



Planning and Parks Department
Jamie Ludovic, Chief Community Development Officer
Paul Sebo, Conservation and 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@washcowisconsin.gov
www.washcowisconsin.gov

PERMIT APPLICATION REVIEW FORM INSTRUCTIONS

The PERMIT APPLICATION REVIEW FORM is primarily used to verify that a County Permit is not needed for a proposed project on a parcel. The proposed project must:

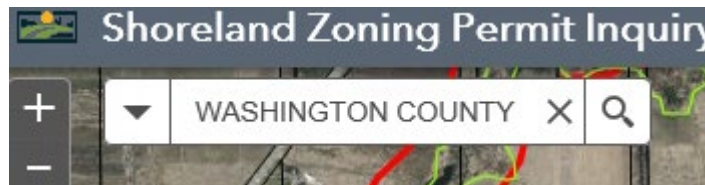
- 1) Lie outside of the jurisdictional Shoreland, Wetland, Floodplain Zoning areas;
- 2) Have proper setback distances from the septic system and well; and
- 3) Does not need an Erosion Control or Stormwater Management Permit.

If staff verify that a County permit is not needed we will provide you a copy of the signed PERMIT APPLICATION REVIEW FORM, that can then be brought to your local municipality (town/village). The local municipality will review and have you complete any final permits or approvals before starting your project. If a County permit is needed staff will indicate that on the form and will help guide you through the permit process.

In addition to the below instructions, a website mapping application has been created to provide you with the information needed to complete the PERMIT APPLICATION REVIEW FORM. The website mapping application also provides information on other permits that may be needed for your project.

Visit the mapping application website: <https://maps.washcowisconsin.gov/apps/washcogis/>
This application contains pop-ups. Having Trouble? Turn off your pop-up blocker.

- 1) Find your property, begin by typing in your name, address or tax key in the "Search" area. Select the correct information from the search box to ZOOM into the parcel. In this example, the owner's name was typed as "WASHINGTON COUNTY"

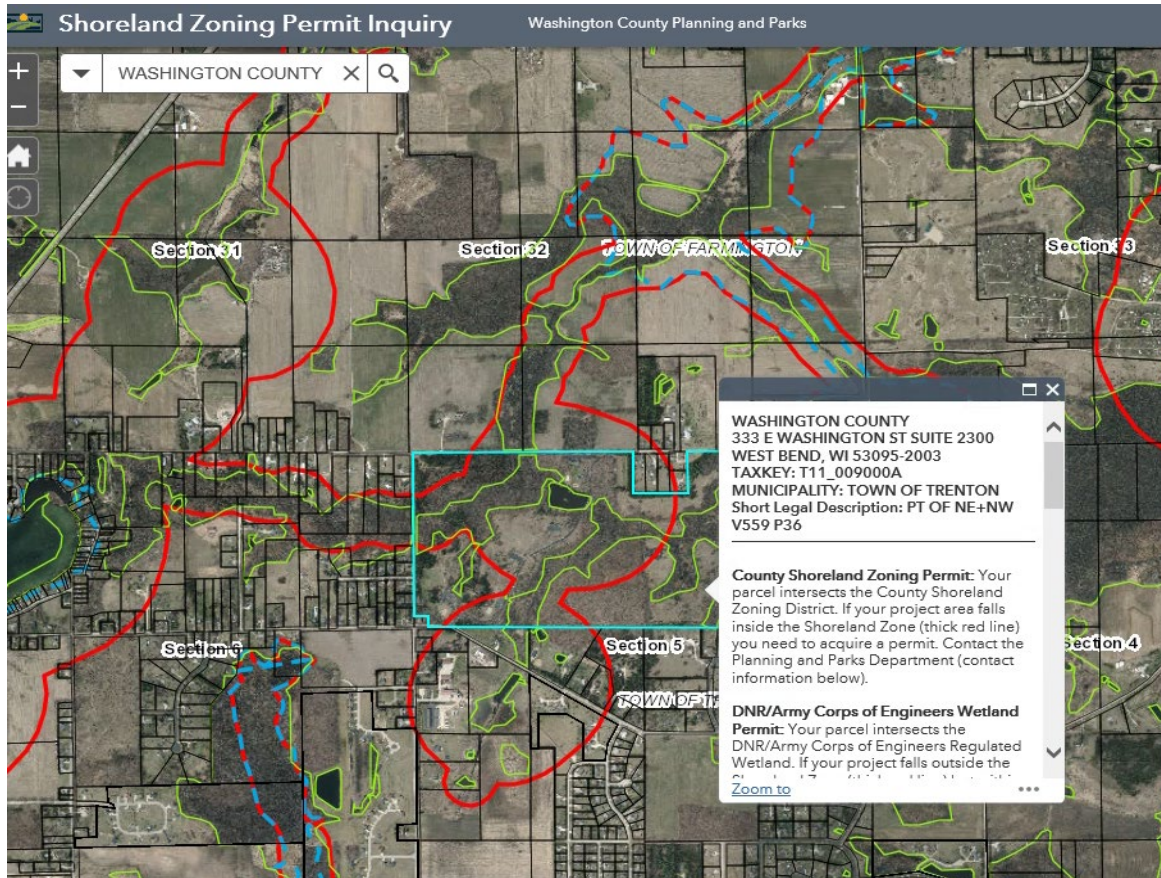


The ownership and permit information will pop-up in a rectangular box near your parcel. Use the scroll bar in the box to read through all the information provided to determine which permits may be required for your project.

