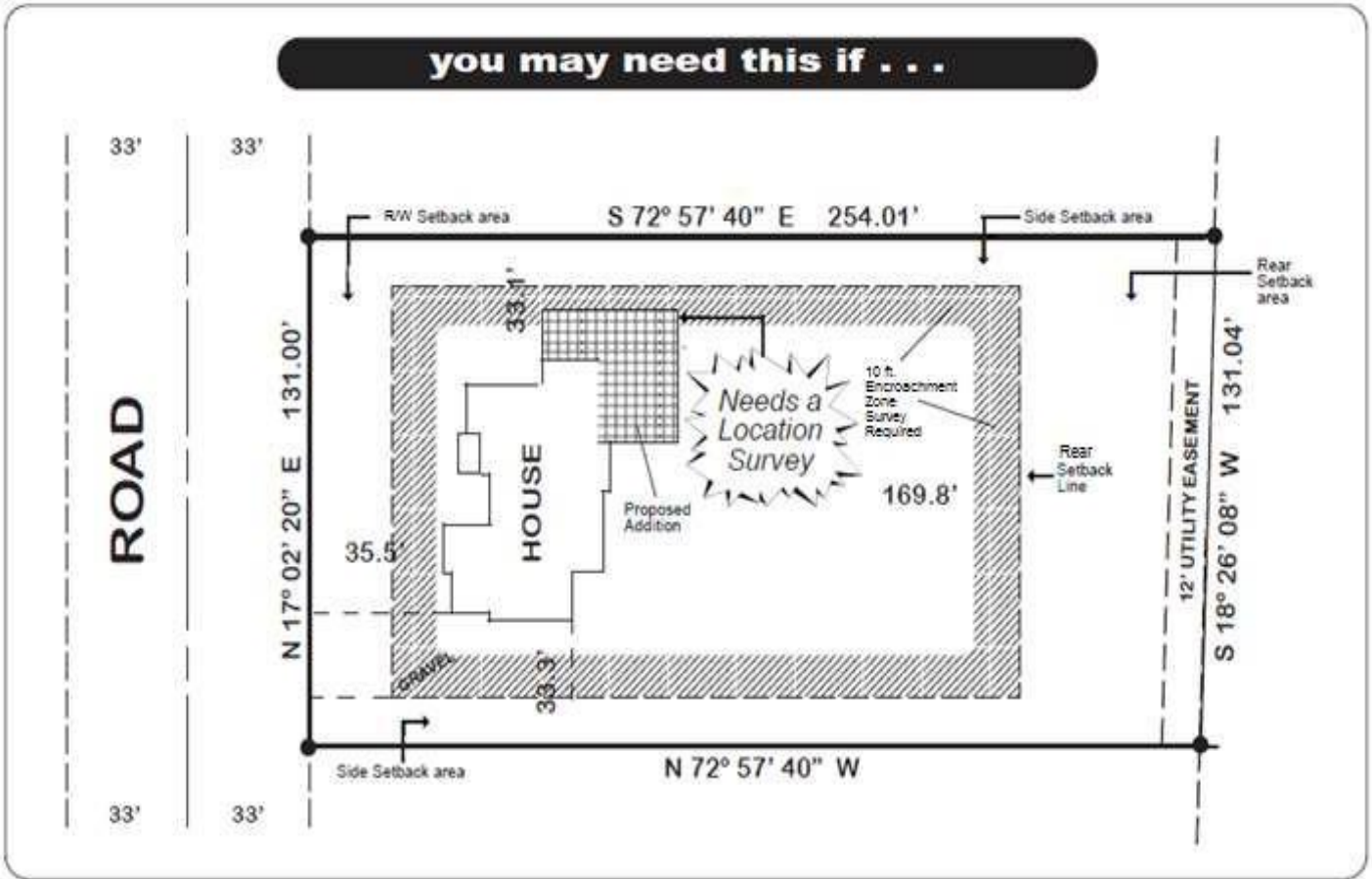
\* For Reference only



Appendix A:

A setback/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 setback/location survey to verify the construction location.
- The survey shall be done at the time when the foundation(s) or basement walls are completed.
- A setback/location survey shall be submitted to the Department before continuing work on the project.
- Note: A setback/location survey may add significant cost to your project. Please contact a Wisconsin Licensed Land Surveyor.



I, the undersigned, hereby make application for a landuse/sanitary permit only for the location of and the work described in the permit application attached and certify to the accuracy of that information. I further certify I am the property owner, and I have read and understand that a setback/location survey may be a condition of this permit and will construct the project in compliance with that and any other condition of said permit. I further understand that failure to provide accurate information or to comply with any provisions of the permit renders it null and void and may result in enforcement action.

