

Columbia County Planning and Zoning Department

400 DeWitt Street - Portage, WI 53901

Phone: 608-742-9660

TOWN OF DEKORRA CONSTRUCTION & PERMIT HANDOUT

Applications for Sanitary, Zoning and ERN permits are available in the Planning & Zoning Office located in the Columbia County Administration Building (Courthouse). Office hours are Monday through Friday, 8:00 am to 4:30 pm. All permit forms, fee schedules and supplementary information are available at the Planning & Zoning Department website. <http://www.co.columbia.wi.us/ColumbiaCounty/PlanningZoning>

The building process including County and Town Permits must occur in the order shown below. Before any permit can be issued, the property *must* be recorded at the Register of Deeds indicating you are the owner of record.

NO STEEL TRACKED EQUIPMENT OR VEHICLES ON TOWNSHIP ROADS – PROTECTIVE MEASURES REQUIRED WHEN LOADING, UNLOADING (UNDER TRAILER RAMPS AND TONGUE JACK, ETC) OR WHEN DRIVING HEAVY EQUIPMENT
per Ordinance 8.08 & 8.09.

DETERMINE ZONING DISTRICT of PROPERTY and FLOODPLAIN STATUS

- Verify the Zoning District of the property through the Planning & Zoning Dept. and Floodplain Status (www.fema.com) to determine if your lot is buildable and/or requires flood insurance.
- If property is within Dekorra Utility District No. 1, verify Floodplain Status based on LOMA modifications to published FIRMs.

SOIL TEST

- Contact a Certified Soil Tester for a soil evaluation. The test results will dictate the type and size of septic system that is suitable for the property. (A list of Certified Soil Testers is available at the Planning & Zoning Dept.)

STEEP SLOPE SITES

- Sites with slopes 12% or greater that are to be disturbed require special treatment. See Dekorra ordinances Section 10.24, and Section 11.01(d).

SITE PLAN REVIEW

- All new structures, including single family residences require a site plan / siting review. See Dekorra ordinance Section 11.04.

DRIVEWAY PERMIT

- **CONCRETE DRIVEWAYS SHALL TERMINATE “THREE” (3) FEET FROM THE EDGE OF THE CONNECTING ROADWAY. THE REMAINING “THREE” (3) FEET OF DRIVEWAY SHALL BE ASPHALT PAVEMENT AND MATCH TO THE CONNECTING ROADWAY.**
- If property is on a Town road (e.g. Tipperary Road), contact the Town’s building inspector, General Engineering, at (608) 745-4070 to obtain a Driveway Permit.
- If property is on a county highway (e.g. County Highway 5Vö), contact the County Highway Office at (608) 429-2156 to obtain a Driveway Permit.
- If property is on a state highway contact Scott Hinkle, (608) 246-5334 to obtain a Driveway Permit.
- Existing driveways may require a current permit. Please consult with appropriate contact listed above.

SANITARY PERMIT

- Obtain application for County Sanitary Permit. The Master Plumber you contract with should have this form on hand.
- The application form and plans for the septic system will be prepared by a person licensed by the State of Wisconsin as a Master Plumber or Designer. (A list of Master Plumbers is available at the Planning & Zoning Dept.)

ZONING PERMIT

- Obtain an application for County Zoning Permit.
- The Zoning Permit may either be completed by the owner or by the builder/contractor.
- The owner’s original signature is required.
- All pages of the application must be completed accurately and permit fee received prior to processing.

ERN PERMIT

- Obtain and complete County Emergency Response Number (ERN) form.
- An Emergency Response Number (ERN) is required when address is not assigned to property.
- A Driveway Permit is required in order to receive an Emergency Response Number.

UNIFORM DWELLING CODE REQUIREMENTS

- Obtain Town Building Permit/UDC
Building Permit and Uniform Dwelling Code Requirements
Contact: General Engineering Company
916 Silver Lake Drive, P.O. Box 340
Portage, WI 53901 (608) 745-4070

TOWN CONTACT:

Rick Schmidt, Chairman (608) 635-5555
Vicki Auck, Clerk (608) 635-2014
Jerry Foellmi, Engineer (608) 742-2169

It is the responsibility of the property owner and builder/contractor to ensure that all permits have been obtained prior to construction.

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ADDITIONAL COUNTY & DEKORRA TOWNSHIP REQUIREMENTS

Minimum Setback Requirements-- Required *minimum* setback for any building from centerline of the road or right-of-way (R.O.W.) is as follows:

Town Road..... **63 feet** from the center line or 30 feet from the R.O.W.
County Trunk..... **75 feet** from the center line or 42 feet from the R.O.W.
State or Federal.....**110 feet** from the center line or 50 feet from the R.O.W.

NOTE The greater distance from the road must be used. For example you measure your proposed garage to be 65 feet from the centerline of a Town Road and 25 feet from the R.O.W. You must move your proposed garage back an additional 5 feet to be at least 30 feet from the R.O.W. The opposite can also happen, for example you measure your proposed house to be 63 feet from the center line of a town road and 35 feet from the R.O.W. You would not be able to move your house closer to the R.O.W. because you are already at the minimum setback of 63 feet.

Height-- No building can exceed a height of 35 feet. Garages on Single Family/Recreational zoned lands have 18øheight restriction.

Floor Area-- No building used for residential purposes can be under 900 square feet or be under 24ø wide and have a roof slope less than 3:12

Lot Area-- New lots must contain at least 20,000 square feet and a minimum average width of 100 feet.

Rear Yard-- Not less than 25 feet in depth from the main building to the rear property line.

Side Yards-- For single family dwellings, the aggregate width of the side yards should not be less than 25 feet, and no single side yard should be less than 10 feet wide.

For lots less than 75 feet wide, the aggregate width of the side yards should be the equivalent of 4 inches for each foot of lot width and no single side yard should be less than 40% of the aggregate width. (see "Minimum Setbacks" sheet.)

All structures including decks must be built **75 feet** from the ordinary high water mark of a lake, stream or river. A lesser setback may be permitted when done in accordance with Section 16-5-41 of the Columbia County Shoreland-Wetland Protection Ordinance. If building a boathouse, see handout sheet "Guidelines for Construction of Boathouses".

Other setback distances that must be considered when planning to build are:

Your **Treatment Tank** for your septic system must be at least:

- 5 feet from the house (all structures)
- 2 feet from the property line
- 10 feet from any underground water supply
- 25 feet from a well, lake, stream or pond

Your **Soil Absorption Area** for your septic system must be at least:

- 10 feet from any building
- 50 feet from any well, lake, stream or pond
- 5 feet from the property line

Your **Well** (private water system) must be at least:

- 2 feet from the eaves of any building
- 25 feet from all treatment tanks
- 50 feet from the soil absorption area