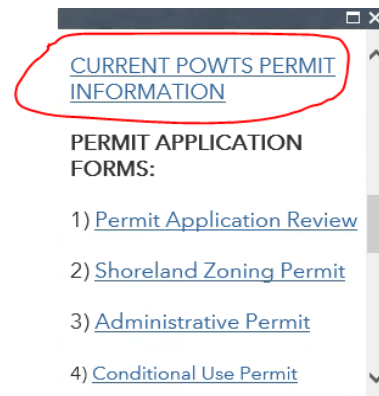
To visibly verify if your project is located within a shoreland zone, you may need to zoom out to find the extent of the Shoreland Zoning areas which is the thick RED LINES. Your parcel may intersect with the shoreland zoning area however, your project may lie outside of the shoreland zoning area.

- If your project is located WITHIN the shoreland zone, you will need the SHORELAND ZONING PERMIT and/or ADMINISTRATIVE/CONDITIONAL USE PERMIT not a PERMIT APPLICATION REVIEW FORM. Note: Shoreland zoning is considered to be the area within 1,000 feet of a navigable lake, pond or flowage or 300 feet within a navigable river or stream.

- 2) If you have determined that your project lies OUTSIDE of the Shoreland Zoning area, please fill out the PERMIT APPLICATION REVIEW FORM.



- 3) Next, scroll down in the pop-up box - click a link named “CURRENT POWTS PERMIT INFORMATION” to find all your “Ownership Information” needed to complete the PERMIT APPLICATION REVIEW FORM. See the screenshot to the right.



Assure that your project is meeting the 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). The majority of septic system site plans have been scanned and can be found on this link – unfortunately we don’t have septic permits on septic systems installed before 1969.

- 4) When you click on the **CURRENT POWTS PERMIT INFORMATION** link the you will see the following screenshot.

[Return to search results](#)

[Property Summary](#)

Owner (s): WASHINGTON COUNTY		Location: NW, Sect. 5, T11N, R20E NE, Sect. 5, T11N, R20E	
Mailing Address: WASHINGTON COUNTY PLANNING AND PARKS DEPT 333 E WASHINGTON ST SUITE 2300 PO BOX 2003 WEST BEND, WI 53095		School District: 6307 - WEST BEND SCHOOL	
Tax Parcel ID Number: 009000A	Tax District: T11-TOWN OF TRENTON	Status: Active	
Alternate Tax Parcel Number:		Acres: 257.1900	
Description - Comments (Please see Documents tab below for related documents. For a complete legal description, see recorded document.): PT OF NE+NW V559 P36			
Site Address (es): (Site address may not be verified and could be incorrect. DO NOT use the site address in lieu of legal description.) 2064 WALLACE LAKE RD WEST BEND, WI 53090			

Select Detail -->

Permits

Make Default Detail

Printer Friendly Page

View Interactive Map

Permits

Permit #	System Type	Issued Date	Last Service Date
289247	In-Ground Pressure	4/20/1998	9/20/2017
43493	Conventional	9/29/1976	No Service Performed
SAN55007	Conventional	4/17/2018	11/28/2018

Within this "Property Summary" pop up box near the bottom, you will find **SANITARY PERMIT #'s** colored in **RED** under **Permit #**. **FIND AND CLICK ON YOUR ACTIVE SANITARY PERMIT NUMBER.**

For this example we clicked on permit # **289247**. This screen contains information regarding your Sanitary Permit.

5) To view the Permit and Site Plans - CLICK ON THE **"DOCUMENT"** BUTTON (red with white text).

Washington County
Ascent Permit Management Suite

Access Type: Choose Category: What do you want to do? Help
Public Permit Management View/Edit Permit ?

[Return to search results](#)

Permit

Permit Type	Sanitary	Permit No.	289247	Application No.	
State Transaction		County No.	0		
Permit Subtype	Other	Additional Types			
Building Type	<None>	Addl. Explanation			
Original Applicant	WASHINGTON SANDY KNOLL RESTROOM				
WI Fund Date		WI Fund Amount	0	<input type="checkbox"/> ISD	
Application Date		Issued On	4/20/1998	Expires On	4/19/2000
Permit Status	Unknown	Permit Issuer	None	<input type="checkbox"/> Wetland	
Contact Phone		Contact Email			Document

Powds System

System Type	In-Ground Pressure	Installed Property	2064 WALLACE LAKE R	Installer	
Design Flow(gpd)	0	Soil Application Rate(gpdsf)	0	Dispersal Area(sf): Required	0
Soil Horizon	None	System Elevation	0	Final Inspection	8/10/1998
				Status	Active

Capacity New	Capacity	Total	Units	Tanks	Manufacturer	Type

- THEN CLICK **“VIEW”** (RED Text).

