



**Waupaca County
Planning & Zoning Office**

811 Harding St
Waupaca WI 54981-2087
Phone: 715-258-6255 Fax: 715-258-6212
www.co.waupaca.wi.us

DO YOU HAVE ALL THE REQUIRED APPROVALS TO BUILD?

- ❖ Before starting a building project make sure you have obtained all required permits and complete all necessary applications.
- ❖ Property located in platted areas may have covenants/deed restrictions. It is the owner's responsibility to address all restrictions.
- ❖ It is the owner's responsibility to contact the U.S. Army Corps of Engineers 715-345-7911 and Wisconsin Department of Natural Resources 920-424-3058 (Allison Willman) for determinations as to the existence of wetlands in the project area.

_____ Certified Survey Map – Combine Parcels – Sale or Exchange (lot line adjustment)

_____ Zone Change and/or Comprehensive Plan Map Amendment

_____ Conditional Use Permit

_____ Driveway/Culvert Permit

- ❖ Driveways on a **state or federal highway** contact Wisconsin Department of Transportation 715-421-8051
- ❖ Driveways on a **county highway** contact Waupaca County Highway Department 715-258-7152
- ❖ Driveways on a **town road** contact designated Town official: _____
- ❖ There may be a charge from the Town, Highway Department, or DOT for the driveway permit/culvert

_____ Property Address Application (if not already previously assigned)

- ❖ Must obtain the driveway/culvert permit, if required, before completing this application
- ❖ Complete Waupaca County Property Address Application and submit to Land Information Office at Waupaca County Courthouse (715) 258-6215 or designated Town official: _____
- ❖ The Town may charge a fee for the fire number sign

_____ Sanitary Permit (if applicable) – Includes Public Sewer, Reconnect Permit, Privy Permit and Portable Toilet Permit

- ❖ Must have a property address assigned to property before a sanitary permit can be issued
- ❖ Private Onsite Wastewater Treatment System – POWTS: Have a certified soil tester perform a soil & site evaluation to determine POWTS suitability and proposed location. The **licensed plumber** who will be installing the POWTS, must complete a sanitary permit application and receive plan approval from county, state, or both to obtain a sanitary permit from the Waupaca County Planning & Zoning Department
- ❖ Reconnect: An evaluation with soil boring (if applicable) and permit may be required for reconnection to an existing POWTS
- ❖ Privy: Permit application and privy installation agreement
- ❖ Portable Toilet: Portable Toilet Servicing Contract
- ❖ Public Sewer: Contact sewer district: _____
- ❖ Fee for sanitary permit is dependent upon system type and Waupaca County Planning and Zoning Fee Schedule
- ❖ Adding bedrooms or increasing the living space by 25% may require a POWTS evaluation and soil boring (if applicable)

_____ Land Use Permit (County Comprehensive Zoning in all Townships except Dupont, Fremont and Harrison)

- ❖ A sanitary permit (if applicable) must be obtained before a land use permit can be issued
- ❖ Fee(s) dependent on Waupaca County Planning and Zoning Fee Schedule (after-the-fact is double fee)
- ❖ Waupaca County Land Use Permit application and detailed site plan – Shoreland and Floodplain see below

_____ Shoreland _____ Impervious Surface Worksheet _____ Mitigation

Shoreland & Floodplain administered by Waupaca County Planning & Zoning in all Townships

_____ Floodplain _____ Cost Estimate Sheet _____ Construction Agreement _____ Compaction Form _____ Elevation

_____ Town Zoning Permit

- ❖ All above approvals must be obtained prior to contacting the Town for the Town Zoning Permit
- ❖ Contact: _____

_____ Town Building Permit

- ❖ All above approvals must be obtained prior to contacting the Town Building Inspector
- ❖ Contact Town Building Inspector: _____