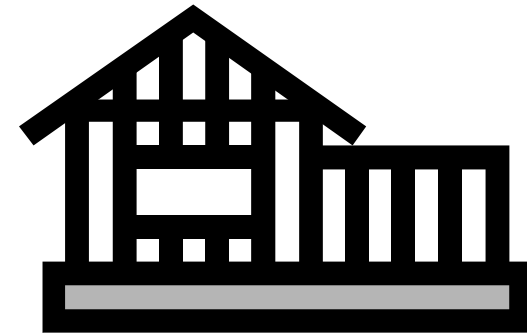


A GUIDE TO CONSTRUCTION IN JACKSON COUNTY

*An Informational Pamphlet for
Property Development*



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This pamphlet is intended to give general information about the steps needed to develop property in Jackson County. The information only affects lands that are in the unincorporated areas of the county. As with any informational pamphlet, this is just a guide. For each specific development there may be issues that are not covered in this pamphlet. Therefore, questions must still be directed to the local Town Clerk for matters dealing with the township or to the Jackson County Zoning and Land Information Office for issues and regulation administered by this Department.

Countywide Regulations Enforced For Development

Certified Survey Maps & Subdivision Plats

If property is being divided a Certified Survey Map or Subdivision Plat would need to be completed.

The type of plat depends on the following:



1. Four lots or less within a five year period can be created by the Certified Survey Map method. This must be done by a registered Land Surveyor.

local Building Permit requirements.



Uniform Dwelling Code (UDC) requirements are now in effect for all municipalities. These requirements apply to all new one and two family dwellings and additions or alternations to any home constructed after June 1, 1980.

Local regulations may also require permits and inspection for other accessory buildings, again contact your local municipal clerk.

Driveway Permits

An individual must check with the local township for Driveway Permit requirements. Driveways must be designated on site plans, so minimum county requirements may be verified.

The Zoning Department recommends contacting their office prior to any development taking place. This may avoid the need for after-the-fact permits or other enforcement action, which just delays the project and makes it much more costly.

lot or parcel of land. Occupation of the unit as a primary residence is STRICTLY prohibited. Local ordinances or restrictive covenants may prevent the siting of these travel trailer/camping units on a parcel of land.

Failure to adhere to any of the above mentioned regulations or permit requirements shall be subject to enforcement authority established in Chapter 15, POWTS Ordinance, Chapter 16 Shoreland Zoning Ordinance, Chapter 17 Zoning Ordinance, Chapter 18 Subdivision and Platting Ordinance and Chapter 20 Floodplain Zoning Ordinance. Violations will be subject to but not limited to the removal of the development or construction, citation, and further litigation.

Township Enforced Regulations For Property Development

Building Permits

Once all of the required County permits are issued, then the local municipal clerk MUST be contacted for any

2. Five lots or more, less than 1.5 acres in size, will need to be reviewed by the State of Wisconsin, Jackson County and the local township. All plat procedures must be followed. A public hearing is required for the initial Sketch Plat Review with the Zoning Committee.
3. Five lots or more greater than 1.5 acres in size will only require County and local township review. A public hearing is required for the initial Sketch Plat Review with the Zoning Committee.

There are several review steps involved in each type of land division, each requires fees. Contact Jackson County Zoning and Land Information for further information and details.

Shoreland/Floodplain Regulations

If a proposed project is within 300 feet of a river, creek or stream, or within 1000 feet of a lake, pond or flowage there may be restrictions for the development.



The Jackson County Zoning and Land Information Office must be contacted so maps can be used to verify if

restrictions may apply for the proposed development. This must be done prior to any development taking place, as it could be quite expensive and cumbersome to correct a situation in these areas.

Animal Feedlot Permits

Any individual who intends on confining undomesticated animals on their property MUST contact the Jackson County Land Conservation Department at (715) 284-0256 for permit requirements. There are setback requirements from navigable waters and property lines that may affect the proposal.



Undomesticated animals include, but are not limited to, cattle, horses, hogs, sheep, chickens, geese, goats, etc. The Animal Feedlot Permit requirements are in affect in all unincorporated areas of Jackson County.

Sanitary Permits

A Sanitary Permit is required for ANY dwelling intended for human habitation. The permit is issued for the installation of a private sewage system.

