**TOWN OF BERRY 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:**

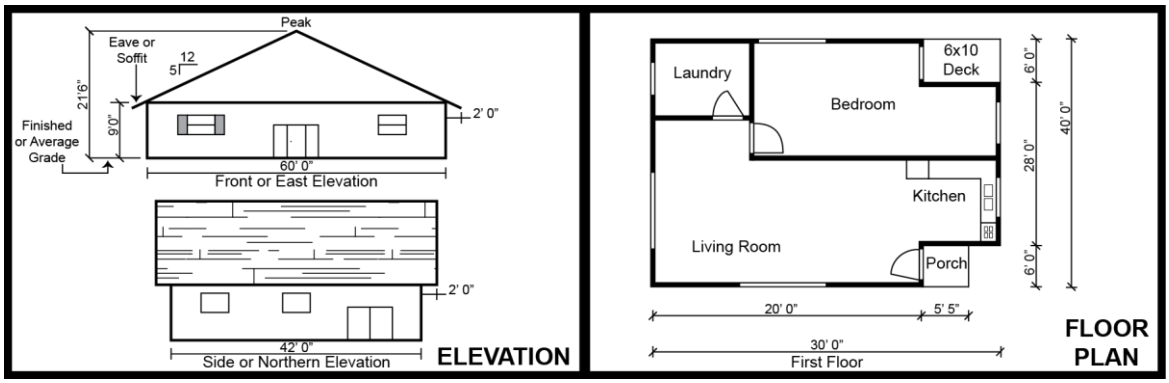
1. **Site Plan** – A scaled drawing showing the lot lines, lot dimensions, location and size of all existing and proposed structures or additions, and their distances from lot lines. The plan shall include the location of any existing and/or proposed on-site septic systems and wells on the property. 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 – (608) 266-4011.
     III. State and Federal Highways – contact Scot Hinkle, 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 $0.10 per square foot including porches, decks and all basement areas for residential projects; $250 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 with any questions.

## Sample Elevation and Floor Plan



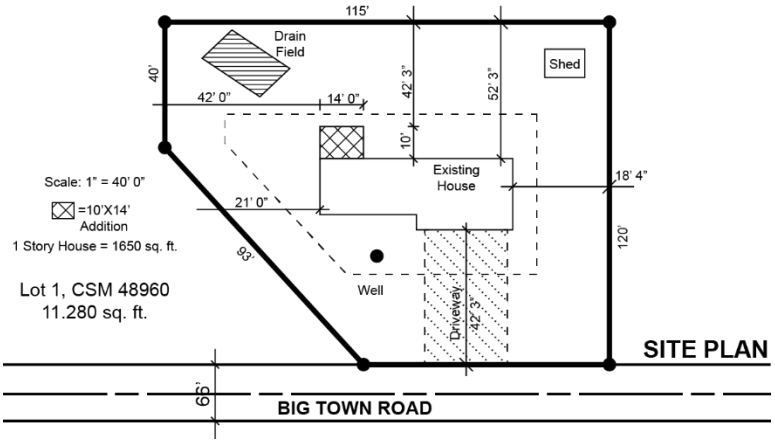

Building elevation drawings are exterior views of the building, sometimes identified as front, rear, left or right or North, South, East or West. Elevation drawings must be:

- 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

| PERMIT #: | |
|---|---|
| Permit Fee: $_____ | Fee Paid: ☐ |
| Approved By: | _____ |
| Approval Date: | / / |

**TOWN OF BERRY** • 9046 STATE ROAD 19 • MAZOMANIE, WI 53560
PHONE (608) 767-4152 • FAX (608) 767-3015 • www.townofberry.org

No structure shall be erected or altered without first obtaining a Land Use Permit pursuant to Section 1.096 of the Town of Berry Land Use Ordinance as well as the appropriate Building Permit(s). Land Use Permit Fees (pursuant to Town of Berry 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**

| | | | |
|---|---|---|---|
| ☐ PARENT PARCEL NUMBER | PARCEL NUMBER: | CURRENT ZONING: | ACREAGE: |
| TOWN: | | SECTION: _____ ¼: _____ ¼¼: _____ | |
| ADDRESS: | | | |
| CSM: | LOT: | SUBDIVISION: | BLOCK/LOT: |

