the City of MUSKEGO

New Home Information

Submittal Requirements

- 3 Sets of Building Plans (must include braced wall plans)
- 3 Surveys (at least one original - red stamped by the surveyor)
- 1 Erosion Control Plan (see Erosion Control for Home Builders)
- 2 Energy Calculations (signed)
- 1 Completed Uniform Dwelling Code Application
- 1 Completed Online Building Permit Application to comply with ACT 211
- Waukesha County Sanitary Permit (if no sewer available)
- Culvert location on survey and staked (if applicable)
- $320 Submittal Fees
    - $125 Plan review fee
    - $150 Soil erosion fee
    - $25 Zoning review fee
    - $20 House numbers

Please Note: Truss calculations and fireplace installation manuals must be on site at the time of rough frame inspection.

Permit Fees:

• 30¢ per sq. ft. including garage, excluding unfinished basement	Varies
• Ditch Inspection Fee	$100.00
• Sewer Hook-up fee (if in area served by sewer)	$500.00
• State Seal	$ 50.00
• Occupancy Permit (per dwelling unit)	$ 75.00
• Land Record Fee	$ 50.00
• Capital Charge	$ 20.00
• Engineering Review Fee	$80-95.00/hr
• Driveway, Patio, Fence Permit (at time of new home submittal) A separate Zoning Permit is required after construction.	$ 20.00
• Fireplace	$ 60.00
• Culvert Permit (if needed).	$150.00
• HVAC, Electric, and Plumbing (separate permits)	$60.00 plus $0.06 sq foot
• Dedication Fees (Fee in Lieu of …)	
○ Park Dedication – Single Family (per lot or unit)	$1,881.00
Multi-Family (per lot or unit)	$1,400.00
○ Conservation Land Dedication (per developable acre)	$ 580.00
○ Conservation Trail Dedication –	
Single Family (per lot or unit)	$ 60.00
Multi-Family (per lot or unit)	$ 45.00

Dedication Fees listed above are generally applicable when a lot is being developed upon when that lot had been created after January 1, 2019. Lot(s) created prior to January 1, 2019 were charged the dedication fees to the developer at the time the lot(s) was recorded. Fee in Lieu of Conservation Land Dedication includes only the developable acreage. Any land that is considered undevelopable (i.e. wetland,

floodway, etc.) is deducted from the acreage calculation. Please contact the City of Muskego Planning Division with any questions regarding the Fees in Lieu of Dedication and if the Fees in Lieu of Dedication fees apply to specific lots within the City limits.

Time period required to obtain permit: Approximately ten (10) working days.

Street Opening/Road Cuts: See Roway at www.muskego.wi.roway.net.

Sewer & Water Charges: See Sewer Utility & Water Utility Information Sheets for properties serviced by municipal sewer and water.

Safe Water Tests: Test results must be furnished to the City by the owner of properties with private wells constructed prior to obtaining occupancy.

Homeowner's Association Restrictions: Owner/Builder is responsible for checking the subdivision covenants for restrictions and approvals.

Dept of Safety & Professional Services
Industry Services Division
Wisconsin Stats. 101.63, 101.73

Wisconsin Uniform Building Permit Application

Instructions on back of second ply. The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m)]

Application No.

Parcel No.

PERMIT REQUESTED ☐ Constr. ☐ HVAC ☐ Electric ☐ Plumbing ☐ Erosion Control ☐ Other:

Owner's Name	Mailing Address	Tel.

Contractor Name & Type	Lic/Cert#	Exp Date	Mailing Address	Telephone & Email
Dwelling Contractor (Constr.)				
Dwelling Contr. Qualifier (The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.)				
HVAC				
Electrical Contractor				
Electrical Master Electrician				
Plumbing				

PROJECT LOCATION

Lot area _____ Sq.ft.

☐ One acre or more of soil will be disturbed

☐ Town ☐ Village ☐ City of _____

_____ 1/4, _____ 1/4, of Section _____, T _____ N, R _____ E/W

Building Address	County	Subdivision Name	Lot No.	Block No.

Zoning District(s)	Zoning Permit No.	**Setbacks:**	Front ft.	Rear ft.	Left ft.	Right ft.

1. PROJECT
☐ New ☐ Repair
☐ Alteration ☐ Raze
☐ Addition ☐ Move
☐ Other:

2. AREA INVOLVED (sq ft)

	Unit 1	Unit 2	Total
Unfin. Bsmt			
Living Area			
Garage			
Deck/ Porch			
Totals			

3. OCCUPANCY
☐ Single Family
☐ Two Family
☐ Garage
☐ Other:

4. CONST. TYPE
☐ Site-Built
☐ Mfd. per WI UDC
☐ Mfd. per US HUD

5. STORIES
☐ 1-Story
☐ 2-Story
☐ Other:
☐ Basement

6. ELECTRIC
Entrance Panel Amps: _____
☐ Underground
☐ Overhead

7.WALLS
☐ Wood Frame
☐ Steel
☐ ICF
☐ Timber/Pole
☐ Other:

8. USE
☐ Seasonal
☐ Permanent
☐ Other:

9. HVAC EQUIP.
☐ Furnace
☐ Radiant Basebd
☐ Heat Pump
☐ Boiler
☐ Central AC
☐ Fireplace
☐ Other:

10. SEWER
☐ Municipal
☐ Sanitary Permit# _____

11. WATER
☐ Municipal
☐ On-Site Well

12. ENERGY SOURCE

Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo
Space Htg	☐	☐	☐	☐	☐	☐
Water Htg	☐	☐	☐	☐	☐	☐

13. HEAT LOSS
_____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)

14. EST. BUILDING COST w/o LAND
$

I understand that I: am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

☐ **I vouch that I am or will be an owner occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the second page of this form.**

APPLICANT (Print:) _____ Sign:_____ DATE _____

APPROVAL CONDITIONS This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. ☐ **See attached for conditions of approval.**

ISSUING JURISDICTION
☐ Town of ☐ County of _____
☐ Village of ☐ State _____
☐ City of

State-Contracted Inspection Agency#: _____

Municipality Number of Dwelling Location

FEES:

Plan Review	$
Inspection	$
Wis. Permit Seal	$
Other	$
Total	$

PERMIT(S) ISSUED
☐ Construction
☐ HVAC
☐ Electrical
☐ Plumbing
☐ Erosion Control

WIS PERMIT SEAL #
_____

PERMIT ISSUED BY:
Name _____
Date _____ Tel. _____
Cert No. _____
Email: _____

SBD-5823(R08/17) Distribute: ☐ Ply 1 – Issuing Jurisdiction; ☐ Ply 2- Issuer forwards to state w/in 30 days; ☐ Ply 3- Inspector; ☐ Ply 4- Applicant

INSTRUCTIONS

The owner, builder or agents shall complete the application form down through the Signature of Applicant block and submit it and building plans and specifications to the enforcing jurisdiction, which is usually your municipality or county. Permit application data is used for statewide statistical gathering on new one- and two-family dwellings, as well as for local code administration. **Please type or use ink and press firmly with multi-ply form.**

PERMIT REQUESTED

- Check off type of Permit Requested, such as structural, HVAC, Electrical or Plumbing.
- Fill in owner's current Mailing Address and Telephone Number.
- If the project will disturb one acre or more of soil, the project is subject to the additional erosion control and stormwater provisions of ch. NR 151 of the WI Administrative Code. Checking this box will satisfy the related notification requirements of ch. NR 216.
- Fill in Contractor and Contractor Qualifier Information. Per s. 101.654 (1) WI Stats., an individual taking out an erosion control or construction permit shall enter his or her dwelling contractor certificate number, and name and certificate number of the dwelling contractor qualifier employed by the contactor, unless they reside or will reside in the dwelling. Per s. 101.63 (7) Wis. Stats., the master plumber name and license number must be entered before issuing a plumbing permit.

PROJECT LOCATION

- Fill in Building Address (number and street or sufficient information so that the building inspector can locate the site.
- Local zoning, land use and flood plain requirements must be satisfied before a building permit can be issued. County approval may be necessary.
- Fill in Zoning District, lot area and required building setbacks.

PROJECT DATA - Fill in all numbered project data blocks (1-14) with the required information. All data blocks must be filled in, including the following:

2. Area (involved in project):
   Basements - include unfinished area only
   Living area - include any finished area including finished areas in basements
   Two-family dwellings - include separate and total combined areas
3. Occupancy - Check only "Single-Family" or "Two-Family" if that is what is being worked on. In other words, do not check either of these two blocks if only a new detached garage is being built, even if it serves a one or two family dwelling. Instead, check "Garage" and number of stalls. If the project is a community based residential facility serving 3 to 8 residents, it is considered a single-family dwelling.
9. HVAC Equipment - Check only the major source of heat, plus central air conditioning if present. Only check "Radiant Baseboard" if there is no central source of heat.
10. Sewage - Indicate if the dwelling will be served by municipal sewer or privately owned treatment system. If a private system is used, include the Sanitary Permit number. Note: A building permit cannot be issued for a new dwelling that utilizes a privately owned wastewater treatment system until a sanitary permit has been issued. This applies to any new or existing private onsite wastewater treatment system that will be used by the dwelling.
13. Heat Loss – Provide heat loss summation data (BTUs/HR) derived from the ResCheck report or the “Heating System Sizing Summary Calculator” available on the Division’s website: http://dsps.wi.gov/Programs/Industry-Services/Industry-Services-Programs/One-and-Two-Family-UDC.
14. Estimated Cost - Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.

SIGNATURE – The owner or the contractor’s authorized agent shall sign and date this application form. If you do not possess the Dwelling Contractor certification, then you will need to check the owner-occupancy statement for any erosion control or construction permits.

CONDITIONS OF APPROVAL - The authority having jurisdiction uses this section to state any conditions that must be complied with pursuant to issuing the building permit.

ISSUING JURISDICTION: This must be completed by the authority having jurisdiction.

- Check off Jurisdiction Status, such as town, village, city, county or state and fill in Municipality Name
- Fill in State Inspection Agency number only if working under state inspection jurisdiction.
- Fill in Municipality Number of Dwelling Location
- Check off type of Permit Issued, such as construction, HVAC, electrical or plumbing.
- Fill in Wisconsin Uniform Permit Seal Number, if project is a new one- or two-family dwelling.
- Fill in Name and Inspector Certification Number of person reviewing building plans and date building permit issued.

(Part of Ply 4 for Applicants)

Cautionary Statement to Owners Obtaining Building Permits

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

Cautionary Statement to Contractors for Projects Involving Building Built Before 1978

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance.

Wetlands Notice to Permit Applicants

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management standards, and will comply with those standards.

Owner's Signature: _____ Date: _____

New Home Requirement Information

BUILDING PLANS

Three (3) copies of the building plans are required. These plans shall include elevations of all sides, plan views of all floors, and a wall cutaway or cross section drawing, listing all components from footing to shingles, including R-Values, plywood, rafter, joist and stud sizes, spacing of same, drywall, foundation wall type, size, and height, drain tile size, bleeder tile spacing, depth of gravel cover, type and thickness of dampproofing if required, vapor barriers, type of lateral support, column post size and thickness, post door sizes, window sizes, room sizes, smoke detector locations, bathroom fan locations, header sizes, fire-rated walls, fire-rated doors, scuttle panel locations and size, pilaster locations, fireplace locations and type (masonry or prefab), hallway widths, room identification and/or intended use, furnace location, sump location and discharge method, basement floor drain, distance from bottom of stairs to wall or door, minimum ceiling heights at stairs and detailed deck footings. Type and grade of lumber also required.

PLAT SURVEY

Three (3) copies of a current survey stamped and signed by a Wisconsin registered land surveyor, listing existing elevations at lot corners and at the corners of the proposed dwelling. Elevations are also to be provided directly out from each end of the home at both the curb line and at the center of the street. In addition, should other structures be located within 100 feet of the proposed dwelling, elevations (USGS Datum NGVD 1929) shall also be listed, as well as locations and sizes of any easements which may appear on the parcel. Dimensions shall be given from all corners of the home to nearest lotline, to property line at street, and from rear of home to rear lot line. In addition, if home to be constructed on a lake lot, a dimension is required from the ordinary highwater mark to the home. Any floodplain, as described by FEMA, past flooding, or any area affected by the Little Muskego Dam Break Study, to be shown on survey. See inspector if floodplain crosses property, to verify all pertinent info required. The R.O.W. assumed for the street shall also be listed.

