



Town of Perry

Dane County, Wisconsin

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# Applications Guide For

Land Divisions

Zoning Changes

Site Plan Approvals

Building Permits

Driveway Construction Permits

Mobile Home Permits

Communications Tower Permits

2024 Edition

Town of Perry  
Dane County, Wisconsin

# APPLICATIONS GUIDE

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# Introduction

## Purpose

This Guide was developed to help you understand the requirements and procedures necessary in proceeding with your applications. These steps will ensure careful consideration of your request.

## Land Use Plan

If you are contemplating any new land use activity, please read and become familiar with the Town of Perry's Land Use Plan, which was written as a guideline for future development.

## Ordinances

You should also read and become familiar with those Town ordinances that apply to the land use activity you are considering. These ordinances describe specific Town policies.

## The Applications Guide

When you have read the above documents, you are ready to look at this Guide. Because each applicant has different requests, this guide is divided into sections pertaining to each type of land use request. In the writing of this Guide, an effort was made to summarize all pertinent Town of Perry procedures in one place.

As a further source of assistance to you, we have mentioned related County requirements and refer you to various County offices for further information and instructions.

## Multiple Requests

If your request involves multiple activities such as dividing land, having it rezoned, and building a house, you will need to get several permits and approvals. Because you will need to follow a similar process for each activity if done separately, you may save time and money by combining your efforts. If you combine your requests, the "whole package" can be viewed at the same time. You need to follow all the individual requirements, but you will only need to submit **one set** of each of the exhibits required. Likewise, all required site visits and public hearings can be combined. If you are not sure what you want to do as a "whole package," you may proceed with the individual requests.

## Before Applying

Before applying for a land division, zoning change, site plan, driveway or building permit with the Town, you may wish to appear informally before the Town of Perry's Land Use Committee to explain your intent and be advised as to concerns that will need to be addressed before you submit your request. Please note that this appearance is for informational purposes only and is not an official request to the Town and that the Town will not act without an application being filed and the proper fee paid.

*Application packages are available from the Town Deputy Clerk.*

## Help

If you have any questions about this Guide, the applications, or required attachments, please contact the Town of Perry Deputy Clerk. Since this document may be revised as changes occur, please check with the Deputy Clerk to be sure you have the latest edition before submitting any applications.

## Land Divisions

### Who Needs Them

All land divisions, except the ones exempted in the Land Division Ordinance, require approval by the Town Board. The Town's policies on land division can be found in the Town's Land Use Plan and Land Division Ordinance. The County's policies can be found in its Land Division Regulations.

**Be aware that it is possible to receive a land division that creates a parcel of land that will not meet the requirements for a building or driveway permit.** The Land Use Plan and the Land Division Ordinance require that a proposed land division preserve and not interfere with productive farmland and will not conflict with other goals and policies set forth in the Town of Perry Land Use Plan or Land Division Ordinance. Any request that conflicts with this requirement may be denied.

### To Apply

Submit a Land Division Application and its appropriate fee to the Town of Perry Deputy Clerk.

With the application, you should include the following exhibits:

- a. *Plat Map*
- b. *Aerial photo/site analysis*
- c. *Soil/slope analysis*
- d. *Site plan*

See the glossary for an explanation of these exhibits.

### After Applying

Upon receipt of the **complete** application with exhibits and the appropriate fee, the Deputy Clerk will issue the neighbor notification letter. This letter will be sent (**by certified mail**) to **all adjoining landowners** at least **10 days prior to the Land Use Committee's regularly scheduled monthly meeting**. (See neighbor notification in the Glossary.) The notification letter states the intended land use change, the date of the scheduled site viewing by the Land Use Committee and of the impending public hearing at the next regularly scheduled meeting of that committee. It is necessary that you or your agent attend both the site viewing and the public hearing. Failure to do so could result in a recommendation for denial of your application if there are questions that cannot be answered. It is possible that it might take more than one site viewing and/or public hearing to resolve any concerns that might arise. *Sites must be field-staked for the site view.*

### The Public Hearing

The public hearing at the Land Use Committee meeting is held to allow the applicant to present his/her intentions for the land division. It is also the opportunity for neighbors and other residents of the community to express their concerns and to present other pertinent information to the Committee. Questions from the Committee as well as other residents may be posed to the applicant at this time. After careful consideration of the request, its conformity with the Land Use Plan and the Land Division Ordinance, and other information presented, the Land Use Committee will recommend approval, conditional approval, denial, or tabling to allow time to gather additional information. This decision will be forwarded to the Town Board. **The request must conform with the Land Use Plan and any applicable ordinances;** if it does not, the Land Use Committee may recommend denial of the request.