**Sign Here**

<p>PRINT: Property Owner</p>	<p>DATE:</p>
<p>SIGNATURE: Property Owner</p>	

# Erosion Control Minimum Standards

Pursuant to Chapter 8 Shoreland Protection Ordinance and Chapter 51 Erosion Control and Stormwater Management Ordinance, erosion control plans may be required. Lands under the jurisdiction of Chapter 7 Sauk County Zoning Ordinance and which meet the requirements under Section 7 of this permit application, must complete an erosion control plan. Lands affected by Chapter 8 Shoreland Protection and which are in a shoreland area defined as the area within 300-ft from the ordinary high water mark of a navigable, river, stream or creek or to the landward side of the floodplain; and within 1,000-ft from the ordinary high water mark of a lake, pond or flowage must complete an erosion control plan. *The following Best Management Practices should be considered as part of an effective erosion control plan with greater levels of control utilized for sites that have steep slopes, are adjacent to lakes and streams, receive a lot of runoff from adjacent land or are larger than an acre. Please refer to the Wisconsin Department of Natural Resources website for additional information on erosion control and storm water management [https://dnr.wi.gov/topic/stormwater/construction/erosion\\_control.html#7](https://dnr.wi.gov/topic/stormwater/construction/erosion_control.html#7)*

## Best Management Practices:

### Straw Bale or Silt Fence and Erosion Mat

- √ Install within 24 hours of land disturbance.
- √ Install on downslope sides of site parallel to contour of the land.
- √ Extended ends upslope enough to allow water to pond behind fence.
- √ Bury 8 in of fabric in trench and stake (2 stakes per bale).
- √ Leave no gaps. Stuff straw between bales, overlap sections of silt fence, or twist ends of silt fence together.
- √ Inspect and repair once a week and after every rain. Remove sediment if deposits reach half the fence height. Replace bales after 3 months.
- √ Place erosion control mat on disturbed slopes greater than 10%.

### Soil Piles

- √ Cover with plastic and locate away from any down slope street, driveway, stream, lake, wetland, ditch or drainage-way.
- √ Temporary seed such as annual rye or winter wheat is recommended for topsoil piles.

### Sediment Cleanup

- √ By the end of each work day, sweep or scrape up soil tracked onto the street or drive.
- √ By the end of the next work day after a storm, clean up soil that has washed off site.

### Preserving Existing Vegetation

- √ Wherever possible, preserve existing trees, shrubs, and other vegetation.
- √ To prevent root damage, do not grade, place soil piles or park vehicles near trees marked for preservation.
- √ Place plastic mesh or snow fence barriers around trees to protect the root area below their branches.

### Revegetation

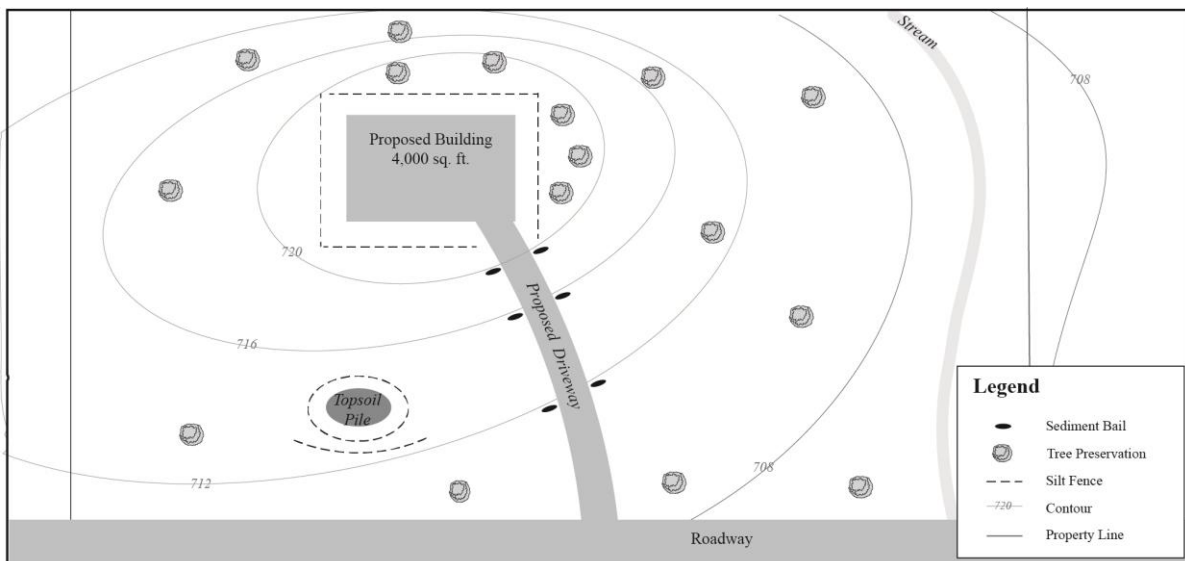
- √ Seed, sod or mulch bare soil as soon as possible. Vegetation is the most effective way to control erosion.