Ditch Inspection

Restoration of the ditch area shall be completed within 15 months from the date of the new home permit application.

After the 15-month deadline has passed the City will schedule, at its convenience, an inspection of the site. Failure to restore the ditch within the 15-month period could result in citations.

Soil Erosion

A site plan must be submitted to depict the direction of slope to the lot, the area to be disturbed, the area where materials will be stock piled, and the proposed erosion control measures. A gravel drive is suggested to help minimize the potential of fines under Section 10.06 (1) (b), which states, no person shall undertake any activity, resulting in the placement of mud, dirt, clay, sediment substance upon any street, gutter, alley, sidewalk, or bike path within the City, which creates a condition hazardous to others using the street, gutter, alley, sidewalk or bike path. (Ord. #880-12-21-95) Violators are subject to Section 10.07 (3)(b), which states, mud, dirt, clay, sediment or other similar substance placed upon any street, gutter, alley, sidewalk, or bike path within the City may result in the immediate issuance of a citation to the person

responsible for the placement of said materials. In the event the person who places the materials cannot be determined, and it is possible to trace the materials back to a particular job site, the general contractor and/or property owner may be cited for violation and held responsible for the required clean up. (Ord, #880-12-21-95)

Erosion Site Plan

Erosion site plan will be reviewed within 3 working days. A fax of the approved site plan will be sent to the applicant after these plans have been approved as submitted. A $150.00 fee will be required at the time of application to cover the cost of the permit.

Once the erosion measures have been installed per the approved plan, the permit holder must call to schedule an inspection. The City of Muskego reserves the right to modify a previously approved plan, if an on-site inspection reveals conditions that were not apparent on the submitted site plan. The erosion control measures must pass inspection before a building permit will be issued.

Grading and Drainage Plan Policy:

Application: This policy applies to any changes in approved yard grades greater than three inches on Subdivision or Certified Survey Map master grading plans. This also applies to any exposure elevation changes greater than three inches and any grading plan alterations.

Procedure: (3) copies of the Grading Plan are required when grade varies from master grading plan or a master grading plan is not on file in the City of Muskego Engineering Department or as deemed necessary by the Engineering Department.

Should proposed home, structure or other surface appear to cause conflict with approved grading plan or if no grading plan is provided, the following steps shall be followed as applicable:

1) Grading plan shall be submitted with building permit application or upon request of the Engineering Department. Plan shall conform to plan requirements listed below.

2) City of Muskego Engineering Department will review and require changes as deemed necessary. Director of Engineering/Building must approve final modified grading plan prior to issuance of Building Permits.

3) If change requested is in a Subdivision/CSM with an approved grading plan, the Developer and/or Home Owners' Association must approve proposed change prior to issuance of building permit by the City of Muskego. City must receive a letter of approval from the Developer or Association with a signed copy of the final modified grading plan. Once approval is received from the Developer/ Association, City approval will be given.

Plan Requirements: Grading and Drainage Plan submittals shall conform to the following requirements:

- These plans should be drawn on a copy of the current survey.
- All elevations should be to USGS Datum (NGVD 1929).
- Plans shall show finished yard grades.
- House plan elevations shall match grading plan.
- Existing 1 or 2 foot contour lines drawn as dashed lines, labeled at least once per contour with its elevation.

- Proposed 1 or 2 foot contour lines, drawn as continuous heavy lines, labeled at least once per contour with the proposed elevation.
- Offsite grading necessary for, or related to, proposed grading, existing and proposed elevations must be shown.
- Any other information pertinent to grading, but not limited to the following: wetland limits, 100 year floodplain, 2 foot contour above 100 year flood plain, retaining walls, driveways, etc. must be shown and labeled.

CITY OF MUSKEGO
REQUIRED INSPECTION

Erosion Control:	BEFORE building permit is issued
Sanitary Sewer/Water Lateral:	BEFORE backfilling of trench. Note: work outside of the property line may require road excavation permit, contact the Engineering Department at 262-679-4145.
Footing Forms/Soils:	BEFORE any concrete is placed in forms. A completed footing re-certification form must be presented to the inspector at the time of inspection. This form shall be completed and signed by a registered land surveyor.
Foundation Wall / Exterior Drain Tiles:	BEFORE backfilling foundation.
Basement Floor / Interior Drain Tiles:	BEFORE pouring basement floor.
Electrical Service:	BEFORE We-Energies connection.
Rough Electrical:	BEFORE rough carpentry inspection.
Rough Plumbing:	BEFORE rough carpentry inspection.
Rough HVAC:	AT TIME OF rough carpentry inspection.
Rough Carpentry:	BEFORE insulation is installed.
Insulation Inspection:	BEFORE drywalling.
Final Occupancy:	INCLUDES: Final Plumbing, Final Electric, Final HVAC, Final Building, Final Soil Erosion

Scheduling Inspections:
All requests for inspections shall be made at least 24 hours in advance. The inspector will make every effort to make inspection within 48 hours, or 2 working days of date scheduled.

***Upon successful completion of all required inspection, verification that safe water report (if well on site) is approved and on file, payment of any other outstanding charges has been verified, the Building Inspector shall issue an **OCCUPANCY CERTIFICATE**. Occupancy of a structure prior to obtaining said certificate will result in the issuance of daily citations for this violation, which will continue to accrue until a certificate is issued.

Print Form

CULVERT PERMIT REQUIRMENTS

The City requires culverts to be installed under all vehicle access points, unless curb and gutter exists or deemed unnecessary by the City. Application for a permit must be made at least 10 business days in advance of intended installation. This permit application is for culverts only, a separate driveway permit from the Zoning Department is required for all driveways. BUILDING PERMITS FOR NEW CONSTRUCTION WILL NOT BE ISSUED UNTIL CULVERT INSTALLATION HAS BEEN GIVEN FINAL INSPECTION.