## SECTION 2 - PROPOSED PROJECT INFORMATION

| | | | | | |
|---|---|---|---|---|---|
| **PROJECT CLASS** (Check One) | ☐ SINGLE FAMILY | ☐ DUPLEX | ☐ MULTI-FAMILY | ☐ SMALL COMMERCIAL / INDUSTRIAL (up to 20,000 SF) | ☐ LARGE COMMERCIAL / INDUSTRIAL (over 20,000 SF) |
| **PROJECT SCOPE** (Check all that apply) | ☐ NEW STRUCTURE | ☐ ADDITION | ☐ ALTERATION | | |
| **STRUCTURE TYPE** (Check all that apply) | ☐ PRINCIPAL STRUCTURE | ☐ GARAGE | ☐ DECK | ☐ SHED | |
| | ☐ FENCE | ☐ POOL | ☐ OTHER _____ | | |

## SECTION 2 - PROPOSED PROJECT INFORMATION (continued)

| SANITARY SERVICE: ☐ SEWER ☐ SEPTIC | PERMIT NUMBER: |
|---|---|
| HEIGHT IN FEET: | NUMBER OF STORIES (Not including basement): |

**AREA TO NEAREST SQUARE FOOT** (Outside dimensions including unfinished area, attached garages and above grade decks or porches)**:**

| BASEMENT: | 1ST FLOOR: | ⬇ TOTAL SQUARE FOOTAGE ⬇ |
|---|---|---|
| 2ND FLOOR: | 3RD FLOOR: | |

ESTIMATED CONSTRUCTION COST: (Please round to nearest dollar) ➡ ➡ ➡ ➡ ➡ ➡ ➡ ➡ ➡ ➡ ➡ ➡ ➡ ➡ **$**

| **SITE DATA** (not required for fence-only applications) | **LOT AREA** (sq. ft.) | **IMPERVIOUS SURFACE AREAS** | **EXISTING** | **PLANNED CHANGES** |
|---|---|---|---|---|
| | | STRUCTURES (include roof eaves & other overhangs) | SF | SF |
| | | DRIVEWAYS, PARKING AREAS, WALKWAYS | SF | SF |
| | | OTHER FLAT SURFACES (patios, uncovered decks) | SF | SF |

| | | | |
|---|---|---|---|
| 1. Is the property within 300 feet of a stream or 1000 feet from a pond or lake? | ☐ YES | ☐ NO | ☐ UNSURE |
| 2. Is there a wetland or floodplain on or near the property? | ☐ YES | ☐ NO | ☐ UNSURE |
| 3. Is this project associated with a rezone/CUP/variance (petition/appeal # _____ | (leave blank if none) | | |
| 4. Is a location survey required (see next page) | ☐ YES | ☐ NO | ☐ UNSURE |
| 5. Is this to correct a violation? | ☐ YES | ☐ NO | |
| 6. Will this project cause a disturbance of >4,000 square feet by excavating, grading or filling? | ☐ YES | ☐ NO | ☐ UNSURE |

