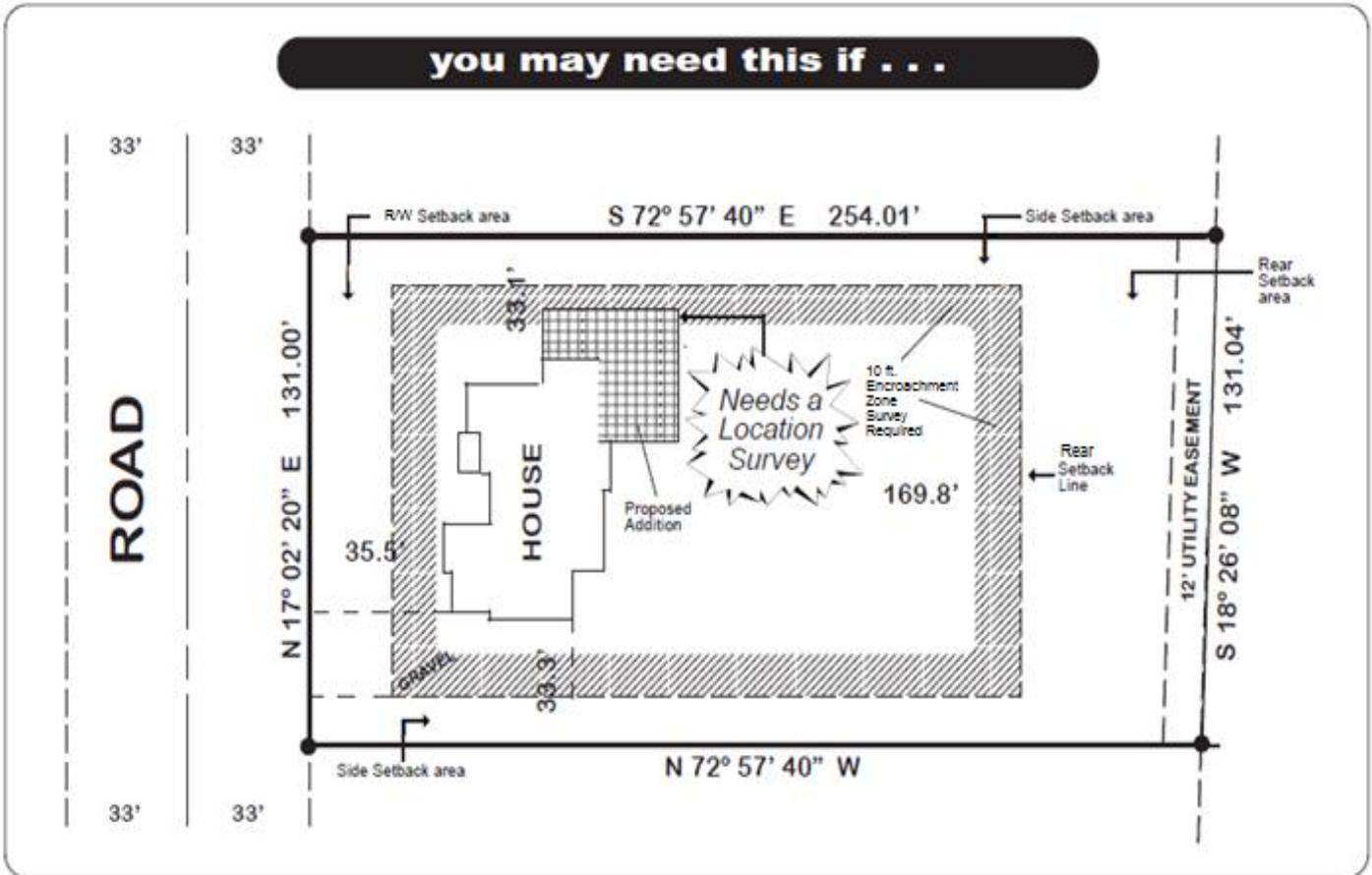


A setback/location survey, by a licensed surveyor, is required if your construction is within 10 feet of a setback line.

