

HOW DO I APPLY FOR A ZONING PERMIT

WHEN: A zoning permit is required when a structure or part thereof is located, erected, moved, reconstructed, extended, enlarged, converted or structurally altered in all areas; or in areas within 1,000 feet of the ordinary high water mark of a navigable lake, pond or flowage; or 300 feet of the ordinary high water mark of any river or stream; or to the landward side of the floodplain, whichever is greater. For development under the jurisdiction of Waukesha County and regulated by the Waukesha County Shoreland and Floodland Protection Ordinance, please contact the Planner of the Day at 262-548-7791 or email the Planner of the Day at POD@waukeshacounty.gov.

WHY: To control placement of structures and land use in accordance with the regulations outlined in the Town of Vernon Zoning Code.

WHO: The Town of Vernon Zoning Administrator (or designee) reviews the Zoning Permit, and if approved, forwards the Zoning Permit to the Town of Vernon Building Inspector for final review of the Permit before he issues the Building Permit.

HOW: Applicant must submit a complete application packet and fee to the Town of Vernon Clerk's Office and if the application is complete it will be sent to the Zoning Administrator (or designee) for review and issuance of a Zoning Permit.

A COMPLETE APPLICATION PACKET SHALL INCLUDE THE FOLLOWING:

- Application for a Town of Vernon Zoning Permit form.
- A Sanitary Permit or a Preliminary Site Evaluation approval by the Waukesha County Department of Parks and Land Use – Environmental Health Division. You can contact that department by calling 262-896-8300; or go to the [Waukesha County Environmental Health Division link](#). Your check must be payable to Waukesha County.
- A scaled site plan (plat of survey preferred) indicating the location and dimensions of the lot, location and dimensions of all buildings and additions and those structures located within 50 feet of the lot line, location of the center line and grade of all abutting streets, floor elevation of structures, high water mark and/or conservancy boundary location whichever is more restrictive, location of existing and/or proposed wells and septic systems, and location of any soil borings.
- Building plans (including floor plans),
- A “Preliminary Stormwater Review Letter” may be required from the Land Resources Division, in accordance with the [Waukesha County Stormwater Management and Erosion Control Ordinance](#).
- Other applications or information may be required. Contact the [Karen Schuh, Town Clerk](#) for more information.
- Grading plan, if applicable.
- [Groundwater Table Determination Report](#) for any additions or Single Family Dwellings

FEES

Fees for Zoning Permit should be made out to the Town of Vernon and sent to the attention of the Town Clerk.

Zoning Review	\$225 per single family dwelling
	\$100 per addition
	\$60 per pools, decks, garages, etc.

TIME:

- An applicant can anticipate the Zoning Permit will be forwarded to the Town of Vernon Building Inspector within five (5) to seven (7) days of receipt of a complete application packet and fee by the Town of Vernon Zoning Administrator (or designee), and once the Environmental Health Division approval has been granted.

NOTES:

- A Preliminary Site Evaluation approved by the Environmental Health Division is required if an addition or improvement is made on an already developed lot not served by municipal sewer. Contact the Environmental Health Division for assistance. Please contact Environmental Health Division at 262-896-8300.
- A Sanitary Permit is required for new home construction or for a vacant parcel. Please contact Environmental Health Division at 262-896-8300.
- A Building Permit will be necessary from the Town of Vernon Building Inspector. Contact the Building Inspector at 262-366-2400.
- Upon issuance of a Zoning Permit, construction must commence within six (6) months and be completed within eighteen (18) months of the date of issuance.
- A Storm Water Permit from the Department of Parks and Land Use – Land Resources Division may be necessary before initiating certain grading activities. For one and two family residences, the Town Building Inspector will require the use of erosion control methods. Contact Waukesha County Land Resources Division at 262-896-8317 or Town Building Inspector, at 262-366-2400.
- An inspection of the site may be required.

VARIANCE OR APPEAL:

An appeal of a decision of the Town of Vernon Zoning Administrator (or designee) must be made within twenty (20) days of the staff’s decision to the Clerk’s Office at the Town of Vernon.

QUESTIONS:

Zoning questions need to be addressed to Karen Schuh, Vernon Town Clerk at 262-662-2039 or email Karen Schuh at: zoning@townofvernon.org. Please provide your name, phone number, email address, the address and/or tax key number of the parcel that the question is regarding, and your specific questions regarding the parcel.