

# Town of Winchester

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## Site Access to Town Roads (Culvert Permit)

Application for Permit to Construct a Driveway Access to Town Roads is available on the Town's website: <http://townofwinchesterwi.com/forms-and-permits>

## Pre-Construction Permitting

Submit items 1-3, and 4-6 when applicable, to the Town Clerk for Review. If all is compliant, a Town of Winchester Zoning Permit will be issued. If non-compliant or Plan Commission and/or Town Board review is needed, the Clerk will contact the applicant(s) regarding any issue(s) and/or additional requirements.

### 1. Zoning Permit Application

Available on the Town's website: <http://townofwinchesterwi.com/forms-and-permits>

### 2. Site Plan

The following must be included on your site plan:

- All existing structures
- All proposed structures
- All setbacks
- All dimensions

Town of Winchester Zoning Ordinance regulations and requirements are available on the Town's website: <http://townofwinchesterwi.com/zoning-and-planning/zoning-ordinance>

You can print a GIS map of your property at the following link:

<http://wcfgis.co.winnebago.wi.us/cgi-bin/wings/wingsndx.cgi>

Site Preparation is NOT allowed prior to acquisition of all required Town, County, and / or State Permits. Site Preparation includes any earth moving, excavating, grading, clearing or razing of any other structures on a site, and / or the laying of any base or foundation for a structure. Staking of the site is allowed. Exceptions to the above information may be reviewed on a case by case basis by the Plan Commission.

### 3. Building Plans / Elevation Drawings

A set of building plans including elevation drawings clearly indicating building height shall be included with the Zoning Application.

### 4. Winnebago County Erosion Control Permit when applicable

An erosion control permit is required during certain land disturbing activities to regulate the installation and maintenance of Best Management Practices (BMPs). The erosion control permit applies, but is not limited to the following land disturbing activities:

- Land disturbance greater than or equal to 4,000 square feet;

- Excavation or fill greater than or equal to 400 cubic yards;
- Public or private driveway and road construction or reconstruction longer than 125 linear feet;
- Construction of any structure, addition to a structure, or multiple additions and/or structures where the total area is greater than 1,000 square feet

Additional information is available on the Winnebago County website:

<https://www.co.winnebago.wi.us/planning-and-zoning>

## 5. Sanitary Permit

Issued through Winnebago County Zoning Department when applicable:

<https://www.co.winnebago.wi.us/planning-and-zoning>

## 6. Stormwater Management Permit

Stormwater permits include erosion control practices during construction and post construction stormwater management for commercial, industrial, or platted subdivision development that increases impervious surface by more than 1,000 square feet.

Issued through Winnebago County Zoning Department when applicable:

<https://www.co.winnebago.wi.us/zoning/stormwater-and-erosion-control>

# Building Permit Issuance

Once all applicable permits listed above are issued, contact the Town of Winchester Building Inspector to obtain a Building Permit. Absolutely NO construction, including Site Preparation, may begin without the proper permits being issued. Permits shall be properly displayed at the site of construction as required.

Town of Winchester Building Inspector • Jim Emmons • (920) 779-6810

# Inspections

The Building Inspector must be given at least 24 hours (not including weekends) for all required inspection requests.

# Certificate of Occupancy

The Building Inspector will issue a Certificate of Occupancy after construction passes the required Final Inspection. Property owner(s) shall submit a copy of the Certificate of Occupancy to the Town Clerk within 10 days of issuance and prior to occupancy.