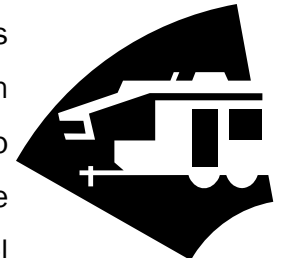
and prior to construction beginning.

Starting construction PRIOR to this permit being issued will incur a penalty fee of 10 times the permit fee. Ensure adequate time for permit issuance when scheduling your develop and construction plans.

Travel Trailer/Camping Unit Registration

In any zoned township, a travel trailer or camping unit can be located on undeveloped or vacant property for ONLY 25 days in a calendar year UNLESS it is registered with the Jackson County Zoning Department.

ALL travel trailer/camping units MUST be registered with the Jackson County Zoning Department PRIOR to January 31st. Registered units will be allowed to be located on the parcel from January 1st through December 31st.



Any travel trailer/camping unit that is registered will receive an annual registration sticker. This sticker MUST be displayed on the exterior of the unit. It MUST be clearly visible at the camping site. The annual registration fee is currently \$100.00.

Appropriate sanitary provisions must be utilized, as well as disposal of garbage and trash MUST be provided to the parcel of land. Only ONE (1) unit is allowed on any

Committee meets the Friday prior to the scheduled County Board meeting, usually the second or third Friday of every month. There must be a seven day lag period from the last notice published in the paper until the hearing date. The petitioner or their agent **MUST** attend the public hearing for a decision to be made.

- If the petition is for a zoning map amendment request, then the recommendation of the Zoning Committee must also go before the full Jackson County Board of Supervisors for final decision. This usually is the Monday following the public hearing.
- If the petition is for a Conditional Use Permit, then the decision by the Zoning Committee is final, unless appealed by any aggrieved party.

Land Use Permits



In any zoned township, a Land Use Permit is required for all buildings or structures. A Land Use Permit application **MUST** be completed and submitted to the Zoning and Land Information Department, along with a site plan **PRIOR** to construction beginning. The current fee for the Land Use Permit is \$100.00. An onsite inspection will be conducted by our office once the Land Use application is submitted

The following steps must be taken:

1. A Soil Evaluation by a Certified Soil Tester must be completed to determine the type of system (s) that can be installed.
2. A design needs to be completed by a Licensed Plumber or Licensed Designer for the system.
3. The Sanitary Permit application is submitted by the contracting Licensed Plumber to the County Zoning Department.
4. Once the permit is issued, the Licensed Plumber can install the system contacting the Zoning Department for an inspection **PRIOR** to backfilling.



If the dwelling or structure is **NOT** served by water under pressure, then a non-plumbing system could be installed. Non-plumbing systems include, but are not limited to, privies or outhouses, chemical toilets, compost toilets, etc.. A County Sanitary Permit is required for any non-plumbing system and must be issued **PRIOR** to installation or construction.

A County Sanitary Permit is required whenever a new or

different structure is connected or proposed to be connected to an existing private sewage system. A Reconnection Permit will only be issued if the system is found to be compliant upon inspection by an authorized individual.

Address Applications

Every structure, including travel trailer/camping units, in Jackson County is required to have an address number assigned prior to occupancy.

Application forms can be obtained from the Jackson County Zoning and Land Information Office.

The application form will be processed for data entry into the County E911 Response System. The urgency for this application processing is to guarantee emergency service response when you need it.

Once the address is assigned, your local clerk will be notified. The municipality will order and install the address sign. Contact your local clerk for the respective fee for this installation.

Zoning Regulations Enforced For Development

Property Zoning Issues

Currently, there are fourteen townships regulated by the County Comprehensive Zoning Ordinance. Any land use changes or development will require permits and possibly a public hearing for the approval of the project.

These can take some time, so you should always plan accordingly for possible delays. The fourteen townships that are zoned are:

Adams, Albion, Bear Bluff, Brockway, Cleveland, Franklin, Garden Valley, Knapp, Komensky, Manchester, Melrose, Millston, North Bend and Springfield.



All land use changes must go through these steps PRIOR to the development occurring:

- Publishing of the proposed land use change in the local legal paper for two consecutive weeks.
- Town Board meeting and Position Form submitted by the Town Board. The township usually meets the first or second week of the month. Contact your local clerk for their requirements regarding attendance at the Town Board meeting, the meeting date and time.
- A Public Hearing with the Jackson County Zoning Committee for any interested party. The Zoning