



Natural Resources Department

Jamie Ludovic, Chief Community

Development Officer

Paul Sebo, Conservation & Zoning Manager

Public Agency Center
333 E. Washington Street, Suite 2300
P.O. Box 2003
West Bend, WI 53095-2003
(262) 335-4445
Fax: (262) 335-6868
landres@washcowisco.gov
www.washcowisco.gov

PERMIT APPLICATION REQUIREMENTS

This document explains the areas regulated by [Washington County's Shoreland-Wetland-Floodplain Zoning Ordinance](#) and permit application requirements for proposed projects. Several weeks prior to starting any of the following activities:

- New or replacement construction (including remodeling, reconstruction, additions, or any structural alterations) of buildings or structures, including decks, sheds, porches, etc.
- Landscaping, filling/grading/excavating/dredging, pond construction and any soil disturbance work.
- Installation of rip-rap, or other approved method of erosion control/stabilization used along the shoreline/bank of a lake or river.
- Construction or replacement of retaining walls, patios, sidewalks or other landscaping.

If you have questions, please contact the Planning & Parks Department for information on permit requirements.

Enforcement of the County Shoreland-Wetland-Floodplain Zoning Ordinance pertains to properties within: 300 ft. of a river or navigable stream; within 1,000 ft. of a lake or pond; as well as, all floodplain areas and the majority of wetland areas. In some cases, your proposed project may require approval from the Washington County Land Use & Planning Committee and County Board prior to you starting any work in the these areas.

Any one of the activities noted above may require one or more of the following Washington County permits. Begin by determining if your project lies **OUTSIDE** or **WITHIN** of the Shoreland – Wetland – Floodplain Zoning area.

FOR PROPOSED PROJECTS LOCATED OUTSIDE OF COUNTY REGULATED SHORELAND-WETLAND &/OR FLOODPLAIN AREAS

1) PERMIT APPLICATION REVIEW FORM – No Charge

This form is used to confirm the following:

- Your project is **OUTSIDE** of the Shoreland-Wetland &/or Floodplain Zoning areas.
- Assures your project is meeting setback requirements from the septic system – A structure must be at least 10 feet away from the septic drainage field (15 feet away – if it is down slope from a mound) and 5 feet away from a septic tank or holding tank. A swimming pool must be at least 15 feet away from a septic drainage field (SPS 383.43 Table 1).
- Provides information on other County or local permits that may be needed.

(Continued on next page)

**APPLICATION REQUIREMENTS FOR PROPOSED PROJECTS LOCATED WITHIN
COUNTY REGULATED SHORELAND-WETLAND &/OR FLOODPLAIN AREAS**

2) SHORELAND ZONING PERMIT – \$100.00 Permit Fee

This permit is for small scale projects **within** 1,000 ft. of a navigable lake or pond, within 300 ft. of a navigable stream or river, and within all floodplain areas, including but not limited to:

- Soil disturbance less than 2,000 square feet including filling/grading/excavating.
- New or replacement building construction including remodeling, reconstruction, additions, or any structural alterations of buildings or structures, including decks, sheds, porches, etc.
- Installation of rip-rap along shorelines.
- Some new or replacement retaining wall installations.

3) ADMINISTRATIVE PERMIT – \$450.00 Permit Fee

This permit is for moderate scale soil disturbance activity **within** 300 ft. of navigable streams and lakes, including but not limited to:

- All filling/grading/excavating on slopes greater than 20%
- Filling/grading/excavating of 1,000 to 10,000 square feet on slopes of 12% to 20%
- Filling/grading/excavating of 2,000 to 15,000 square feet on slopes less than 12%
- Replacement of existing retaining walls

Note: The excavating, grading and landscaping involved in the construction of houses **within** 300 ft. of navigable waters are likely to require an Administrative Permit. A public hearing is **not** required for this type of permit.

4) CONDITIONAL USE PERMIT – \$525.00 Permit Fee

This permit is for larger scale soil disturbance activity **within** 300 ft. of navigable streams and lakes, including but not limited to:

- All filling/grading/excavating over 15,000 square feet
- All filling/grading/excavating over 10,000 square feet on slopes greater than 12%

Note: A public hearing and committee action **is** required for this type of permit.

5) BOARD OF ADJUSTMENT (Variance-public hearing) - \$900.00 Permit Fee

Generally this permit is required under the following conditions:

- When the minimum setback requirements from shoreline or wetlands cannot be met.
- Proposed principal structure (house) or impervious area limits are not able to meet current code requirements.
- Inability to floodproof a new house or a proposed addition per required codes.

Note: A public hearing **is** required for this type of permit.

A Board of Adjustment Variance may be required for construction/reconstruction/replacement of, or additions to, buildings or structures. This includes but is not limited to new/replacement houses, garages, decks, porches, boathouses, patios and new retaining walls.

To help minimize complications, you are encouraged to contact our office several weeks prior to the anticipated start of your project. Planning and Parks Department staff are available to help guide you through the permit process. Please note that some projects may also require Town, WI DNR and/or U.S. Army Corps of Engineer approval.

Questions? Please Contact Us - Phone: 262.335.4445

Shoreland-Wetland, Floodplain Zoning Permit Fees

1) Permit Application Review Form	No Charge
2) Shoreland Zoning Permit	\$100.00
3) Administrative Permit	\$450.00
4) Conditional Use Permit	\$525.00
5) Board of Adjustment Variance Permit	\$900.00
Accessory Buildings <2,000 Square Feet (New, Replacement or Additions)	\$100.00*
Accessory Buildings >2,000 Square Feet (New, Replacement or Additions)	\$150.00*
Zoning Permit Minor Grading.....	\$100.00
New Residential, Commercial or Industrial Buildings.....	\$225.00*
Additions to Residential, Commercial or Industrial Buildings	\$175.00*

****These fees are in addition to either: Zoning, Administrative or Conditional Use Permit Fees***

Note: **Only** Permit Application Review Forms may be emailed to permitter@co.washington.wi.us. For all other Zoning Permits which require a **Fee** – please stop in our office. Mailing the application, fee and plans is also acceptable.

Make checks payable to: **Washington County**

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Thank you!

Dated: 05/26/2022