Specifications:

- Rubber tire machinery only. No track machinery allowed on City streets.
- Culverts material shall be Corrugated Metal Pipe or Aluminized Corrugated Metal Pipe. Material must meet State of Wisconsin Standard Specifications for Highway and Structure Construction or as approved by the City Engineer.
- City personnel will determine size of culvert to be installed. In no event shall a culvert be installed that is smaller than 15" in diameter.
- Maximum length of a culvert allowed is 35 feet. If more than one driveway culvert exists, than any combination of culvert lengths cannot exceed 40 feet. Minimum culvert length allowed is 20 feet.
- Flared end sections or end walls must be installed with every culvert.
- 6" minimum cover required over all culverts
- 4" minimum of 3/8" chips required for bedding

Fees/Costs:

The applicant is responsible for all cost of materials including culverts related to the construction. The entire cost of installing and maintaining the access is the responsibility of the Owner.

Permit fee is $150.00

Submittal Requirements:

Complete Culvert Application. Provide a scaled survey drawing showing the exact culvert location, length of culvert, exact width of driveway, and any other information the City may need. After the City reviews the application, we will contact the applicant to let them know the diameter of the culvert and what specifications have been approved.

After Approval Requirements:

Stake culvert ends in the field. Provide 5' offset stakes with cut/fill elevations to the invert of each end. Once ends and offsets have been staked in the field call the City for first inspection. At this time City inspector will verify grades are correct. After passing the first inspection, then culvert installation can proceed according to the approved plans. Once installation is complete (including flared end sections or end walls) call the City for the second and final inspection. **IMPORTANT - Make sure offset stakes with cut/fill elevations are still in and undisturbed, if disturbed they will need to be set again before final inspection.**

Inspection Contact Details:

For inspections or questions please contact one of the following:

- Ryan Beilfuss - (262) 679-4148
- Scott Kroeger - (262) 679-5686

Culvert Replacements (For 1 & 2 Family Homes Only)

Please Note: If the City will be installing the culvert, a permit is not needed. For pricing and scheduling of City installed culverts please call Public Works at 262-679-4128.

Print Form

CULVERT PERMIT APPLICATION

the City of MUSKEGO

Permit Ref#: _____ Date: _____

Owner Information:

Name: _____ Address: _____

Phone Number: _____ City: _____ State: _____ Zip: _____

Contractor Information: (if known)

Contractor: _____ Address: _____

Phone Number: _____ City: _____ State: _____ Zip: _____

Culvert Options: *(complete all)*

Culvert Length (to be verified by City): _____

End Sections (to be verified by City): ☐ Flared End Section ☐ End Walls

By submitting this permit the applicant above agrees to comply with all applicable codes, statutes, ordinances, and with all the conditions of this permit. Further, applicant agrees to allow City staff reasonable access to the property affected by this permit, if necessary, to verify compliance with the applicable Municipal Codes and understands that the issuance of this permit creates no legal liability, expressed or implied, on the Department or Municipality and certify that all the above information is accurate.

SCHEDULE OF FEES

Permit Fee ($150) **TOTAL** _____

OFFICE USE ONLY

Approved Specifications

Culvert Diameter: _____ Culvert Length: _____

Culvert Type: ☐ Round ☐ Elliptical ☐ Arch End Sections: ☐ Flared End Section ☐ End Walls

Notes: _____

Approved By: _____ Date: _____

First Inspection

Verify Stake Locations and Elevations: ☐

Notes: _____

Approved By: _____ Date: _____

Second Inspection

End Sections/Walls Installed: ☐ Minimum 6" of Cover: ☐

Location and Elevation Correct: ☐ Culvert Length Correct: ☐

Approved By: _____ Date: _____

W182 S8200 Racine Ave. Muskego, WI 53150 Ph: (262) 679-4145

Online Fee Payment: Go to www.cityofmuskego.org and then click "Online Bill Pay"

CITY OF MUSKEGO
SEWER UTILITY INFORMATION FOR RESIDENTIAL CUSTOMERS

The following requirements are those generally applicable to single-family residences intending to utilize Muskego's Sanitary Sewer System. It is advisable to contact all City offices to determine any additional costs or requirements associated with your particular situation. Contact information is provided at the end of this document.

Please review all information. The following may or may not apply to your unique situation.

Sewer Construction Fee (Permit) & Sewer Connection Fee

A plumbing permit is required to construct a sewer line from the building to the lateral. This fee is $60.00 for the first 100 feet of sewer line plus 20 cents per foot over 100 ft. (minimum permit fee of $60.00. Also, a $500.00 sewer connection fee is required to be paid at the time a Plumbing Permit is issued for connection to the City's Sanitary Sewer Facilities.

Sewer Base Fee

Upon connection to the Utility, you will be charged a Sewer Base Fee which will be pro-rated for the quarter. Billing begins from the date of connection/inspection to the sewer system and is noted as "Sewer Base" on the utility bill. This flat-rate charge is billed every quarter along with all other City of Muskego utilities. This is a flat-rate charge, meaning it is not "metered" or based off of consumption. The **2024** rates are:

- $167.66/ Quarter ($670.64/ year) for single-family homes
- $167.66/ Quarter ($670.64/ year) for 3-bedroom duplex
- $125.75/ Quarter ($503.00/ year) for 2-bedroom duplex
- $83.83/ Quarter ($335.32/ year) for 1-bedroom duplex

RCA (Reserve Capacity Assessment)

The RCA is an assessment that was deferred on all parcels with Muskego's sewer district as of August 28, 1984, when the Common Council of the City of Muskego adopted Resolution #169-84. Properties located in the Norway District (Lake Denoon Area) are exempt from the RCA.

This is an assessment to offset costs for connection to the Metropolitan Milwaukee Sewer System. For single-family homes, this is a one-time charge based upon Residential Equivalency. The **2024** rate for a single-family residence is **$1,082.00 for existing buildings** or **$6,495.00 for new construction**. This assessment is due the first November l after connection, or can be put on a 5-year payment plan on the tax bill, plus 8% interest per annum, or be paid in full any time before November 1st of any given year.