### The Town Board Meeting

The Town Board will consider the application at its next scheduled meeting only if the recommendation has been made by the Land Use Committee. The Town Board usually meets on the second Tuesday of the month. Unless your appearance is requested to answer questions, you do not need to attend this meeting. However, if you choose to come, be advised that this meeting is not a second public hearing, and your input should be limited to new information only. After consideration, the Board

will approve, conditionally approve, or deny your request. If approved, the Deputy Clerk will issue you an appropriate approval form.

### **Other Requirements**

If a land division creates a parcel between 35 and 80 acres, a certified survey will be required. If you are required to get a certified survey, the Town's approval will be contingent upon compliance with the instructions in the Land Division Ordinance on "Division by Certified Survey." Building sites *must* be shown on the certified survey.

## **Zoning Changes**

### **Who Needs Them?**

Most of the land in the Town of Perry falls in the A-1 Agriculture (Exclusive) District as specified in the Dane County Zoning Ordinance; therefore, any proposed land use not permitted in this district will require a zoning change. Zoning changes usually involve a change from one zoning district to another zoning district. They may also involve a change in the type of use allowed within an existing district, in which case a Conditional Use Permit (CUP) must be requested. Decisions on requests for zoning changes in the Town of Perry are made jointly by the Town of Perry and Dane County. Such requests must be consistent with the policies of both governments. The Town's policies can be found in the Town's Land Use Plan. The County's policies can be found in the County's Zoning Ordinances. (Copies are available from Dane County Planning and Development.) \*Before coming to the Town, you should confirm with Dane County Planning and Development that the use you propose is consistent with the zoning district to which you are requesting a change or with the list of conditional uses permitted.

### **To Apply**

Submit a Zoning Change Application or Conditional Use Permit application and the appropriate fees to the Town Deputy Clerk. With the application, you should include the following exhibits:

- a. *Plat Map*
- b. *Aerial photo/site analysis*
- c. *Soil/slope analysis*
- d. *Site Plan Application* (optional, see below) *or legal description and map of the CUP area.*
- e. *Land Division Approval* (if this property was divided from a larger one)

See the Glossary for an explanation of those exhibits typed in italics. Note: If no dwelling is planned, the site plan application is not required. If a dwelling is planned, but the location of the proposed dwelling is not yet known, the site plan application may be omitted. However, if it is omitted, any approval will be accompanied by a mandatory deed restriction requiring the applicant to have the dwelling site approved in advance by the Town Board.

**After Applying** (*See This Section in Land Division on page 3*)

**The Public Hearing** (*See This Section in Land Division on page 3*)

**The Town Board Meeting** (*See This Section in Land Division on page 3*)

**Upon Approval**, the Deputy Clerk will issue a Zoning Change Approval and will relay the decision of the Board to the Dane County Board.

### **County Requirements**

You will also need to submit an application for rezoning or for a conditional permit to the County. To initiate the process, you will need to go to the Dane County Planning and Development office, Room 116, City-County Building, where you will be informed of their procedures and supplied with the proper

forms to fill out. It would be wise to check with both the County and the Town before starting so you will know what requirements you will need to follow as well as what information you will need to gather so that you can satisfy both entities as you proceed.

