

**Town of Prairie du Sac
Sauk County, Wisconsin**

APPLICATIONS GUIDE

for

Land Divisions

Building Permits/Site Approval

Driveway Construction Permits

TABLE OF CONTENTS

	<u>PAGE</u>
<u>INTRODUCTION</u>	3
Purpose	3
Sauk Prairie Comprehensive Plan	3
Ordinances	3
The Applications Guide	3
Multiple Requests	4
<u>TYPE OF LAND USE CHANGES</u>	5
LAND DIVISIONS	5
Introduction	5
Application for Approval of a Land Division	5
Neighbor Notification and Public Hearing	6
Other Requirements	7
BUILDING PERMITS/SITE APPROVAL	8
Who Needs Them	8
To Apply	8
To Apply	8
After Applying	8
Building Inspector	9
Fees	9
DRIVEWAY CONSTRUCTION PERMITS	10
Who Needs Them	10
Before Applying	10
To Apply	10
After Applying	10
Public Hearing	11
Other Requirements	11
<u>GLOSSARY</u>	12
<u>APPLICATION FEE SCHEDULE</u>	14
<u>TOWN BOARD ADOPTION</u>	15
<u>PERMIT APPLICATION FORM</u>	16

INTRODUCTION

Purpose

After the adoption of the Town of Prairie du Sac's Land Use Plan in July 1999, ordinances and other land use policies were adopted by the Town of Prairie du Sac. The 1999 Land Use Plan has been superceded by the Sauk Prairie Comprehensive Plan adopted November 16, 2005. The Ordinances covered by this Guide were updated during 2007 and 2008. This amendment to the Guide replaces all other instructions for submitting the applications it covers. This Guide will help you understand and comply with the Town's ordinances covering land divisions, building permits, and driveway construction. By following the guidelines, you will ensure careful consideration of your request and help ensure its compliance with the Sauk Prairie Comprehensive Plan, the goals of which are to maintain the Town's agricultural land and rural character and to preserve and protect the natural environment.

Sauk Prairie Comprehensive Plan

For your information, Chapters 3, 4, and 7 of the Sauk Prairie Comprehensive Plan provide valuable information regarding new or changed land use activity in the Town. This plan was written in conjunction with the Villages of Sauk City and Prairie du Sac to lay out the Town's and Villages' guidelines for future development. These guidelines were not designed to prevent development but to guide it so that as development occurs, it does so in such a way that it meets the Towns' long-term goals for expansion. All requests must conform with the Comprehensive Plan. The Town Clerk and the Village libraries have copies of the Plan.

Ordinances

You should refer to those Town ordinances that apply to the land use activity you are considering. These ordinances describe specific Town policies. Full compliance with them is required.

The Applications Guide

Because some of you are considering just one activity (for example, constructing a driveway) and because some activities may be staggered over time (for example, making land divisions in one year and filing necessary requests to build a new home in another), each type of land use change is described separately in this guide. While this involves some repetition from one type of request to the next, it makes each request complete. You can thus read just the sections you need to without having to wade through rules that don't apply to your activity.

Multiple Requests

If your goal involves multiple activities such as dividing land and building a house, you will need to get several permits and approvals. Because you will need to follow a similar process for each activity if done separately, you may save time, frustration, and money if you combine your efforts. Another reason for combining requests is that, if done separately, it might be possible to get approval for a land division and a driveway to a location that may not be acceptable for building a house.

If you combine your requests, the "whole package" can be viewed at the same time, and potential problems can be avoided. You will still need to follow all of the individual requirements, but you will only need to submit one set of each of the exhibits required. Likewise, all site visits and Public Hearings that would be required can also be combined. If you are not sure what you want to do as a "whole package," you can still proceed with the individual requests, just follow the instructions for the request that you are making.

TYPE OF LAND USE CHANGES

LAND DIVISIONS

Introduction

A land division occurs when a portion of a parcel of land is sold or transferred to a new owner and the division creates a new parcel equal to or less than 80 acres, except in those cases exempted in section 1.03 of the Town of Prairie du Sac's Land Division Ordinance. Farm consolidations are considered a land division and must follow the approval procedures for a land division. Property line adjustments between adjacent landowners are not considered a land division; however, the adjustments require approval of the Town and County. Property line adjustments may be made between a non-complying lot or lots (less than 35 acres) but may not result in the creation of an additional cluster density credit.

