

Town of Rome

Packet for New Homes

Building & Zoning Contact and General Information	1-2
Zoning Information by District	3-4
One-and Two-Family Home Application Requirements	5
Zoning & Building Department Fee Schedule	6-8
Adams County Application	9-10
Town of Rome Zoning Permit Application & Site Plan	11-13
Town of Rome Building Permit Application.....	14-16
Erosion Control Regulations and Site Plan	17-20
Driveway Permit Application and applicable Town Code	21-23
House Number Application.....	24

TOWN OF ROME

1156 Alpine Drive
Nekoosa, WI. 54457

REVISED 7/2/2024

TO CONTACT TOWN OF ROME ZONING DEPARTMENT:

- Call 715-325-8019, e-mail zoning@romewi.gov or stop in at the Town Municipal Building between the hours of 8:00am to 4:00pm, Monday – Friday to submit permits.

TO CONTACT BUILDING INSPECTOR STEPHANIE POTTER OF MSA PROFESSIONAL SERVICES, INC:

- Call (608) 617-5691 or e-mail spotter@msa-ps.com

PERMITS ARE REQUIRED FOR THE FOLLOWING:

- All new 1 and 2 family dwellings
- Commercial buildings
- Accessory Structures
- Additions that increase the physical dimensions of a building
- Alterations to the building structure
- Alterations to the building's heating, electrical or plumbing systems
- All electrical wiring (new or remodeling)
- All HVAC (new, remodeling or replacement equipment)
- All plumbing (new or remodeling)
- Agricultural buildings (zoning only)

PERMITS ARE NOT REQUIRED FOR THE FOLLOWING:

- Re-siding
- Re-roofing unless a third layer of roofing material is added
- Finishing interior surfaces – contact building inspector to confirm need for permit
- Installation of cabinetry – contact building inspector to confirm need for permit
- Normal repairs to HVAC and plumbing
- Repairs to electrical equipment or systems (e.g. switches, receptacles or fixtures)

If uncertain, please contact the Building Inspector or the Zoning Department.

TO OBTAIN AN APPLICATION:

- Refer to Zoning Hub at the following website: <https://romewi.zoninghub.com/home.aspx> for all Zoning Permits.
- Pick up forms at the Town Municipal Building.
- Print forms from the Town website at romewi.com, click on Departments, then Zoning and Building.
- Please see the attached list of information required to obtain building permits.
- Payment for Zoning may be submitted with application. Please refer to Fee Schedule for amount due.
- **Refer to the fee schedule for permit fee amounts. Your Building fees will be determined by the Building Inspector upon receiving your permit.**

RETURNING COMPLETED APPLICATIONS/SUBMITTING PLANS:

- Submit to Zoning Hub
- Applications may be dropped off at or mailed to: Town of Rome
1156 Alpine drive
Nekoosa, WI 54457

What is Needed for Your Project?

NEW 1 & 2 FAMILY DWELLING:

- Adams County shoreland protection district permit (If applicable; this must be issued **prior** to your Town Zoning approval).
- Adams County Sanitary Permit (If applicable; this must be issued **prior** to your Town Zoning approval).
- Town Zoning Permit
- New home submissions follow link to State website:
https://esla.wi.gov/apex/customer_portal_intro_page
(New homes also require submission of Town of Rome Building Permit in addition)
- 2 sets of building plans drawn to scale with elevations
- Site plan of the land showing dimensions of the property, size of all structures on property and distances from structures to lot lines and ordinary high-water mark (if applicable). Also, show percentage of lot coverage calculations and mark location on property.
- Heat loss calculations Res Check Software also accepted
- Wall bracing detail plan
- Erosion Control Plan worksheet and plot plan
- Driveway Permit application (if applicable)
- Property Owners Association approval (if applicable)

ADDITIONS, ALTERATIONS & ACCESSORY STRUCTURES

- Adams County shoreland protection district permit (If applicable; this must be issued **prior** to your Town Zoning approval).
- Adams County Sanitary Permit (If applicable; this must be issued **prior** to your Town Zoning approval).
- Town Zoning Permit
- Uniform Building Permit Application
- 1 sets of building plans drawn to scale with elevations
- Site plan of the land showing dimensions of the property, size of all structures on property and distances from structures to lot lines and ordinary high-water mark (if applicable). Also, show percentage of lot coverage calculations and mark location on property.
- Erosion Control Plan shown on site plan for additions only
- Driveway Permit application (if applicable)
- Property Owners Association approval (if applicable)

