



"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 Colleen O'Brien or Angela Gorall at 920-734-8599.

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

If no, you will need to contact Angela Gorall 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 in the office to view our current residential zoning codes.

Step-2: Is your property within 300 ft. of a navigable stream? YES NO (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? YES NO

If you are building within the boundaries of the local sanitary district, you are required to obtain the necessary *sanitary/sewer permits* from Darboy Joint Sanitary District, 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 complete.

Step-5: How many driveways are requested?# _____, Permit form 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 *74-4 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. The engineer will generally shoot grades on Friday's in the Town of Buchanan. 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 (tmajkowski@foth.com) at 920-496-6748. There shall be no on-site grading or construction prior to proper culvert installation. The cost per culvert is currently \$250.

Step-6: Is the Erosion Control General 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 municipal inspector, to be certain that you are maintaining proper erosion control. The erosion control must be in place prior to any grading or construction. The cost of this permit is \$50.00

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. The cost for the address is currently \$30.

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 currently \$400 for single or 2-family homes. Multi-Family permits are \$300 + \$100/unit. 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 a set of building plans and a detailed site plan? YES NO

Our building inspector requires 1 copy of the building plans. The smallest size he will accept is 8 ½" x 11". 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.

Fees Payable to Town of Buchanan:

Single or 2-Family:	\$400	(Includes all licensed trades)
Multi-Family	\$300 + \$100/unit	
Driveway Culvert:	\$250/ea	
Address Request:	\$ 30/ea	
Erosion Control	\$ 50	
Park Impact Fee:	\$440/single family, \$880/duplex, \$220/unit multi-family	

(Paid with separate check)

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

Key Contacts:

Angela Gorall, Administrator/Clerk 920-734-8599

administrator@townofbuchanan.org

Zoning information and some forms are available on our website: www.townofbuchanan.org

Colleen O'Brien, Deputy Clerk 920-734-8599

deputyclerk@townofbuchanan.org

Paul Hermes, Municipal Inspector 920-858-0102-Mobile, 920-996-1799-Office

Sewer/water connections:

Darboy Joint Sanitary District, 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,

Foth 920-496-6748 or tmajkowski@foth.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>