All land divisions require the approval of the Town and Sauk County. The Town's requirements for land divisions are found in the Sauk Prairie Comprehensive Plan and the Town's Land Division Ordinance. The County's requirements are found in the Sauk County Code of Ordinances, Chapter 7 (Sauk County Zoning Ordinance), and Chapter 22 (Land Division and Subdivision Regulations). Copies of these documents are available at the Town and County. The Comprehensive Plan is also available at the village libraries in Sauk City and Prairie du Sac.

Before applying for a land division, you may want to meet with the Town's Planning Commission for informal discussion of your plans. The Commission can give you information and advice on the application process and requirements for land divisions. The Commission meets on the third Thursday of the month as needed. This informal meeting is not an official request to the Town and the Town will not act without an application being filed and the proper fee paid. Application forms, information, and Town contacts may be obtained from the Town Clerk, Dick Nolden, at (608) 544-2406. Some information is also available on the Town web page, www.townofprairiedusac.org. Informal contacts can also be made with Sauk County Planning and Zoning at (608) 355-3285.

Be aware that it is possible to create a parcel of land that will not meet the requirements for a building or driveway permit. The Comprehensive Plan and the Land Division Ordinance discourage land divisions and uses that conflict with agricultural operations. Any request that unduly conflicts with this objective may be denied.

Application for Approval of a Land Division

The Town's Land Division Ordinance contains the requirements for and defines the terms used in the land division process. The procedures to follow for approval of a land division are detailed on pages five and six of the Town's Land Division Ordinance. The instructions for submitting an application for a land division include a requirement for including several attachments. Descriptions of those attachments are located in the Glossary. The Glossary definitions also include sources for the attachments.

Note that the first point of contact when formally applying for a land division is Sauk County

The first Town contact will be the Town Clerk who will provide the necessary application form, collect any applicable fees, and check for the needed maps and attachments. You may ask the Town Clerk to arrange for the meeting with the Planning Commission, or you may contact the Commission Chair, Dennis Porter, at (608) 643-4331.

The next Town contact will be with the Planning Commission which meets on an as-needed basis on the third Thursday of the month. Requests for a meeting need to be made at least one week prior to the meeting date desired to allow time for scheduling, and agenda and meeting notices to be prepared. The Commission will review the request, inspect the site if needed, and make a recommendation to the Town Board regarding approval of the application. The recommendation may advise that neighbors be notified of the request and that a public hearing be held. Follow-up meetings may be required if the applicant wants to change the proposal or if additional information is needed.

The next Town contact will be with the Town Board. The Board will consider the application for land division only if the Planning Commission has made a recommendation to approve, conditionally approve, or deny your request. After consideration, the Board will approve, conditionally approve, or deny your request. If approved, the Board will issue you a Land Division Approval.

It is necessary that you or your agent attend the Planning Commission and Town Board meetings on your proposal and any viewing of your site.

Neighbor Notification and Public Hearing

After it receives the recommendation regarding your proposed land division from the Planning Commission, the Town Board, at its discretion, may send a neighbor notification form to all nearby landowners. The Town Board will then schedule its review of the land division application at its next meeting following the 10-day notification period called for by the neighbor notification requirement.

Before making its decision on the application, the Town Board, at its discretion, may hold a public hearing to allow you to formally present your intentions for the land division. It is also the opportunity for neighbors and other residents of the community to express their concerns and to present other pertinent information to the Town Board. Questions from the Board as well as other residents may be posed to the applicant at this time.

Note that interactions with the County are also required at various times during the Town review and approval process depending on the type of land division. Land divisions with a Planned Unit Development require a Conditional Use Permit from the County and require interactions with the County throughout the approval process. The procedures to follow for approval of a land division are detailed on pages five and six of the Town's Land Division Ordinance.

Other Requirements

A certified survey will be required for a land division. The Town's approval will be contingent on compliance with the instructions in the Land Division Ordinance on "Division by Certified Survey."

BUILDING PERMITS/SITE APPROVAL

Who Needs Them

All construction of new buildings and accessory buildings, except for the exemptions in the Building Permit Ordinance, requires approval by the Town of Prairie du Sac in the form of a Wisconsin Uniform Building Permit issued by the Town. The Town's policies on buildings and their location can be found in the Sauk Prairie Comprehensive Plan, particularly in Chapters 3, 4, and 7, and the Town's Building Permit Ordinance (available from the Town Clerk). The County's policies can be found in the County's Zoning Ordinances (available from Sauk County Planning and Zoning). No Building Permit will be issued until a Driveway Construction Permit for the driveway (if needed) is obtained. An adequate approach from the Town road to the building construction site is required during the construction period to prevent damage to the Town road. The driveway must be completed and inspected after building construction is completed and before the building is occupied.. Before coming to the Town, you should confirm with Sauk County Planning and Zoning that the size and proposed location of the building conforms with the County zoning requirements.