## **Site Plan Approval**

### **Who Needs Them?**

All construction of new buildings, except those exempted in the Building Permit Ordinance, and all mobile home placements require site plan approval before a permit can be issued (*approval is required by the Town and the County*). Town policies on buildings and their location can be found in the Town's Land Use Plan and Building Permit Ordinance. The County's policies on building location and mobile homes can be found in the County's Zoning Ordinances. (Available from Dane County Planning and Development. **Before coming to the Town, you should confirm with the County that the building or mobile home size and proposed location conform to County zoning requirements.**

### **To Apply for a New Site Plan Approval**

Submit a Site Plan Application and its appropriate fee to the Town of Perry Deputy Clerk. With the application, you should include the following exhibits:

- a. Plat Map
- b. Aerial photo/site analysis
- c. Soil/slope analysis
- d. Site Plan
- e. Sewage system site suitability
- f. Land division approval (if this property was divided from a larger one)

See the Glossary for an explanation of these exhibits. Note: if item **e** is not included, approval will be contingent upon its receipt. If the acceptable sewage system site is more than 100 feet from the proposed location of the dwelling or falls outside of any area to be rezoned, the new location must be approved by the Town Board.

**After Applying** (*See This Section on page 3*) Sites must be field-staked for the site view.

**The Public Hearing** (*See This Section on page 3*)

**The Town Board Meeting** (*See This Section on page 3*)

### **County Requirements**

The County also has requirements on site approval and on building/mobile home locations. For this information, you will need to go to the Dane County Planning and Development office, Room 116, City-County Building. They will inform you of their procedures and supply you with the proper forms. \*It would be wise to check with both the County and the Town before starting so you will know what requirements you will need to follow as well as what information you will need to gather so that you can satisfy both entities as you proceed.

### **To Renew a Site Plan Approval**

An approved Site Plan, which is effective for 12 months only, may be renewed for one additional period of 12 months. If construction of the building has not been started by the end of this period, a new Site Plan Application must be submitted and approved.

## **Building Permits**

### **Who Needs Them?**

All construction of new buildings, including accessory buildings (for definitions of ag and non-ag accessory buildings see the Glossary), and all additions or additional stories (see Glossary), except the ones exempted in the Building Permit Ordinance, require approval. Building permits are required by the Town and the County. The Town's policies on buildings, their location and conditions of approval can be found in the Town's Land Use Plan and the Town's Building Ordinance. The County's policies can be found in the County's Building/Zoning Ordinances available from Dane County Planning and Development. **Building Permits will not be issued until a site plan has been approved** by the Town of Perry, **unless the building is considered exempt** in the Building Ordinance. **No Building Permit will be issued until the driveway (if needed) is constructed according the specifications of the Driveway Ordinance.** A Driveway Construction Permit Application is available from the Deputy Clerk and must be approved by the Town Board. \*Before coming to the Town, you should confirm with Dane County Planning and Development that the size and proposed location of the building conforms with the County Zoning requirements.

### **To Apply for a Permit**

Submit a Town of Perry Building Permit Application and its appropriate fee to the Town of Perry Deputy Clerk. The following documents must be submitted to the Deputy Clerk before a Building Permit can be issued:

- a. Site Plan approval (unless exempt under Section 1.07 of the Building Ordinance)
- b. County Erosion Control Plan (for the Building Site)
- c. Completed Driveway Inspection Report
- d. County Zoning Permit
- e. County Sanitary Permit
- f. Wisconsin Administration Building Permit Application
- g. Income Certification
- h. Land Division Approval (if this property was divided from a larger one)

After receipt of all of the above, the Deputy Clerk will issue a Building Permit.

### **County Requirements**

You will also need to submit a building/zoning application and County erosion control plan to the County. According to Dane County Planning and Development, the most misunderstood aspect of County permit requirements is that rural landowners think that some buildings are exempt from County permits. Most, in fact, are not. To find out which buildings need permits and which ones don't, you will need to go to the Dane county Planning and Development Office, Room 116, City-county Building in Madison. They will inform you of their procedures and supply you with the proper forms to fill out. It would be wise to check with both the County and the Town **before** starting so you will know what requirements you will need to follow as well as what information you will need to gather so that you can satisfy both entities as you proceed.

## **Driveway Construction Permits**

### **Who Needs Them?**

All construction or modification of private driveways or field roads in the Town of Perry requires approval by the Town Board if that construction or modification changes the existing topography of the land. The Town's policies on the construction or modification of private driveways or field roads can be found in the Town's Land Use Plan and the Town's Construction of Private Driveways Ordinance, which are both available from the Deputy Clerk. Access onto County roads requires approval by the County.

### **To Apply**

Submit a Driveway Construction Permit Application and its appropriate fee to the Deputy Clerk.