The RCA rate for existing buildings increases by $22.50 every January 1, and the RCA rate for new construction increases by $135.00 every January 1. If you plan to connect in the next year, you may pre-pay this assessment prior to actual connection to the sewer system in order to avoid the increase; contact the Utilities Accountant for more information.

Connection to the Sanitary Sewer System

Upon the completion of construction of sanitary sewer facilities, the Utility will send a letter to all affected property owners notifying them that they will have 9 months in which to connect to the system unless they are under orders by the Waukesha Health Department or a City Building Inspector which would then require connection within 30 days.

Front Foot & Lateral Assessments

As part of a sanitary sewer project constructed by the City, your property is assessed a front foot assessment for actual footage or a 150 ft. maximum; the remainder frontage will be deferred (accruing interest at the rate of 8% per annum) and will become payable upon any land use or development. The assessment can be placed on a 10-year payment plan, which will be placed on the tax bill in 10 installments, plus interest, or be paid any time before November 1st of any given year.

Lateral costs from the main to the property line are added to the front foot assessment and may be paid in the same manner. Lateral costs from the property line to the building will be the responsibility of the owner who will contract with a private plumbing contractor to install the lateral.

Sewer Standby Charge

Single-family residential unit is $167.66 per quarter or $670.64 per year. This charge applies to existing properties that have not connected to the sewer system when sewer is available.

Street Excavation Fees (Not applicable to City Projects)

A permit is required to excavate for utility installations. Required approval and permit fees can be obtained online by visiting http:// https://muskego.wi.roway.net/ Questions related to street excavation permits can be directed to the Building & Engineering Division.

For More Information

- Building & Engineering: 262-679-4145
- Public Works / Utilities: 262-679-4128
- Utilities Accounting: 262-679-5632
- https://www.cityofmuskego.org/157/Utilities
- https://www.ecode360.com/mu3544 - Chapter 290 (Sewers) & Appendix A (Residential)

CITY OF MUSKEGO
WATER UTILITY & REFUSE/RECYCLING INFORMATION

The following requirements are those generally applicable to homes, businesses, and developments intending to utilize Muskego's Water Utility. It is advisable to contact all City offices to determine any additional costs or requirements associated with your particular situation. Contact information is provided at the end of this document.

Please review all information. The following may or may not apply to your unique situation.

Water Construction Fee (Permit Costs)

A plumbing permit is required to construct a water line from the building to the existing lateral or water main, as applicable. This fee is $60.00 for the first 100 feet of water plus 20 cents per foot over 100 ft. (minimum permit fee of $60.00).

Water Usage Fee

Upon connection to the Utility, you will be assessed a Water Usage Fee which will be pro-rated for the quarter. The Water Usage Fee is due at the end of each quarter. The current rates established 1/1/23 for single-family residence 5/8" meter is a $27.82 service charge, plus $3.59 per thousand gallons used for the first 30,000 gallons; $3.14 per thousand for the next 90,000 gallons and $2.68 per thousand for over 120,000 gallons. Public Fire Protection charge for a single-family residence is $9.39 per quarter.

WCA (Water Capacity Assessment)

This is an assessment to offset costs for construction improvements to the Utility and is based on meter size and is a one-time charge. Based on a 5/8" meter, the **2024** rate is **$1,746.00 (Increases $36.00 ea. Jan 1st) for an existing building** and **$2,910.00 (Increases $60.00 ea. Jan. 1st) for new construction**. This assessment can be put on a 5-year payment plan on the tax bill, plus 8% interest per annum, or is paid in full any time before November 1st of any given year. Payment is not due until the property is connected to water and the water meter is installed.

Per City Ordinance, all multi-family dwellings require individual metering per unit. For all commercial and industrial properties, please call for more information related to these costs as the assessments are based on type of business and will vary greatly on type of use.

Front Foot and Lateral Assessments

As part of a water project constructed by the City, your property may be assessed a front foot assessment for actual frontage or a 150 ft. maximum, the remainder frontage will be deferred (accruing interest at the rate of 8% per annum) and will become payable upon any land use or development. This assessment can be placed on a 10-year payment plan, which will be placed on the tax bill in 10 installments, plus interest, or be paid any time before November 1st of any given

year. The front foot assessment rate will be determined on an actual cost basis for each project as determined by the City Engineer.

Lateral costs from the main to the property line can also be paid in full any time before November 1st of any given year or be put on a 10-year payment plan, plus 8% interest. Lateral costs from the property line to the building will be the responsibility of the owner who will contract with a private plumbing contractor to install the lateral.

Street Excavation Fees (Not applicable to City Projects)

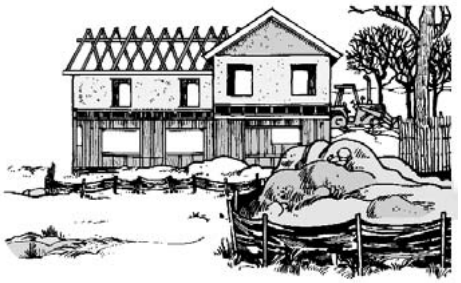
Permit: A permit is required to excavate for utility installations. Required approval and permits fees can be obtained online by visiting http://www.muskego.wi.roway.net/. Questions related to street excavation permits can be directed to the Engineering Division.

Refuse & Recycling Information

The **2024** rate for all residential units is $137.80 per year per unit. Service will be billed quarterly at a rate of $34.45 per unit and will be billed with the quarterly sewer and/or water bills where applicable. By City Ordinance, the charges begin the first of the month following the date of the occupancy permit.

For More Information

- Building & Engineering: 262-679-4145
- Public Works / Utilities: 262-679-4128
- Utilities Accounting: 262-679-5632
- https://cityofmuskego.org/157/Utilities
- https://ecode360.com/29718067 - Chapter 355 (Water) & Chapter 350 (Waste Management)



Erosion Control for Home Builders

By controlling erosion, home builders help keep our lakes and streams clean.

Eroding construction sites are a leading cause of water quality problems in Wisconsin. For every acre under construction, about a dump truck and a half of soil washes into a nearby lake or stream unless the builder uses erosion controls. Problems caused by this sediment include:

Taxes
Cleaning up sediment in streets, sewers and ditches adds extra costs to local government budgets.