### Seeding and Mulching

- √ Spread 4 to 6 inches of topsoil.
- √ Seed with an appropriate mix for the site.
- √ Rake lightly to cover seed with 1/4" of soil. Roll lightly.
- √ Mulch with straw (70-90 lb. Or one bale per 1000 sq. ft)
- √ Anchor mulch by punching into the soil, watering, or by using netting or other measures on steep slopes.
- √ Water gently every day or two to keep soil moist. Less watering is needed once grass is two inches tall.

### Sodding

- √ Spread 4 to 6 inches of topsoil.
- √ Lightly water.
- √ Lay sod, tamp or roll lightly.
- √ On slopes, lay sod starting at the bottom and work toward the top. Laying in a brickwork pattern. Peg each piece down in several places.
- √ Initial watering should wet soil 6 inches deep, then water lightly every day or two to keep soil moist but not saturated for two weeks.
- √ Generally, the best times to sod and seed are early fall (Aug 15-Sept 15) or spring (May). If construction is completed after September 15, final seeding should be delayed. Sod may be laid until November 1. Temporary seed (such as rye or winter wheat) may be planted until October 15. Mulch or matting may be applied after October 15, weather permitting. Straw bale or silt fences shall be maintained until final seeding or sodding is completed in spring (by June 1).



# Sauk County Permit Application Check Sheet

Before staff will review an application, intake will confirm all supporting permit information is in hand. Incomplete applications will be returned or denied. Once intake has verified permit completeness, staff will begin the review process. Staff review may request additional information in order to meet code requirements. Original documents and signatures are necessary before the permit can be issued. If all supporting information is not provided, it will delay the issuance of your permit. If you have any questions, please do not hesitate to contact our office at 608-355-3245.

OWNER NAME: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

## INTAKE

### Sections 1-3, 5-9: General Land Use Info Required

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		a. Permit filled out & signed/dated (Section 10 & Appendix A)
<input type="checkbox"/>	<input type="checkbox"/>		b. Permit fees
<input type="checkbox"/>	<input type="checkbox"/>		c. Detailed Plot plan showing dimensions and setbacks, signed by owner/agent providing plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Floor plans, signed & dated by owner/contractor (required for all structures).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. Written Driveway approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f. Fire sign data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g. ECSM info meeting BMPs

### Additional Info Required for Shoreland District

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	h. Filling/grading plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. Erosion control plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	j. Vegetation removal/planting plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	k. Impervious Surface Calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	l. Worksheets No. 2 and/or No. 3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	m. Impervious Surface Affidavit & Recording Fee

### Section 5: Plumbing Info Required

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n. DSPTS Sanitary application signed by licensed plumber
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	o. Soil test filed and fees paid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. Septic maintenance agreement signed and dated by owner
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	q. Privy agreement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	r. Holding tank agreement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	s. Holding tank servicing contract
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	t. Detailed Plot plan showing dimensions and setbacks, signed by owner/agent providing plan (when not accompanied by land use permit)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	u. Floor plans, signed & dated by owner/contractor (when not accompanied by land use permit)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	v. Written Driveway approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	w. Fire sign data

### Land Use Fees

Land use fees are **tripled** when work is started without permits.

\* Land Use Permits shall be accompanied by Erosion Control Plans

* Single Family Residence \$500.00 Additions - \$200	* Multi-Family Structure \$600.00 Additions - \$250	* Commercial Industrial Bldg \$600.00 Additions - \$300
Fire Sign \$100.00	Add'l Fire Sign \$50/sign \$15/post	Mobile Homes \$200.00
Sign/Billboards \$2 sq. ft. or \$100 minimum	* Decks - Stairways and other land uses/structures \$100.00	* Detached Garages/ Residential and Agricultural Accessory Structures / Sheds \$100.00
Erosion Control \$100.00 Filling and Grading \$100.00	Retaining Walls \$300.00	Home Based Business, Change of Use, Conforming Land Use \$100.00
Vegetative Buffer Removal/Tree Cutting \$100.00	Permit Renewal/Transfer Fee \$100.00	Camping Permit \$20.00
* Boathouses/State Statute \$59.692(1v) Structure(s) \$300.00	Lodging House/B&B Permit Clean Landfill \$100 (Annual Review/Inspection Fee \$100)	Floodplain Surcharge \$200.00 Shoreland/Wetland or Additional Site Inspections \$150

### Septic Permit Fees

Septic Fees are **doubled** when work is started without permits.

Conventional System, Mound, IGP, Atgrade \$550.00	Holding Tank \$650.00	Reconnection \$300.00
Tank / Drainfield Replacement \$200.00	Permit Renewal/Transfer Fee \$100.00	Large System >= 1,000 GPD \$700.00
Privy \$200.00	Holding Tank Plan Review \$90.00 Atgrade Plan Review \$250	Soils Onsite Verification / Filing \$100
Groundwater Fee \$125	Plan Revision Fee - \$85.00	Staff Onsite Inspection \$100