With application you should include the following exhibits:

- a. Plat Map
- b. Aerial photo/site analysis
- c. Soil/Slope analysis
- d. County Erosion Control Plan
- e. Driveway Construction Plan **OR**
- f. Engineer's plan (if required)

See the Glossary for an explanation of these exhibits.

**After Applying** *(See This Section on page 3)*

**The Public Hearing** *(See This Section on page 3)* Sites must be field-staked for the site view.

**The Town Board Meeting** *(See This Section on page 3)*

### **County Requirements**

Some driveway construction projects will require a County Erosion Control plan. Check with Dane County Planning and Development to see if one is required for your project. If the proposed driveway enters onto a County highway, a County permit is required. Check with the Dane County Highway Department.

### **Other Requirements**

A driveway inspection by the Town Road Patrolman is required after the construction is completed to assure that this construction meets the Town driveway specifications. When the construction is completed, notify the Deputy Clerk who will make arrangements for this inspection. There is no additional cost for this inspection.

If the proposed driveway enters onto a State highway, a State permit may be required. Check with the Wisconsin Department of Transportation.

## **Mobile Home Permits**

### **Who Needs Them?**

No mobile home shall be parked or stationed in the Town of Perry except in a licensed mobile home park, unless a mobile home permit has been issued by the Town Board. The Town's policy on mobile homes, the definitions of what a mobile home is and exemptions can be found in the Town's Mobile Home Ordinance – available from the Town Deputy Clerk. The County's policies can be found in the County's Building/Zoning Ordinances – available from Dane County Planning and Development. \*Mobile Home Permits will not be issued until a site plan has been approved by the Town. If a site plan was submitted with a zoning change request, the site plan approval will be considered with that application. If there is no rezoning, a site plan application will need to be submitted and approved before a Mobile Home Permit will be issued. \*No Mobile Home Permit will be issued until the driveway (if needed) is constructed according to the specifications in the Driveway Ordinance and until a completed inspection report is received. Before coming to the Town you should confirm with Dane County Planning and Development that the mobile home and the proposed location conform with County zoning requirements.

### **To Apply for a New Permit**

Submit a Mobile Home Permit application and the appropriate fee to the Town Deputy Clerk.

### **After Applying**

Upon receipt of the Application and the fee, the Deputy Clerk will submit the application to the Town Board, who will consider it at their next regularly scheduled meeting – the 2<sup>nd</sup> Tuesday of the month. After consideration the Board will approve, conditionally approve or deny the request. If the Board approves, the following documents must be submitted to the Deputy Clerk before a Mobile Home Permit will be issued:

- a. Site Plan Approval
- b. County Erosion Control Plan (if needed)
- c. Completed Driveway Construction report (if driveway is needed)
- d. County Zoning Permit (if required)
- e. County Sanitary Permit
- f. Land Division Approval (if this property was divided from a larger one)

After receipt of all of the above, the Deputy Clerk will issue a Mobile Home Permit. This permit is effective according to the type of installation outlined below:

- a. For **permanent installations**, the Mobile Home Permit shall be effective as long as the mobile home remains at its original site. If the original mobile home is removed for any reason, the permit shall expire, and a new Mobile Home Permit is required.
- b. For **replacement installation**, which replaces the original mobile home, the original permit shall expire and a new Mobile Home Permit is required.
- c. For **temporary installation**, the Mobile Home Permit shall be effective for a period to be determined by the Town Board. After this period the permit shall expire unless renewed.

### **County Requirement**

You will also need to submit a building/zoning application to the County. To initiate this process, you will need to go to the Dane County Planning and Development Office, Room 116, City-County Building, Madison. They will inform you of their procedures and supply you with the proper forms. It would be wise to check with both the County and the Town before starting so you will know what

requirements you will need to follow as well as what information you will need to gather so that you can satisfy both entities as you proceed.

## **Communications Tower Permits**

The construction and operation of Communication Towers raises unique land use and aesthetic considerations. The growth of the personal wireless services industry has generated, and will continue to generate, numerous requests for the siting, construction and operation of Communication Towers in Dane County and in the Town of Perry, requiring the Town to review and take action on requests for changes to zoning district boundaries and conditional use permits.

### **To Apply for a New Permit**

Submit a Communications Tower Permit application and the appropriate fee to the Town Deputy Clerk.