- 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.



1.

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

Erosion control plans may be required with Shoreland Permit Applications. The shoreland area is 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. *These are minimum requirements and additional controls may be needed 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*

Minimum Requirements for Home Sites:

Straw Bale or Silt Fence

- ✓ 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.
- ✓ 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.

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, seep 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

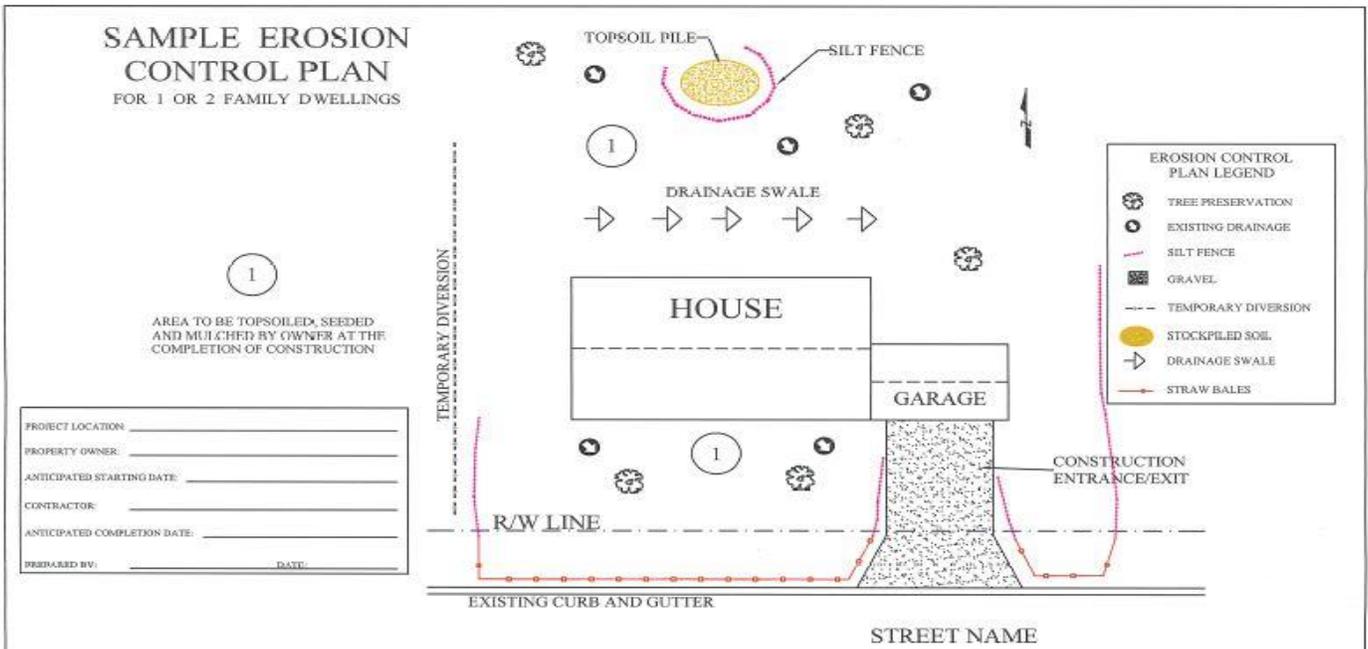
- ✓ Seed, sod or mulch bare soil as soon as possible. Vegetation is the most effective way to control erosion

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. **All of the afore mentioned could postpone 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

Additional Info Required for Shoreland District

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

Section 4: Plumbing Info Required

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	m. DSPS Sanitary application signed by licensed plumber
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n. Soil test filed and fees paid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	o. Septic maintenance agreement signed and dated by owner
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. Privy agreement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	q. Holding tank agreement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	r. Holding tank servicing contract
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	s. 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"/>	t. Floor plans, signed & dated by owner/contractor (when not accompanied by land use permit)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	u. Written Driveway approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	v. 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
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 with out 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