Lower property values
Neighboring property values are damaged when a lake or stream fills with sediment. Shallow areas encourage weed growth and create boating hazards.

Poor fishing
Muddy water drives away fish like northern pike that rely on sight to feed. As it settles, sediment smothers gravel beds where fish like smallmouth bass find food and lay their eggs. Soil particles in suspension can act like a sand blaster during a storm and damage fish gills.

Nuisance growth of weeds and algae
Sediment carries fertilizers that fuel algae and weed growth.

Dredging
The expense of dredging sediment from lakes, harbors and navigation channels is paid for by taxpayers.

This fact sheet includes the diagrams and step-by-step instructions needed by builders on most home sites. Additional controls may be needed for sites that have steep slopes, are adjacent to lakes and streams, receive a lot of runoff from adjacent land, or are larger than an acre.

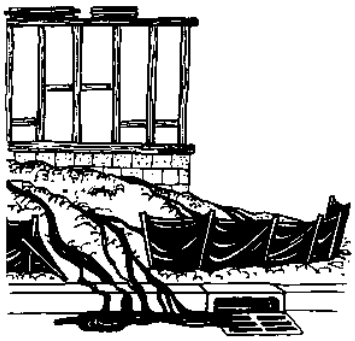
If you need help developing an erosion control plan or training your staff, contact your local building inspection, zoning or erosion control office.

Controlling Erosion is Easy

Erosion control is important even for home sites of an acre or less. The materials needed are easy to find and relatively inexpensive – straw bales or silt fence, stakes, gravel, plastic tubes, and grass seed. Putting these materials to use is a straightforward process. Only a few controls are needed on most sites:

- Preserving existing trees and grass where possible to prevent erosion;
- Revegetating the site as soon as possible;
- Silt fence or straw bales to trap sediment on the downslope sides of the lot;
- Placing soil piles away from any roads or waterways;
- Diversions on upslope side and around stockpilkes;
- Stone/rock access drive used by all vehicles to limit tracking of mud onto streets;
- Cleanup of sediment carried off-site by vehicles or storms; and
- Downspout extenders to prevent erosion from roof runoff.

GWQ001 Erosion Control for Home Builders. Additional copies are available from Cooperative Extension Publications, 45 N. Charter St., Madison, WI 53715, 608/262-3346 (toll-free 877-947-7827) or Dept. of Commerce, P.O. Box 2509, Madison, WI 53701-2509, 608/267-4405.



A poorly installed silt fence will not prevent soil erosion. Fabric must be buried in a trench and sections must overlap (see diagram on back of this fact sheet).

WARNING! Extra measures may be needed if your site:

- is within 300 feet of a stream or wetland;
- is within 1000 feet of a lake;
- is steep (slopes of 12% or more);
- receives runoff from 10,000 sq. ft. or more of adjacent land;
- has more than an acre of disturbed ground.

For information on appropriate measures for these sites, contact your local building inspection, zoning or erosion control office.

Straw Bale or Silt Fence

- Install within 24 hours of land disturbance.
- Install on downslope sides of site parallel to contour of the land.
- Extended ends upslope enough to allow water to pond behind fence.
- Bury eight inches of fabric in trench (see back page).
- Stake (two stakes per bale).
- Leave no gaps. Stuff straw between bales, overlap sections of silt fence, or twist ends of silt fence together.
- Inspect and repair once a week and after every ½-inch rain. Remove sediment if deposits reach half the fence height. Replace bales after three months.
- Maintain until a lawn is established.

Soil Piles

- Cover with plastic and locate away from any downslope street, driveway, stream, lake, wetland, ditch or drainageway.
- Temporary seed such as annual rye or winter wheat is recommended for topsoil piles.

Access Drive

- Install an access drive using two-to-three-inch aggregate prior to placing the first floor decking on foundation.
- Lay stone six inches deep and at least seven feet wide from the foundation to the street (or 50 feet if less).
- Use to prevent tracking mud onto the road by all vehicles.
- Maintain throughout construction.
- In clay soils, use of geotextile under the stone is recommended.

Sediment Cleanup

- By the end of each work day, sweep or scrape up soil tracked onto the road.
- By the end of the next work day after a storm, clean up soil washed off-site.

Sewer Inlet Protection

- Protect on-site storm sewer inlets with straw bales, silt fences or equivalent measures.
- Inspect, repair and remove sediment deposits after every storm.

Downspout Extenders

- Not required, but highly recommended.
- Install as soon as gutters and downspouts are completed to prevent erosion from roof runoff.
- Use plastic drainage pipe to route water to a grassed or paved area. Once a lawn is established, direct runoff to the lawn or other pervious areas.
- Maintain until a lawn is established.