To Apply

Submit a Town of Prairie du Sac Building Site Approval Application and its appropriate fee to the Town of Prairie du Sac Clerk. (Application packages are available from the Town Clerk or Building Inspector).

After Applying

Upon the receipt of the Building Site Approval Application and the application fee, the Clerk will submit the application for new dwelling construction to the Town Planning Commission which meets on the third Thursday of the month. The Commission will forward its recommendation regarding approval of the application to the Town Board. The Clerk will submit applications for other than new dwellings directly to the Town Board. The Town Board will consider applications at its next regularly scheduled meeting on the second Tuesday of the month. After consideration, the Board will approve, conditionally approve, or deny your request. You or your representative will need to attend the Commission and Board meetings.

The primary consideration of the Planning Commission and Town Board when reviewing Building Permit applications is the siting and nature of the building(s) and driveway in relation to natural and man-made features. The following documents must be submitted at the Commission and Board meetings:

- a. *Aerial photo/site analysis*
- b. *Plat map.*
- c. *Site plan.*
- d. *Soil/slope analysis.*
- e. Land Division Approval (if this property was divided from a larger one).

If the Board approves the request, the following documents must be submitted to the Building Inspector before a Wisconsin Uniform Building Permit will be issued:

- a. *Site Plan Approval*
- b. *Driveway permit*
- c. *County zoning permit*
- d. *County sanitary permit* (for dwellings only)
- e. Completed *Wisconsin Uniform building permit application*
- f. Land Division Approval (if this property was divided from a larger one)
- g. Completed Energy Work Sheet
- h. Erosion Control Plan
- i. 2 sets of complete construction drawings including plan views of each floor, room dimensions, window and door location and sizes, beam sizes and column spacing, room names, joist and rafter size and spacing and a wall section showing roof, wall and foundation construction.
- j. Storm Water Management Plan (if required)

See the Glossary for an explanation of those exhibits typed in italics.

Building Inspector

Municipal Engineering & Inspection Services
827 Water Street
Sauk City, WI 53583

(608) 643-5329 Phone
(608) 643-5416 Fax
meiinc@merr.com email

Fees

- New one and two family houses \$0.30/sq.ft., \$750 minimum
- Residential additions \$40 to \$50 per inspection

Make checks payable to the Town of Prairie du Sac

See Building Inspector or Town Clerk for fee schedule for commercial and accessory buildings, pools, decks, etc.

DRIVEWAY CONSTRUCTION PERMITS

Who Needs Them

All construction or modification of private driveways or field roads in the Town of Prairie du Sac requires approval by the Town Board if that construction or modification changes the existing topography of the land. The Town's policies on the construction or modification of private driveways or field roads can be found in the Sauk Prairie Comprehensive Plan and the Town's Driveway Ordinance (Available from the Town Clerk.). The Driveway Ordinance contains detailed information on the construction requirements for driveways and field roads.

Before Applying

Before applying for a Driveway Construction Permit with the Town, you may wish to appear informally before the Town of Prairie du Sac's Planning Commission to explain your intent and be advised as to problems or concerns that will need to be addressed before you submit your request. Please note that this informal appearance is for informational purposes only and is not an official request to the Town and that the Town will not act without an application being filed and the proper fee paid.

To Apply

Submit a Driveway Construction Permit Application and its appropriate fee to the Town of Prairie du Sac Clerk. (Application packages are available from the Town Clerk.) With the application, you should include the following exhibits:

- a. *Plat map*
- b. *Aerial photo/site analysis*
- c. *Soil/slope analysis*
- d. *Driveway construction plan*

See the Glossary for an explanation of these exhibits.

After Applying

Upon the receipt of the Driveway Construction Permit Application with exhibits and the application fee, the Town Clerk will schedule a review by the Town of Prairie du Sac's Planning Commission at its next regularly scheduled meeting. This Commission usually meets the third Thursday of the month. The Planning Commission may schedule a site viewing if needed. The applicant will be notified of the site viewing. It is necessary that you or your agent attend both the site viewing and the review meeting. Failure to do so could result in a recommendation for denial of your application if questions arise that cannot be answered. If an agent is to present the application, it is recommended that the owner/applicant also be present. It is also possible that it might take more than one site viewing and/or review meeting to resolve all of the necessary concerns.

