

PLEASE ALLOW 7-10 BUSINESS DAYS TO PROCESS THE APPLICATION MATERIALS



“In the Spirit of Town Government”

TOWN OF BUCHANAN
N178 COUNTY RD N, APPLETON, WI 54915
Phone: (920) 734-8599 Fax: (920) 734-9733

Building Permit Guidelines for Residential Construction:

This is a guide to explain the approvals, permit forms and the flow of our permit process. If any information is unclear, please call the Town of Buchanan and speak to Joel Gregozeski at 920-734-8599.

Step-1: Is the property zoned properly for residential use? YES NO

If no, you will need to contact Joel Gregozeski for the proper re-zoning procedures. We will provide you with the proper zoning code for the property that you are building on. Your property must meet the current zoning code requirements and be consistent with the Town’s comprehensive plan. Your site plan will need to conform to the existing zoning requirements (lot size, setbacks, etc.). A detailed site plan should be included with your building plans in Step 9. Visit our website: www.townofbuchanan.org or stop by our office to view our current residential zoning codes.

Step-2: Is your property within 300 ft. of a navigable stream? YES NO **and/or is your property in a flood plain?** YES NO **(if yes contact Outagamie County Zoning Dept., if no, skip to step 3)**

If yes, you are required to obtain either a **shoreland zoning permit or a conditional use permit** from the Outagamie County Zoning Department, 920-832-5255. Please contact the County to determine if you need either permit. Visit their website for the proper permit applications and fees at <http://www.co.outagamie.wi.us/zoning/zone-home.html>. This County permit must be obtained **prior** to a building permit with the Town.

Step-3: Have you obtained a sanitary/sewer or well & holding tank/mound permit? (Copy Attached):
 YES NO

If you are building within the boundaries of the local sanitary district, you are required to obtain the necessary sanitary sewer & water permits from Darboy Joint Sanitary District #1, located at N398 County Rd N, Appleton WI, 920-788-6048. The cost of this permit varies. We will not process your building permit until the sanitary permit has been issued.

If you are building outside the sanitary district, please obtain a sanitary holding tank or mound permit and well water permit from Outagamie County Zoning Department located at 410 S. Walnut Street, Appleton WI, 920-832-5255. All county permit information and costs are available on their website: <http://www.co.outagamie.wi.us/zoning/zone-home.html>. This must also be obtained **prior** to submitting a building permit to the Town.

Step 4: Is the Garners Creek Residential Permit application complete? YES NO

If you are building within the boundaries of the Garners Creek Storm Water Utility, we will provide this form and it will need to be returned to the Town with a separate \$15 permit fee payable to “Garners Creek Storm Water Utility”. This is used to track construction and to establish a future special assessment on the property tax bill for the storm water utility, once the building is constructed.

Step-5: How many driveways are requested? # _____, Permit forms complete for each? YES NO

A **driveway permit** is required for each access to our Town roads. A permit form should be filled out for each driveway culvert you are installing. Please review our ordinance 456-3 *Driveways*. A Town engineer/surveyor will come and shoot the elevations and ditch grades entering your property. Please be sure to pound wood stakes in the bottom of the ditch where each end of your culvert will be positioned. A cut sheet with calculations will be provided to our office and the contractor, so the culvert can be installed at the proper grade. If you have any questions related to the calculations you receive, they can be directed to Thad Majkowski (thadmajkowski@cedarcorp.com) at 920-785-7302. There shall be no on-site grading or construction prior to proper culvert installation.

(Office Use Only) Driveway form faxed to Thad on : _____ By: _____

Step-6: Is the Erosion Control Permit Application complete? YES NO

This form is used to inform the Town as to what type of erosion control you will be using during construction. Onsite erosion control is a requirement during grading and construction. The site will be inspected by our contracted engineer to be certain that you are maintaining proper erosion control. The erosion control must be in place prior to any grading or construction.

(Office Use Only) Did the completed Erosion Control Plan letter come from Carl Sutter? YES NO

(Office Use Only) Was letter received from Joel stating Erosion Control was approved? YES NO

Step-7: Is the Outagamie County Address Assignment form complete? YES NO

An **Outagamie County Address Assignment form** will need to be filled out in order to have an address properly assigned to your property. Fill out the form completely and be sure to sketch the lot and include a measurement from the nearest driveway, road intersection or lot line to the center of your proposed driveway. These measurements need to be as accurate as possible. The certification statement must be signed by the applicant. Ceramic address tiles and a bracket will be provided by the Outagamie County Planning Department and available for pick-up at the Town hall once we receive them.

(Office Use Only) Address request form e-mailed to the County on: _____ By: _____

Did completed address request form come back from the County & get entered on all forms and manuals pertaining to this project? YES NO

Step-8: Is the Wisconsin Uniform Building Permit Application complete? YES NO

The Town requires the **Wisconsin Uniform Building Permit Application** be completely filled out and signed. The residential building permit fee is listed on the next page. All trades are required to call our municipal inspector, Paul Hermes, 920-858-0102 (mobile phone) for all inspection phases during construction.

Step-9: Are you including 2 sets* of building plans? YES NO

Are you including 1 detailed site plan? YES NO

Our building inspector requires one copy of the building plans and our assessor requires one set of plans. An 8 ½" x 11" set of plans is preferred. A detailed site plan, drawn to scale, must also be included.

Step-10: Are you including an energy worksheet with the heat loss calculations? YES NO

An energy worksheet is required. This is provided by a lumber or insulation company.

We hope you have read and fully understand each step that is involved in the building permit process. Once each of the above steps has been completed, we will process your permits.

<u>Fees Payable to Town of Buchanan:</u>	Single:	\$550 (Includes all licensed trades)
	2-Family	\$700 (Includes all licensed trades)
	Multi-Family:	\$450 + \$150/unit
	Driveway Culvert:	\$250/ea
	Address Request:	\$ 35/ea
	Erosion Control:	\$300 (SF & TF)

(Should be paid with separate check) Park Impact Fee: \$480/single family, \$960/duplex, \$240/unit multi-family

Storm Water Permit: **\$15 payable to: Garners Creek Storm Water Utility** (returned to Town) **or N/A**

Any construction started without the proper permits in place will result in double permit fees

Website: www.townofbuchanan.org

Key Contacts:

Joel Gregozeski, Administrator 920-734-8599

joelg@townofbuchanan.org

Paul Hermes, Municipal Inspector 920-858-0102-Cell

Sewer/water connections:

Darboy Joint Sanitary District #1, 920-788-6048

N398 County Road N, Appleton WI 54915

or

Outagamie County Zoning Department, 920-832-5255

410 S. Walnut Street, Appleton WI 54911

Website: <http://www.co.outagamie.wi.us/zoning/zone-home.html>

Driveway Culverts: Thad Majkowski, PE

Cedar Corp. 920-785-7302 or thadmajkowski@cedarcorp.com

Storm Water/Erosion Control: Carl Sutter, V.P.

McMahon Associates 920-751-4200 or

csutter@mcmgrp.com

Website: <http://www.mcmgrp.com>

Shoreland Zoning or Conditional Use Permits:

Outagamie County Zoning Department, 920-832-5255

410 S. Walnut Street, Appleton WI 54911

Website: <http://www.co.outagamie.wi.us/zoning/zone-home.html>