Washington County
Ascent Permit Management Suite

Access Type: Public Choose Category: What do you want to do? <Select Task> Help ?

[Browser Setup Help](#)

Documents

Document	Description	Action
http://images.co.washington.wi.us/WCImage/Default.aspx?&imgarea=POWTS&dockey=289247		View

- THEN CLICK **“OPEN”**. The sanitary documents have been scanned as TIF or PDF images. Please review the documents to ensure your project will meet the minimum setback requirements mentioned above. If you do meet the requirements, please print and attach the septic site plan to the PERMIT APPLICATION REVIEW FORM.

Washington County Image Retrieval Application

Image Results

Each record below represents an image that has been found.

Click the "Open" button next to the record to view the desired image.
Please be patient while your request is being processed.

	Doc Type	Description	Pages	
3724519	SAN	sanitary permit	16	<input type="button" value="Open"/>
3725352	SANDOCs	289247 site plan.pdf	1	<input type="button" value="Open"/>
3725354	SANDOCs	289247 sanitary oversized.pdf	1	<input type="button" value="Open"/>

How to submit your PERMIT APPLICATION REVIEW FORM – ONLINE

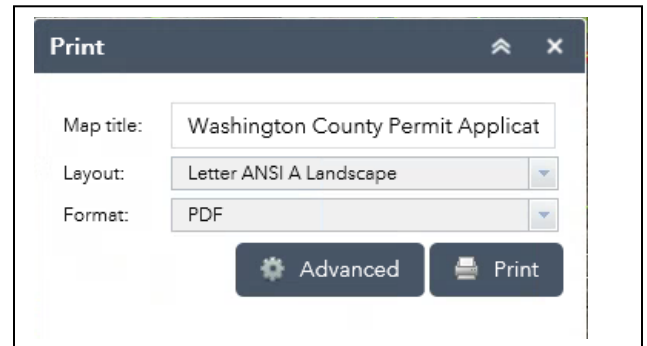
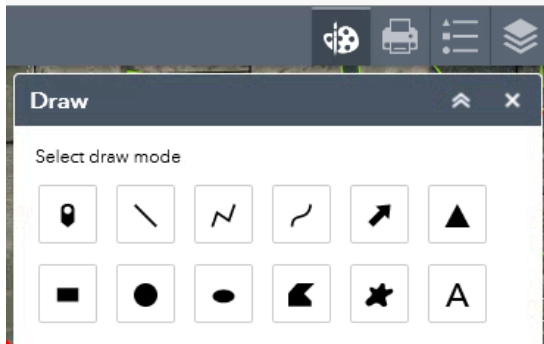
- 1) Please fill out the PERMIT APPLICATION REVIEW FORM in its entirety – use the information from the “CURRENT POWTS PERMIT INFORMATION” screen, including your contact information. **SAVE THE DOCUMENT TO YOUR COMPUTER.**

DO NOT FILL IN THE INFORMATION BELOW THE RED LINE ON THE FORM WHICH STATES:

(FOR DEPARTMENT USE – DO NOT FILL IN BELOW THIS LINE)

THAT AREA WILL BE FILLED IN BY AN INSPECTOR.

- 2) You can either use the web application to draw where your proposed project will be located on your property, or by hand after printing the map. Please draw your project as close to scale as possible and indicate your projects dimensions . An **Aerial Photo, Plat Map, Certified Survey Map** or a **Septic Site Plan Map** can also be used to indicate where your proposed project will be located on your property. Please identify where your septic system and well is located on the map. A drawing and brief description of your proposed project is required and needs to be submitted along with the application.



- 3) Save all your documents to your computer. Documents can be submitted as jpg, tiff, docx, or pdf's.
- 4) Open your email and send your saved PERMIT APPLICATION REVIEW FORM, site map and any other attachments to the following email address: PermitAR@co.washington.wi.us

Washington County Land Resource Inspectors will review your information and if needed contact you via email or phone to discuss your project. Upon approval, the PERMIT APPLICATION REVIEW will be signed by an Inspector and emailed back to you. Please provide the signed PERMIT APPLICATION REVIEW FORM to your TOWN or VILLAGE CLERK.

Please allow 7-10 working days for staff to review your PERMIT APPLICATION REVIEW FORM request. If you do not hear back from us within the 7-10 day period, please contact our office at 262.335.4445.

If you do not have a computer or use email feel free to stop in the office or mail your request to:

**Washington County
Natural Resources Department
Land Resources Division
333 E. Washington St., Suite 2300
West Bend, WI 53095**

Thank You!

Dated: 06/01/2022