



# TOWN OF VERNON

WAUKESHA COUNTY

W249S8910 Center Drive • Big Bend, WI 53103

Phone: (262) 662-2039 • Fax (262) 662-3510

## ZONING PERMIT INFO

Zoning Permits are required for most building projects in the Town of Vernon. To discuss the application process with the Town of Vernon Zoning Administrator contact:

Mr. Vince Budiac at 262-366-2400

or contact Karen Schuh, Town Clerk for an appointment: 262-662-2039

### THE FOLLOWING TO BE SUBMITTED WITH THE ZONING APPLICATION:

- Zoning Code Permit Application
- Three (3) copies of an accurate site plan or plat of survey (preferred), drawn to scale showing the following:
  1. Location and dimensions of lot
  2. Location and dimensions of all existing/proposed buildings on lot and those within 50 feet of lot
  3. Location and centerline of all abutting streets
  4. High water line of any water body which lot abuts
  5. Location of existing/proposed wells and septic systems on lot and within 50' of lot
  6. Floor elevation of proposed new buildings
  7. Location of percolation tests and soil borings for new buildings
- Soil Tests – TOV - Highest Groundwater Table Determination Report (NEW house only)
- Two (2) sets of building plans at ¼ inch scale and one (1) set of building plans in a digital format.
- A grading plan, for all new homes & may be required for additions
- Approval of the septic system by the Environmental Health Division is required prior to issuance of the Zoning Permit. Preliminary Site Evaluation forms are available at the Town Hall or go to the Waukesha County Environmental Health Division link (Check payable to WAUKESHA COUNTY)
- Applicable fee per schedule

Construction must **start within 6 months and be complete within 18 months** of the date of issuance of the Zoning Permit.