Preserving Existing Vegetation

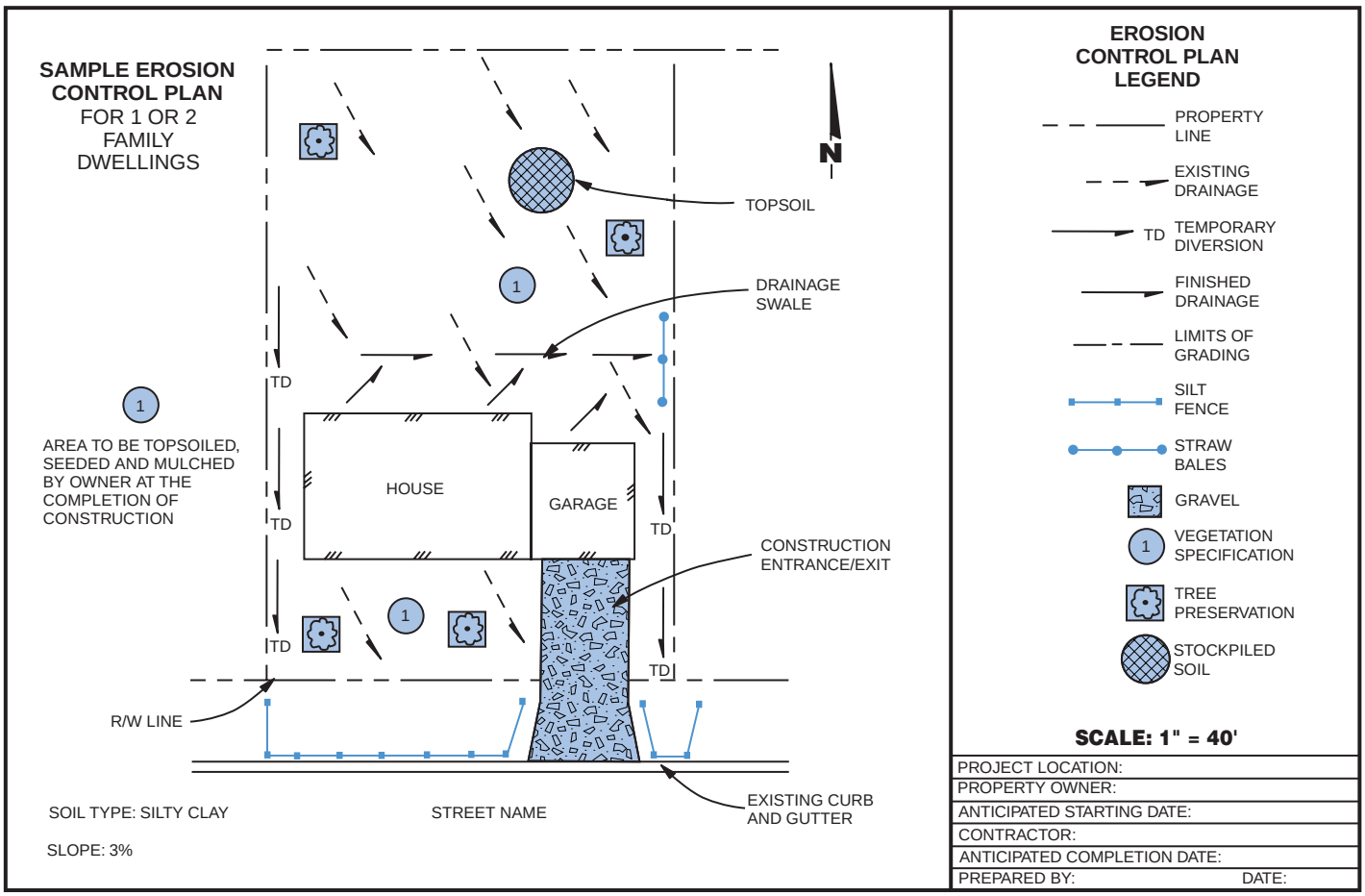
- Wherever possible, preserve existing trees, shrubs, and other vegetation.
- To prevent root damage, do not grade, place soil piles, or park vehicles near trees marked for preservation.
- Place plastic mesh or snow fence barriers around trees to protect the root area below their branches.

Revegetation

- Seed, sod or mulch bare soil as soon as possible. Vegetation is the most effective way to control erosion.

Seeding and Mulching

- Spread four to six inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10-10-10 fertilizer).
- Seed with an appropriate mix for the site (see table).
- Rake lightly to cover seed with 1⁄4" of soil. Roll lightly.
- Mulch with straw (70-90 lb. or one bale per 1000 sq. ft.).
- Anchor mulch by punching into the soil, watering, or by using netting or other measures on steep slopes.
- Water gently every day or two to keep soil moist. Less watering is needed once grass is two inches tall.



Sodding

- Spread four to six inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10-10-10 fertilizer).
- Lightly water the soil.
- Lay sod. Tamp or roll lightly.
- On slopes, lay sod starting at the bottom and work toward the top. Laying in a brickwork pattern. Peg each piece down in several places.
- Initial watering should wet soil six inches deep (or until water stands one inch deep in a straight-sided container). Then water lightly every day or two to keep soil moist but not saturated for two weeks.
- Generally, the best times to sod and seed are early fall (Aug. 15-Sept. 15) or spring (May). If construction is completed after September 15, final seeding should be delayed. Sod may be laid until November 1. Temporary seed (such as rye or winter wheat) may be planted until October 15. Mulch or matting may be applied after October 15, if weather permits. Straw bale or silt fences must be maintained until final seeding or sodding is completed in spring (by June 1).

Concrete Wash Water

- Dispose of concrete wash water in an area of soil away from surface waters where soil can act as a filter or evaporate the water. Dispose of remaining cement. Be aware that this water can kill vegetation.

De-Watering

- Dispose of de-watering water in a pervious area. Prevent the discharge of sediment from de-watering operations into storm sewers and surface waters.

Material Storage

- Manage chemicals, materials and other compounds to avoid contamination of runoff.

Typical Lawn Seed Mixtures

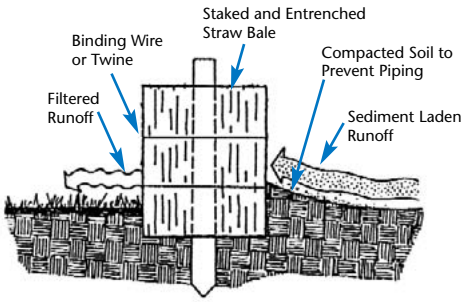
Grass	Percent by Weight Sunny Site	Shady Site
Kentucky bluegrass	65%	15%
Fine fescue	20%	70%
Perennial ryegrass	15%	15%
Seeding rate (lb./1000 sq. ft.)	3-4	4-5

Source: R.C. Newman, Lawn Establishment, UW-Extension, 1988.

COMMONLY USED EROSION CONTROLS

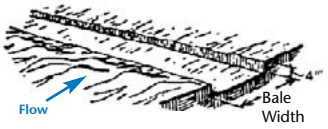
Straw Bale Fences

Cross Section of Straw Bale Installation



Source: Michigan Soil Erosion and Sedimentation Control Guidebook, 1975.

How to Install a Straw Bale Fence



1. Excavate a 4" deep trench.

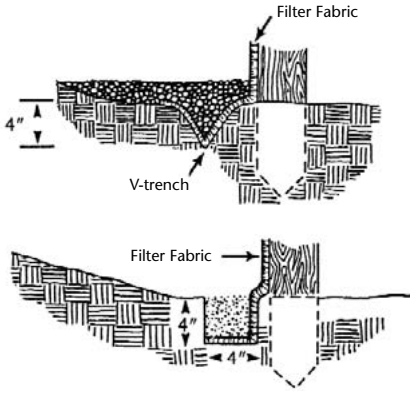
2. Place bales in trench with bindings around sides away from the ground. Leave no gaps between bales.