### **Other Exhibits and Documentation**

- a. A textual and graphic depiction of the Proposed Communication Tower, and a description of the operation or use of the Communication Tower and site;
- b. A detailed site plan, including all accessory structures and landscaping;
- c. Written evidence of the applicant's legal interest in the site, such as a lease agreement or option;
- d. Copies of all documents submitted to Dane County in support of the application;
- e. All documents maintained by the applicant or the owner of the proposed Communication Tower or antennas relative to health hazards associated with the construction and operation of the Communication Tower or antennas;
- f. A map showing the location of lands owned by the Town, existing towers, and existing private structures (silos, church steeples, utility towers, etc.) within two miles of the proposed site, and an analysis of why those lands and/or structures cannot be used for the Communication Tower or antenna site;
- g. The Land Use Committee may require that the applicant pay for an independent engineering analysis, if such analysis has not already been required by and made available to the Town by Dane County, addressing the need for a Communication Tower at the proposed site, and such other related matters as requested by the Land Use Committee;
- h. The Land Use Committee may require that the applicant provide information regarding the applicant's current plans for future placement or construction of Communication Towers in the Town.

## Glossary

***Addition or Additional Story*** This is construction added to an existing dwelling or accessory building that changes its outside dimensions and is permanently attached to that building.

***Accessory Building*** This is a building that is other than the dwelling and is used for agricultural or non-agricultural purposes. [revised 9/16/04]

***Aerial Photo/Site Analysis*** This is an 8 ½ x 11 inch copy taken from an aerial photograph of the section in the Town in which the property lies. If the property lies in 2 sections, you will need 2 aerial photos. On the photo(s) you should outline in black the boundary of the entire property. Outline in red the boundaries of any proposed land divisions or any parcel proposed for a zoning change. Then use colored highlighters to color in some of the natural features to help make them more visible. These features include ag land, woodlands, permanent streams and wetlands, and intermittent streams. Consider any land that is presently tilled or has been tilled (for example, land that is in CRP) as ag land. See Example Exhibits at the end of this Guide. (The aerial photos are available from the Farm Service Agency office at 608-264-5445. The name this office uses for aerial maps is section maps.)

***County Erosion Control Plan*** This is a site diagram on which erosion control practices should be marked. If you are constructing a building, the document you need is called a “Standard Erosion Control Plan for 1 and 2 Family Dwelling Construction Sites.” If you are constructing a driveway or preparing a site for a mobile home, the document you need is a “Dane County Erosion Control Plan – Simplified Checklist.” Both forms are available from Dane County Planning and Development at 266-4266.

***County Farm Income Certification*** This is a letter required by the County on which an applicant certifies that he/she is a farm owner and derives substantial income from the farm operation. This letter is only required for persons constructing a dwelling on A1-Ex. Land and is used to exempt that applicant from requesting a zoning change to a residential zoning district.

***County Sanitary Permit*** This permit is required for all dwellings and mobile homes. (It is issued by the Dane County Environmental Health Office at 242-6515.)

***County Zoning Permit*** This permit is required to assure that all dwellings, mobile homes, and most outbuildings meet County Zoning requirements. (The permit is issued by the Dane County Planning and Development Office at 266-4266.)

***Driveway Construction Plan*** This is an 8 ½ by 11 inch drawing of the proposed driveway showing the length, width, radius of all bends, and relationship to property lines, buildings and existing roads. Also shown will be the location and size of all culverts, any areas that will require fill, and any areas that will require cuts

***Engineer’s Plan*** This is a driveway construction plan prepared by a licensed engineer. The requirements for the engineer’s plan and when you may need one are spelled out in the Town’s Driveway Ordinance.

***Neighbor Notifications*** This is a required notification of all landowners whose property adjoins the edge of your entire property. The required notification letter will be sent by the Deputy Clerk via **certified mail** postmarked at least **10 days** prior to the Land Use Committee meeting at which the application will be reviewed.

The notification letter will give your name, the property address, the type of land use request you are making, the time and place of the next Land Use Committee meeting and a summary of the Town's policy on public comment. If you anticipate any neighbor objection to your request, you may wish to contact each neighbor. As with this entire Guide, we urge you to first consult the Land Use Plan to see what criteria will be used to evaluate your request.