The Planning Commission, when reviewing a request for a driveway construction permit, will consider several factors including:

- Adequate vision should be provided for safe entry and exit from the driveway. Blind driveways are strongly discouraged.
- The width of the driveway at the juncture with the road shall be wide enough to provide safe access for emergency vehicles. A minimum width of 20 feet is recommended.

- When evaluating clearance for emergency vehicles, a minimum vertical clearance of 12 feet is recommended. Width requirements are defined in the Driveway Ordinance. Obstructions by both structures and vegetation will be considered.
- When culverts are used for drainage control, adequate measures must be used to prevent erosion caused by the culvert.
- Turnaround areas or cul-de-sacs are highly recommended for long driveways or driveways with steep slopes. Turnaround areas should be large enough to allow safe turning for emergency vehicles.

The Town Board will consider the application for Driveway Construction after a recommendation to approve, conditionally approve, or deny has been made by the Planning Commission. After consideration, the Board will approve, conditionally approve, or deny your request. If approved, the Board will issue you a Driveway Construction Permit.

Public Hearing

The Town Board may decide to hold a public hearing to allow the applicant to formally present his/her intentions for the driveway construction and for neighbors and other residents of the community to express their concerns and present other pertinent information to the Board. Questions from the Board as well as other residents may be posed to the applicant at this time.

Other Requirements

A driveway inspection by the Town is required after the construction is completed to assure that this construction meets Town driveway specifications. When the construction is completed, notify the Clerk who will make arrangements for this inspection. There is no additional cost for this inspection.

If the proposed driveway enters onto a County, State, or Federal highway, additional permits may be required by these entities.

GLOSSARY

Aerial photo/site analysis. This is an 8½- by 11-inch copy taken from an aerial photograph of the section in the Town of Prairie du Sac in which the property lies. If the property lies in 2 sections, you will need 2 aerial photos. On the photo(s), you should outline in black the boundary of the entire property. Outline in red the boundaries of any proposed land divisions or any parcel proposed for a zoning change. Then use colored highlighters to color in some of the natural features to help make them more visible. These features include ag land, woodlands, permanent streams and wetlands, and intermittent streams. Consider any land that is presently tilled or has been tilled (for example, land that is in CRP) as ag land. (The aerial photo is available from the Sauk County Mapping office at 608-355-3240. Note: the name this office uses for the aerial photos is section maps.)

County sanitary permit. This permit is required for all dwellings and mobile homes. (These permits are issued by the Sauk County Planning and Zoning office at Sauk County West Square Building, Room 225, Baraboo, Wisconsin, 608-355-3205.)

County zoning permit. This permit is required to assure that all dwellings, mobile homes, and most outbuildings meeting County zoning requirements. (These permits are issued by the Sauk County Planning and Zoning office at Sauk County West Square Building, Room 225, Baraboo, Wisconsin, 608-355-3285.)

Driveway construction plan. This is an 8½- by 11-inch drawing of the proposed driveway showing the length, width, radius of all bends, and relationship to property lines, buildings, and existing roads. Also shown will be the location and size of all culverts, any areas that will require fill, and any areas that will require cuts. Note: you may wish to make your initial drawing larger, then just make a reduced copy for attachment to your Driveway Construction Permit Application.

Driveway inspection report. This is a report filled out after completion of driveway construction. It certifies that the construction has been performed in accordance with the driveway construction plan and County erosion control plan submitted by the applicant and that it complies with specifications in the Sauk Prairie Comprehensive Plan and the Town of Prairie du Sac's Driveway Ordinance.

Neighbor notifications. This is a required notification of all landowners whose property adjoins the edges of your entire property to be developed by the Town Clerk at the discretion of the Town Board.

Plat map. This is a copy of the Town of Prairie du Sac page from the county plat book on which you should outline the entire property. (This is available from the Clerk.)

Sewage system site suitability. This is a letter from a certified soil tester confirming the site suitability of the proposed sewage system. Attached to this letter should be a copy of the site plan (described below) on which the acceptable sewage system locations are marked by the soil tester.