3. Anchor bales using two steel rebars or 2" x 2" wood stakes per bale. Drive stakes into the ground at least 8".

4. Backfill and compact the excavated soil.

Silt Fences

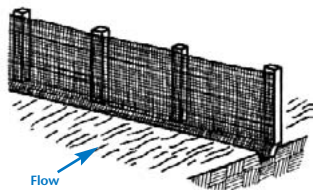
Cross Sections of Trenches for Silt Fences



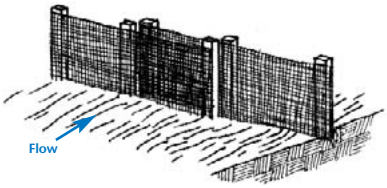
Sources: North Carolina Erosion and Sediment Control Planning and Design Manual, 1988.

How to Install a Silt Fence

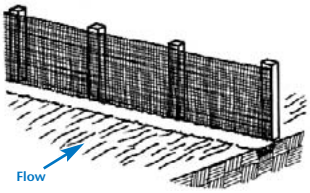
1. Excavate a 4" x 4" trench along the contour.



2. Stake the silt fence on downslope side of trench. Extended 8" of fabric into the trench.



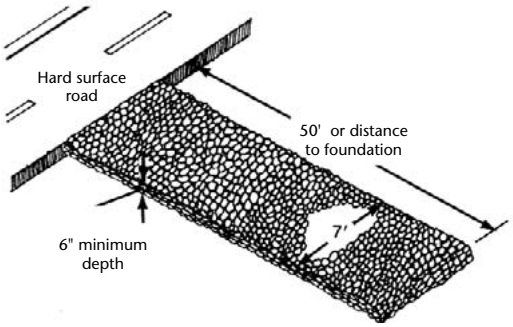
3. When joints are necessary, overlap ends for the distance between two stakes.



4. Backfill and compact the excavated soil.

Access Drive

How to Install an Access Drive



1. Install as soon as possible after start of grading.
2. Use two-to-three-inch aggregate stone.
3. Drive must be at least seven feet wide and 50 feet long or the distance to the foundation, whichever is less.
4. Replace as needed to maintain six-inch depth.

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the City of MUSKEGO

ZONING PERMIT APPLICATION

Permit Ref#: _____ Date: _____

Job Address: _____ Owner: _____ Owner Ph: _____

Contractor Information *(NOTE: If owner is doing work leave this section blank)*:

Contractor: _____ Address: _____

Phone Number: _____ City: _____ State: _____ Zip: _____

Type of Work Being Done:

- ☐ Driveway (New or Addition)
- ☐ Patio
- ☐ Fence
- ☐ Retaining/Decorative Wall
- ☐ Walkways
- ☐ Other:

By submitting this permit the applicant above agrees to comply with all applicable codes, statutes, ordinances, and with all the conditions of this permit. Further, applicant agrees to allow City staff reasonable access to the property affected by this permit, if necessary, to verify compliance with the applicable Municipal Codes and understands that the issuance of this permit creates no legal liability, expressed or implied, on the Department or Municipality and certify that all the above information is accurate.

SCHEDULE OF FEES

Base Fee ($20)	
Triple permit fees will be assessed if work is started without a valid permit.	**TOTAL**

PERMIT REQUIREMENTS

Driveway, Patio, Walkway, Sidewalk: Includes all surfaces such as concrete, asphalt, gravel, and pavers. Driveways must be located at least three (3) feet away from the side and rear lot lines. Driveways cannot be located within any easement on record for your property. All lots need to maintain 75% of the lot as open space (Consider this when drawing new impervious surfaces).

Fence: Fence panels cannot exceed six (6) feet in height, with an additional six (6) inches being allowed for ground clearance and post/cap height. Total height of the entire fence system cannot exceed 6 foot 6 inches (as measured from grade to the tallest point of the fence or post/cap). These fences can be placed anywhere on a lot and may be placed up to the lot line. Fence systems with a total height greater than six and a half feet (6.5') are to be located in conformance to the height, offset, and setback requirements of the zoning district in which it is located. In vision corner easements/setback areas (corner lots), no fence shall be permitted which exceeds 2 1/2 feet above the elevation of the center of the street intersection, except for open fences through which there is clear vision. Fences in residential districts must be constructed out of materials that are traditionally found in residential areas. Decorative side of the fence (if applicable) must face your neighbor's property.

Retaining Wall: Walls can be located anywhere on a lot provided however, that no individual wall shall exceed six (6) feet in height, and a terrace of at least 1/2 the height of the tallest wall in width shall be provided between any series of such walls. Any walls along street frontage must be located at least three (3) feet away from the property line.

Submittal Requirements-

~The proposal must be clearly drawn to scale with detailed dimensions on a Plat of Survey of the property. The survey needs to show all of the footprints of all existing structures and all existing concrete and asphalt. The distance of proposals to the lots lines should also be shown on the survey. Again, 75% open space on a lot must be shown.

~For a fence you also need to submit a drawing, picture, photo, or description of what the fence will look like, what it will be constructed out of, and also note how tall it will be (including the posts and fence).

~For a retaining wall you also need to submit a drawing or description of what the wall will entail and also note the maximum height of each wall and spacing in between walls.

Other Notes:

~Always check with your homeowner's association covenants to ensure that the items you may be seeking approval for are allowed within your subdivision.

~ Permitted items cannot be located within any easement on record for your property.

~If you are replacing your driveway and you have a culvert under it, it is suggested that call the Public Works Department at (262) 679-4128 to setup a free inspection to make sure the culvert is not failing or needs to be replaced.

W182 S8200 Racine Ave. Muskego, WI 53150 Ph: (262) 679-4136 zoning@cityofmuskego.org

Online Fee Payment: Goto www.cityofmuskego.org and then click "Online Bill Pay"