***Non-ag Accessory Building*** This is a building other than the dwelling which will be used primarily for non-agricultural purposes. A garage or shed that is used primarily for storage of automobiles, boats, recreational vehicles, etc. is an example of a non-ag accessory building.

***Plat Map*** This is a copy of the Town of Perry page from the county plat book on which you should outline the entire property.

***Sewage System Site Suitability*** This is a letter from a certified soil tester confirming the site suitability of the proposed sewage system. Attached to this letter should be a copy of the site plan on which the acceptable sewage system locations are marked by the soil tester.

***Site Plan*** This is an 8 ½ by 11 inch close-up drawing or survey map drawn to scale showing the locations of the human features of the property. These include any existing dwelling and driveway and proposed dwelling, driveway, and sewage system. In addition, the distances of any proposed dwelling unit and sewage system to the boundaries of the entire property and any parcel to be rezoned should be noted. See Sample Exhibits at the end of this Guide.

***Soil/Slope Analysis*** This is a map identifying the types of soils and slopes on the property. It will show the soils on which no disturbance is allowed and the soils on which non-farm residential development should be avoided. On this map, outline in black the boundaries of your entire property. In addition, mark in red the boundaries of any proposed land divisions, any parcel proposed for a zoning change, any proposed dwelling site, or any proposed driveway. Then use the soil productivity crossover list that appears at the end of this Guide to identify any soils on your map that are classified as no. 1 and 2 soils. Use the same list to cross these soil numbers to the classification types described on page 33 of the Land Use Plan. Color any soils on which development should be avoided in orange. Lastly, refer to the Land Use Plan (Pages 32 and 33) to identify the "E" and "F" slopes on which no disturbance is allowed and color these soils on your map red.

***Inground Swimming Pools Swimming Pools.*** Inground Pool - A private or residential swimming pool is a permanent structure containing a body of water in a receptacle or other container used or intended to be used solely by the owner, operator, or lessee thereof and his family, and by friends invited to use it, and includes all structural facilities, appliances and appurtenances, equipment and other items used and intended to be used for the operation and maintenance of a private or residential swimming pool. Exempt Pool: Storable above-ground pools, not permanently affixed to the ground, which are so constructed that they may be readily disassembled for storage and reassembled to their original integrity are exempt from the provisions of this section.

***Wisconsin Administration Building Permit Application.*** This is a state form issued by the Wisconsin Department of Industry, Labor and Human Relations to cover 1 and 2 family dwellings.

## Application Fee Schedule

The following fees for all applications were approved by the Town Board on 9/16/04 and revised on 12/14/04 (Conditional Use Permits).

### Applications Requiring Site Views

Building Permits, Land Divisions, Zoning Changes, Site Plan Approvals, Conditional Use Permits and Driveway Construction Permits require Site Views. The Town’s fees to review applications are:

<p><u>\$ 500.00 + 50.00</u> mailing costs                  Building Permits – Dwellings*                  Zoning Changes                  Driveway Construction Permits**                  Site Plan Approvals</p>	<p><u>\$ 250.00 + 50.00</u> mailing costs                  Accessory Buildings                  Inground Swimming Pools                  Conditional Use Permits  <u>\$450.00 + 50.00</u> mailing costs                  Communications Tower Permit</p>
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Applications requiring one site view for approval may be eligible for a 50% refund. Deductions from this refund will include any other costs incurred specifically for your applications. Examples of such costs are attorney fees related to deed restrictions required, other legal reviews, costs for the advice of consultants, costs of repairing damage to Town roads caused during driveway construction, etc. None of these costs are refundable. Excess mailing costs may be refunded.

Applications submitted at the same time may be combined under a single deposit. If any of the 4 applications cited above are submitted at different times, a deposit will be charged each time.

Applications requiring more Site Views will require an additional \$250.00/\$125.00 fee per site visit.

\*\*Driveway Construction Permit Applications are not required for ag field roads.

[see Calendar for monthly deadlines]

### Applications Not Requiring Site Views

For applications not requiring site - Additions, decks, and attached garages - the following non-refundable fees will be charged:

Building Permit:		
	<i>Additions or Additional Story*</i>	\$15.00
	<i>Decks</i>	\$15.00
	<i>Attached Garages</i>	\$15.00
Mobile Home Permit		\$25.00

See the Glossary for an explanation of those items typed in *italics*.