Site plan. This is an 8½- by 11-inch close-up drawing or survey map drawn to scale showing the locations of all existing and proposed man-made features of the property. These include any dwellings, driveway, wells, culverts, and sewage system. In addition, the distances of any proposed dwelling unit and sewage system to the boundaries of the entire property and any parcel to be rezoned should be noted. See Sample Exhibits as well as the separate page with a blank legend you can cut out and use on your site plan. Note: you may wish to make your initial drawing larger, then just make a reduced copy for attachment to your application.

Soil/slope analysis. This is a map identifying the types of soils and slopes on the property, generally available from Sauk County Land Conversation (608-355-3245). It will show the soils on which no disturbance is allowed and the soils on which non-farm residential development should be avoided. On this map, outline in black the boundaries of your entire property. In addition, mark in red the boundaries of any proposed land divisions, any parcel proposed for a zoning change, any proposed dwelling site, or any proposed driveway. Color any soils on which development should be avoided in orange.

Wisconsin Uniform Building permit application. This is a state form issued by the Wisconsin Department of Commerce to cover 1- and 2-family dwellings. (Copies are available from the Clerk or Building Inspector.)

APPLICATION FEE SCHEDULE

The following fees for all applications are as follows:

For applications requiring site views, the Town of Prairie du Sac charges the following costs/fees to cover the Town's costs/fees in reviewing your applications:

- (1) A nonrefundable fee of \$100.00 for the first time your applications and your site are reviewed by the Planning Committee and Town Board,
- (2) A nonrefundable fee of \$100.00 for each subsequent site view by the Planning Committee and Town Board, and
- (3) Any other costs incurred specifically because of your applications. Examples of such costs are attorney fees related to deed restrictions required, other legal review, costs for the advice of consultants, costs of repairing damage to Town roads caused during driveway construction, etc.

None of these costs are refundable.

TOWN BOARD ADOPTION

The Town Board hereby adopts this 2008 edition of the Applications Guide to cover all applications for Land Divisions, Zoning Changes, Site Plan Approvals, Building Permits, and Driveway Construction Permits submitted as of date indicated below.

APPROVED BY:

DATE: November 11, 2008

s/ Ronald Lins
Ronald Lins, Chairman

s/ John Lichtenheld
John Lichtenheld, Supervisor

s/ Thomas Murphy
Thomas Murphy, Supervisor

s/ David Lundgren
David Lundgren, Supervisor

s/ Thomas L. Schneller
Thomas L. Schneller, Supervisor

ATTESTED BY:

s/ Richard Nolden
Richard Nolden, Clerk

Land Division section adopted July 1999, revised
September 1999, revised April 2007, revised November 2008.

Driveway Construction Permits section adopted July 1999,
revised September 1999, revised April 2008, revised November 2008.

All other sections of the Applications Guide adopted
July 1999, revised September 1999, revised
November 2008

PERMIT APPLICATION
Town of Prairie du Sac -- Sauk County, Wisconsin

Name _____

MailingAddress _____

SiteLocation/Address _____

Description of Project _____

Zoning _____

SUBMIT FOLLOWING APPLICATION(S) AND EXHIBITS TO TOWN CLERK

- Land Division Application**
 - Plat Maps
 - Aerial Photo/Site Analysis
 - Soil/ Slope Analysis
 - Site Plan
 - Intended Use
 - List of easements, deed restrictions, and cluster density credits on the land being divided

- Driveway Construction Permit Application**
 - Plat Map
 - Aerial Photo/Site Analysis
 - Soil/ Slope Analysis
 - Driveway Construction Plan
 - For shared driveways, a legal agreement covering responsibilities and access rights of sharing parties

- Building Site Approval Application** (needed for Building Permits and Ag Building Permits)
 - Plat Map
 - Aerial Photo/Site Analysis
 - Site Plan
 - Soil/ Slope Analysis
 - Land Division Approval (if this property was divided from a larger one)

SUBMIT FOLLOWING APPLICATION AND EXHIBITS TO TOWN BUILDING INSPECTOR

- Wisconsin Uniform Building Permit Application**
 - Completed Wisconsin Uniform Building Permit Application
 - Building Site Approval
 - Land Division Approval (if this property was divided from a larger one)
 - Driveway Permit
 - Sauk County Zoning Permit
 - Sauk County Sanitary Permit
 - 2 sets of complete construction drawings
 - Erosion Control Plan
 - Completed Energy Worksheet
 - Storm Water Management Plan (if required)