



# ZONING PERMIT APPLICATION PACKET

## PLANNING SERVICES - COMMUNITY DEVELOPMENT

### **Applicant** (Please Print or Type)

Date:

Name:

Business Name:

Address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

Mobile Number:

E-mail Address:

### **Property Owner** (Please Print or Type) *This section can be left blank if the same as above.*

Name:

Business Name:

Address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

Mobile Number:

E-mail Address:

### **Please fill out the information below regarding the requested Zoning Permit.**

Location/Address:

Tax Key Number(s):

#### **Type of Work Being Done:**

Driveway (New or Addition)

Patio, Walkways, Sidewalk

Fence

Retaining Wall

Other: \_\_\_\_\_

Project Details:

If this form has been filled out electronically, please click on the " Print Application" button on the top of page 1 or to the right of this text.

Once the application is printed/filled out it can be submitted to the Planning Services Division along with any applicable information required for your submittal. Please see the attached sheet to ensure that the proper supporting documents are submitted along with this completed form.

**I HEREBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE ZONING PERMIT PROCEDURE AND FAILURE TO COMPLY WITH CITY REQUIREMENTS WILL RESULT IN THIS APPLICATION BEING DELAYED OR DENIED.**

Signature of the Property Owner:

Signature of the Applicant (working as "Agent" for the owner):

Print Name:

Print Name:

Date:

Date:

***For Planning Services Use Only***

Submittal Date:

Staff Signature:

Fees Paid:

Yes

No



## ZONING PERMIT APPLICATION PACKET PLANNING SERVICES - COMMUNITY DEVELOPMENT

### Zoning Permit Procedures and Fees

A Zoning Permit through the Community Development Department is required for all proposed driveways, walkways, patios, retaining walls, and other miscellaneous items as identified in the Zoning Code and Design Guides. A Building Permit is not required for these items, just a Zoning Permit. This sheet provides the basic approval and location requirements. Please see the appropriate Zoning code section for more details.

**NOTE: If you live in a subdivision you should first check with your homeowner's association and/or the Covenants and Restrictions for your subdivision to make sure that the items you may be seeking approval for are allowed within your subdivision. Not all subdivisions allow the items listed above. It is the homeowner's responsibility to investigate this prior to construction/installation.**

#### **Driveway Information**

##### **Regulations-**

All new driveways and all driveway expansions require a Zoning Permit. This includes all driveway surfaces such as concrete, asphalt, gravel, pavers, etc. Driveways must be located at least three (3) feet away from the side and rear lot lines. Also, driveways cannot be located within any easement on record for your property.

##### **Submittal Requirements-**

The proposed driveway must be clearly drawn to scale with detailed dimensions on a Plat of Survey of the property. The survey needs to show all of the footprints of all existing structures and all existing concrete and asphalt. The distance of the proposed driveway to the lots lines should also be shown on the survey.

#### **Patio, Walkway, & Sidewalk Information**

##### **Regulations-**

All patios, walkways, and sidewalks require a Zoning Permit. This includes all surfaces such as concrete, asphalt, gravel, pavers, etc. These items must be located at least three (3) feet away from the side and rear lot lines. Also, these items cannot be located within any easement on record for your property.

##### **Submittal Requirements-**

The proposed patios, walkways, and/or sidewalks must be clearly drawn to scale with detailed dimensions on a Plat of Survey of the property. The survey needs to show all of the footprints of all existing structures and all existing concrete and asphalt. The distance of the proposed items to the lots lines should also be shown on the survey.

#### **Fence Information**

##### **Regulations-**

All fences require a Zoning Permit. Fences six (6) feet in height or less (measured from grade to the tallest point of the fence or post) can be placed anywhere on a lot and may be placed up to the lot line. Fences greater than six (6) feet in height are to be located in conformance to the height, offset, and setback requirements of the zoning district in which it is located. Fences greater than six (6) feet in height may be permitted closer than the required offset from an adjoining property line with the written consent of the adjoining property owner and by approval of the Plan Commission. In vision corner setback areas (corner lots), no fence shall be permitted which exceeds 2 1/2 feet above the elevation of the center of the street intersection, except for open fences through which there is clear vision. Fences cannot be located within any easements on record for your property. Fences for residential properties should be suitable for a residential neighborhood. Also, the decorative side of the fence (if applicable) must face your neighbor's property.

##### **Submittal Requirements-**

The proposed fence(s) must be clearly drawn to scale with dimensions on a Plat of Survey of the property. The survey needs to show the existing structures on the property. You also need to submit a drawing, picture, photo, or description of what the fence will look like, what it will be constructed out of, and also note how tall it will be (including the posts and fence).

## **Retaining Wall Information**

### **Regulations-**

All retaining walls require a Zoning Permit. Retaining Walls can be located anywhere on a lot provided however, that no individual wall shall exceed six (6) feet in height, and a terrace of at least three (3) feet in width shall be provided between any series of such walls. Any retaining walls along street frontage must be located at least three (3) feet away from the property line. Also, retaining walls cannot be located within any easement on record for your property.

### **Submittal Requirements-**

The proposed retaining walls must be clearly drawn to scale with detailed dimensions on a Plat of Survey of the property. The survey needs to show the existing structures on the property. You also need to submit a drawing or description of what the retaining wall will entail and also note the maximum height of each wall.

## **Miscellaneous Zoning Permits**

There are other miscellaneous items that require a zoning permit within the City of Muskego. The Zoning Code and the City's adopted Design Guides identify some of the other items requiring Zoning Permits. If you are considering a project and you are not sure if it requires a Zoning Permit or not, please contact the Planning Services Division at (262) 679-4136 and Planning Services staff will be glad to assist you in determining if a Zoning Permit is required.

## **Fees**

All Zoning Permits have the following fee:

### **\$20.00 Zoning Permit Fee**

If there are any questions regarding the Zoning Permit process please contact the Community Development Department at (262) 679-4136. The department can also be reached at [zoning@ci.muskego.wi.us](mailto:zoning@ci.muskego.wi.us)