\* Dwellings and Additions and Additional Stories are subject to Building Inspections and Building Inspection Fees.



**Town of Perry**

Stephanie Zwettler, Deputy Clerk/Treasurer  
 9730 County Rd A  
 Mount Horeb, WI 53572  
 (608) 444-6425 / [clerk@tn.perry.wi.gov](mailto:clerk@tn.perry.wi.gov)

[www.perry-wi.gov](http://www.perry-wi.gov)

**2026 Town of Perry Calendar**

Land Use Committee meetings are *usually* held on the first *Wednesday* of each month, beginning at 7:00 PM, as needed. Site Views are usually held on the Saturday proceeding the first Wednesday of each month, as needed.

Town Board meetings are *usually* held on the second Tuesday of each month, beginning at 7:30 PM. Special Board meetings are convened as needed following Notices properly posted at least 24 hours prior to Special meetings.

Notices for Town meetings are posted at the Town Garage, Town Hall, Daleyville signpost, the Town’s website and published in the *Mount Horeb Mail*.

<b>January</b>	3	Site Views for January Land Use Committee meeting
January	7	Land Use Committee meeting
January	13	Town Board meeting
January	15	Applications due to Deputy Clerk for Land Use Comm. review
January	31	Site Views for February Land Use Committee meeting
<b>February</b>	4	Land Use Committee meeting
February	9	Public Test – Election equipment – <i>tentative</i>
February	10	Town Board meeting
February	15	Applications due to Deputy Clerk for Land Use Comm. review
February	17	Spring Primary – <i>if required</i>
February	28	Site Views for March Land Use Committee meeting
<b>March</b>	4	Land Use Committee meeting
March	10	Town Board meeting
March	15	Applications due to Deputy Clerk for Land Use Comm. review
March	30	Public Test – Election equipment - tentative
<b>April</b>	4	Site Views for April Land Use Committee meeting
April	7	Spring Election
April	8	Land Use Committee meeting
April	14	Town Board meeting
April	15	Applications due to Deputy Clerk for Land Use Comm. review
April	21	Annual Meeting of Town residents

Town of Perry Applications Guide

<b>May</b>	2	Site Views for May Land Use Committee meeting
May	2	Tire Collection Day
May	6	Land Use Committee meeting
May	9	Tire Collection Day
May	12	Town Board meeting
May	15	Applications due to Deputy Clerk for Land Use Comm. review
May	30	Site Views for June Land Use Committee meeting
<b>June</b>	3	Land Use Committee meeting
June	9	Town Board meeting
June	15	Applications due to Deputy Clerk for Land Use Comm. review
June	27	Site Views for July Land Use Committee meeting (July 4 - holiday)
<b>July</b>	1	Land Use Committee meeting
July	14	Town Board meeting
July	15	Applications due to Deputy Clerk for Land Use Comm. review
<b>August</b>	1	Site Views for August Land Use Committee meeting
August	3	Public Test – Election equipment - <i>tentative</i>
August	5	Land Use Committee meeting
August	11	Partisan Primary
August	13	Town Board meeting – <i>Thursday</i> due to election
August	15	Applications due to Deputy Clerk for Land Use Comm. review
August	29	Site Views for September Land Use Committee meeting
<b>September</b>	2	Land Use Committee meeting
September	8	Town Board meeting
September	15	Applications due to Deputy Clerk for Land Use Comm. review
<b>October</b>	3	Site Views for October Land Use Committee meeting
October	7	Land Use Committee meeting
October	13	Town Board meeting
October	15	Applications due to Deputy Clerk for Land Use Comm. review
October	26	Public Test – Election equipment – <i>tentative</i>
October	31	Site Views for November Land Use Committee meeting
<b>November</b>	3	General Election
November	4	Land Use Committee meeting
November	5	2027 Budget Hearing & Special Mtg of the Electors - <i>tentative</i>
November	7	Tire Collection Day
November	10	Town Board meeting
November	14	Tire Collection Day
November	15	Applications due to Deputy Clerk for Land Use Comm. review
November	28	Site Views for December Land Use Committee meeting
<b>December</b>	2	Land Use Committee meeting
December	8	Town Board meeting
December	15	Applications due to Deputy Clerk for Land Use Comm. review
<b>January</b>	2	Site Views for January Land Use Committee meeting

