the City of MUSKEGO

ZONING PERMIT APPLICATION

Permit No.: _____

Issue Date: _____

Submittal Date: _____

Job Address: _____ Tax Key No: _____

Owner: _____ Owner Phone: _____

Contractor Information: Email: _____

Contractor: _____ Address: _____

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

Contractor Signature: _____ Date: _____

Type of Work Being Completed: (*Check all that apply*)

- ☐ 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.

Permit Fee: ($25 Base Fee) Total $25

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 footprints of all existing structures and all existing concrete and asphalt. The distance of proposals to the lot 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, materials for construction, 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.

Other Permit Information:

- Owner is responsible for checking the subdivision covenants for restrictions.
- Triple permit fees will be assessed if work is started without a valid permit.
- If additional information is requested to complete the review and it is not submitted within sixty (60) days, the permit will become invalid, and the permit must be started new prior to any improvements being made to the structure or property.

W182 S8200 Racine Avenue, Muskego, WI 53150 Office Phone: (262) 679-4136

Online Fee Payment: Go to www.muskego.wi.gov and then click "Online Payments"