## SECTION 3 - APPLICANT PROVIDE

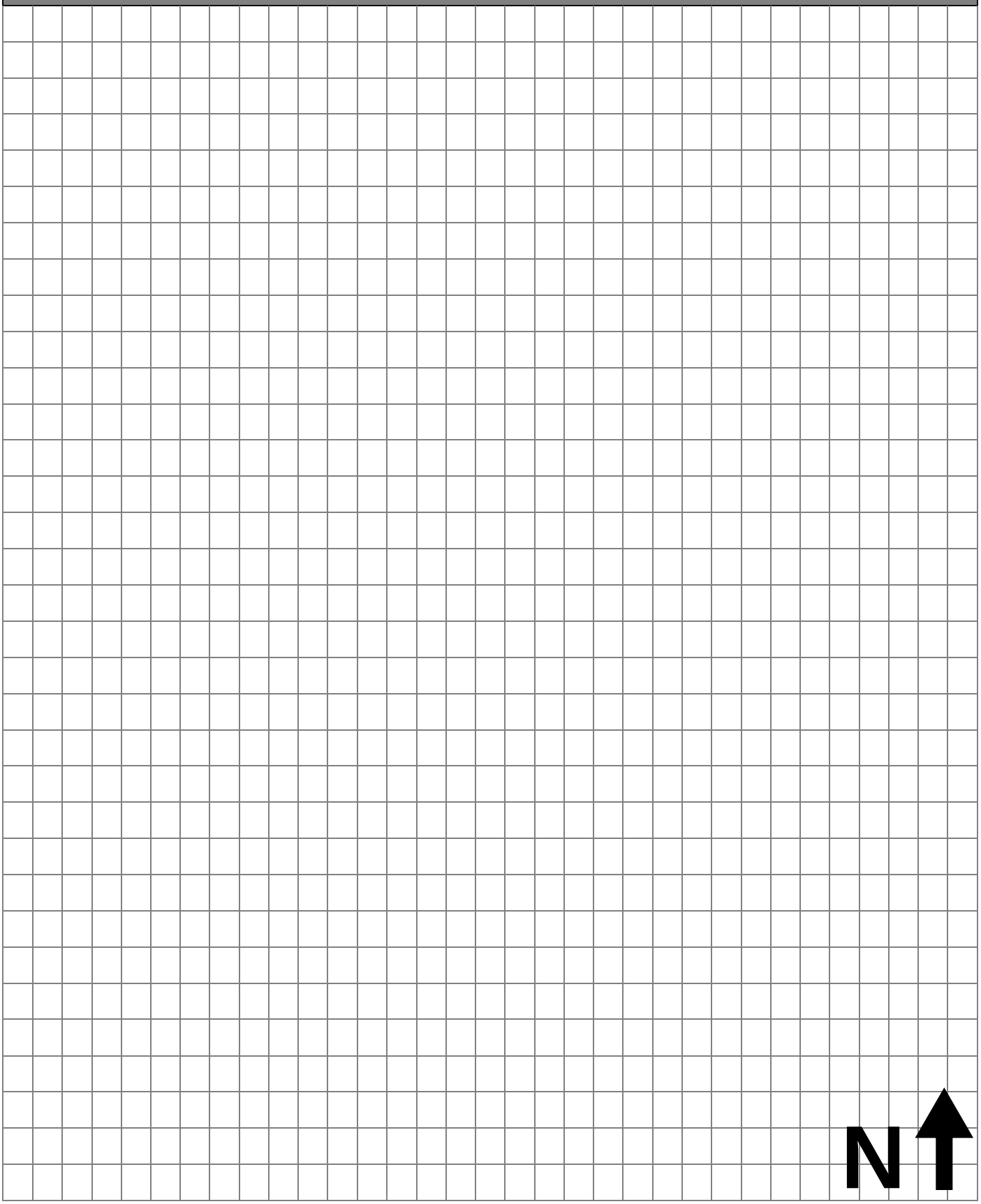
- ☐ Jurisdiction Review Form
- ☐ Zoning Status; CUP; Deed Restriction; CSM Variance (# _____)
- ☐ Site Plan drawn to scale and includes dimensions
- ☐ Site Plan including location of well/septic
- ☐ Setbacks
- ☐ Floor plans to scale
- ☐ Elevation of property frontage drawn to scale
- ☐ Driveway permits (state, county, town)
- ☐ Sanitary Permits (public, private)
- ☐ Erosion Control Permit (if applicable)
- ☐ Landscape Plan (if applicable)
- ☐ Lighting Plan (if applicable)
- ☐ Grading and/or Stormwater Plan (if applicable)

## SECTION 4 - STAFF REVIEW

- ☐ Zoning District
- ☐ Permitted Use?
- ☐ Rural Address (new/existing)
- ☐ Wetland/Floodplain/Shoreland (attachment)
- ☐ Erosion Control permit (slopes, disturbance, filling/access)
- ☐ Review Location Survey and available options

## SECTION 5 - SITE PLAN SKETCH (SCALE: one square = _____ Feet)

☐ Attached



## SECTION 6 - EXPLANATION OF THE PROPOSAL - Describe how you would like to change the use of your land

## SECTION 7 - CONDITIONS OF THE APPLICATION ACCEPTANCE

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:

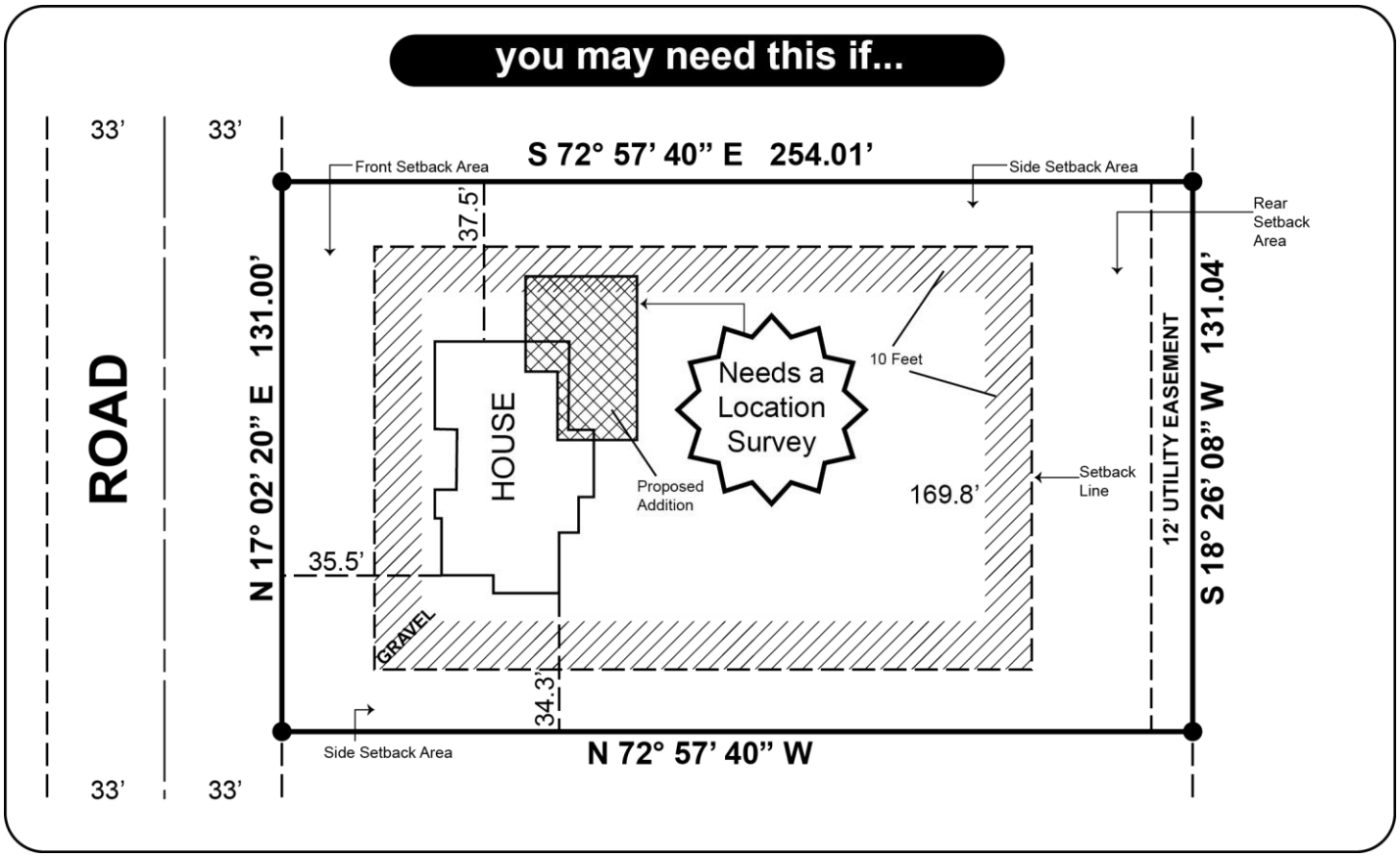
1. The Applicant has determined through the questions on previous pages that the Property which is the subject of this Application is not located in a floodplain, shoreland, or wetland area.
2. The Applicant is aware that the review of this Application by the Town may involve requesting professional services from engineers, surveyors, attorneys or other consultants. The Applicant agrees to pay the full cost of all consultants, regardless of whether the Applicant is approved or not. If consultants are required, the Applicant will deposit the estimated cost with the Town as security for those costs, and make additional deposits if requested by the Town. Applicant understands that unexpended deposits will be refunded upon completion of the Application process.
3. The Applicant is also responsible for all publication costs, the cost of per diems and other meeting expenses for any special meetings called to consider the Application.
4. The Applicant has reviewed the Town's Comprehensive Plan, and believes the Application is Consistent with the Comprehensive Plan.
5. The Applicant is aware that this Application will be delayed or denied if any necessary permits for the proposed activity have not been obtained, and some of those permits are issued by other agencies (DNR, Dane County, etc.).
6. The Applicant agrees that all work performed pursuant to a Land Use Permit will be performed in conformity to the requirements of applicable federal and state laws, county and town ordinances and regulations.
7. The Applicant grants the Town, its officers and consultants and agents, permission to enter the Applicants property, with notice, for the purpose of inspecting the property as part of the review of the Application.

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.

**PRINT NAME OF APPLICANT** (must be owner or project representative listed above)

| **SIGNATURE OF APPLICANT** (must be owner or project representative listed above) | **DATE** |
|---|---|
| | |

**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.