# TOWN OF PERRY PERMIT APPLICATION

## 1. NAMES — Owner

Name \_\_\_\_\_  
Street \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone: Days \_\_\_\_\_ Eves \_\_\_\_\_

## Applicant (if other than Owner)

Name \_\_\_\_\_  
Street \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone: Days \_\_\_\_\_ Eves \_\_\_\_\_

**2. PROPERTY LOCATION** Property address: \_\_\_\_\_ Section: \_\_\_\_\_ Property size: \_\_\_\_\_ Property zoning: \_\_\_\_\_

Parcel No.: \_\_\_\_\_ Legal description: \_\_\_\_\_ 1/4, \_\_\_\_\_ 1/4, Section \_\_\_\_\_, T \_\_\_\_\_ N, \_\_\_\_\_ R \_\_\_\_\_ E \_\_\_\_\_.

## 3. PROJECT DESCRIPTION - Please attach sketch or diagram

- Site Plan** \_\_\_\_\_ per attached  **Conditional Use permit**
- Building: Dwelling** \_\_\_\_\_ **Detached garage or other outbuilding** \_\_\_\_\_ **Accessory building** \_\_\_\_\_ **Addition** \_\_\_\_\_  
Estimated value of completed structure - \$ \_\_\_\_\_
- Inground Swimming Pool**
- Mobile Home:** Mobile home = \_\_\_\_\_ feet by \_\_\_\_\_ feet; Length of time estimated on site: \_\_\_\_\_  
Intended purpose: \_\_\_\_\_
- Driveway Construction** Contractor: \_\_\_\_\_  
Driveway \_\_\_\_\_ Ag. Field road \_\_\_\_\_ Proposed road length: \_\_\_\_\_ feet  
Maximum slope before construction: \_\_\_\_\_% Maximum slope after construction: \_\_\_\_\_%
- Zoning Change**  
Zoning change from \_\_\_\_\_ District, to \_\_\_\_\_ District, for \_\_\_\_\_ acres  
Conditional use permit for \_\_\_\_\_  
Reason for change \_\_\_\_\_
- Land Division** Size of parcels to be created:  
Parcel 1) \_\_\_\_\_ acres; Parcel 2) \_\_\_\_\_ acres; Parcel 3) \_\_\_\_\_ acres; Parcel 4) \_\_\_\_\_ acres  
Principal reason for land division (describe): \_\_\_\_\_
- Communications Tower**

## 4. EXHIBITS ATTACHED (see Applications Guide; **submit Original + 8 copies of application & each exhibit**)

\_\_\_\_ Plat map \_\_\_\_\_ Aerial photo \_\_\_\_\_ Soil/slope analysis \_\_\_\_\_ Site plan \_\_\_\_\_ Sewage system site suitability

**NOTE: A zoning/building permit may be required by Dane Co. Zoning Dept. prior to construction.**

**5. AUTHORIZATIONS:** By my signature below, I certify the following: (1) that this application to the best of my knowledge is consistent with the Town of Perry's Land Use Plan and Ordinances and (2) that all information provided in this application and its exhibits is true and correct and that any subsequent change from these documents requires approval in advance from the Town Board. The required fee (see Applications Guide) is also attached.

Owner (signature is mandatory) \_\_\_\_\_ Date \_\_\_\_\_ Applicant (if other than Owner) \_\_\_\_\_ Date \_\_\_\_\_

FOR TOWN USE ONLY: \$ 550.00 – Dwellings, Zoning Changes, Driveway Construction, Site Plans. \$ 500.00 – Communications Tower \$ 300.00 – Accessory Buildings [Ag. and non-Ag.]; Detached Garages, Inground Swimming Pools. \$ 300.00 – Conditional Use Permit. \$ 15.00 – Additions, decks, attached garages.	Fee of \$ _____
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Return with fee and exhibits to: Stephanie Zwettler, Deputy Clerk, 9730 County Hwy A, Mt. Horeb, WI 53572