COMMERCIAL:

- Adams County shoreland protection district permit (If applicable; this must be issued **prior** to your Town Zoning approval).
- Adams County Sanitary Permit (If applicable; this must be issued **prior** to your Town Zoning approval).
- Township Zoning Permit Application
- Uniform Building Permit Application
- Comply with the standards found in the applicable Zoning ordinance sections
- 2 State approved building plans and specifications as needed per SPS 360.12
- Site plan showing dimensions of the property, size of all structures on property and distances from structures to lot lines and ordinary high-water mark (if applicable). Also, show percentage of lot coverage calculations and mark location on property.
- Driveway permit application (if applicable)

SHEDS UP TO AND INCLUDING 150 SQ. FT.

- Adams County shoreland protection district permit (If applicable; this must be issued **prior** to your Town Zoning approval).
- Town Zoning Permit
- 1 set of building plans
- Site plan showing dimensions of the property, size of all structures on property and distances from structures to lot lines and ordinary high-water mark (if applicable). Also, show percentage of lot coverage calculations and mark location on property.
- Driveway permit application (if applicable)
- Property Owners Association approval (if applicable)

Setback, Height, and Ground Coverage Regulations by Zoning District

IMPORTANT NOTES: All setbacks are measured from the furthest projection of the structure (e.g. roof overhang). Other situational regulations or exceptions may also apply.

Roadway Setbacks

State highway (whichever is greater)

From center of roadway: minimum 110 feet

From lot line: minimum 50 feet

County road (whichever is greater)

From center of roadway: minimum 83 feet

From lot line: minimum 50 feet

Town road (whichever is greater)

From center of roadway: minimum 63 feet

From lot line: minimum 30 feet

Lake, Lake Amenity, R-1 Single-Family, R-3 Multi-Family Districts

- Lot requirements
 - Frontage: min 70 feet
 - Area: min one acre
 - Depth/width: max 4:1
- Building Setbacks
 - Side: min 10 feet
 - Rear: min 10 feet
 - Waterfront: min 75 feet
- Other requirements
 - Building height: max 35 feet
 - Building width: min 24 feet
 - Roof pitch: min 3/12
 - Overhang: min 12 inches
- Areas
 - Lot Coverage: 20% maximum
 - Living area/ dwelling unit: min 760 ft²

R-2 One- and Two-Family Manufactured Dwelling Residence District

- Lot requirements
 - Frontage: min 70 feet
 - Area: min one acre
 - Depth/width: max 4:1
- Building Setbacks
 - Side: min 10 feet
 - Rear: min 10 feet
 - Waterfront: min 75 feet
- Other requirements
 - Building height: max 35 feet
 - Building width: min 16 feet
 - Roof pitch: min 3/12
 - Overhang:
 - Building width ≤ 17 ft: min 3 inches
 - Building width > 17 ft: min 8 inches
- Areas
 - Lot Coverage: 20% maximum
 - Living area/ dwelling unit: min 760 ft²

R-1C Single-Family Conservation Residence District

- Lot requirements
 - Frontage: min 70 feet
 - Area: min 20,000 ft²
 - Depth/width: max 4:1
- Building Setbacks
 - Side: min 10 feet
 - Rear: min 10 feet
 - Waterfront: min 100 feet
- Other requirements
 - Building height: max 35 feet
 - Building width: min 24 feet
 - Roof pitch: min 3/12
 - Overhang: min 12 inches
- Areas
 - Lot Coverage: 20% maximum
 - Living area/ dwelling unit: min 760 ft²

R-4 Rural Residence District

- Lot requirements
 - Frontage: min 250 feet
 - Area: min five acres
 - Depth/width: max 4:1
- Building Setbacks
 - Side: min 10 feet
 - Rear: min 10 feet
 - Waterfront: min 75 feet
- Other requirements
 - Building height: max 35 feet
 - Building width: min 24 feet
 - Roof pitch: min 3/12
 - Overhang: min 12 inches
- Areas
 - Lot Coverage: 20% maximum
 - Living area/ dwelling unit: min 760 ft²

R-5 Rural Estate Residence District

- Lot requirements
 - Frontage: min 250 feet
 - Area: min 35 acres
 - Depth/width: max 4:1
- Building Setbacks
 - Side: min 10 feet
 - Rear: min 10 feet
 - Waterfront: min 75 feet
- Other requirements
 - Building height: max 35 feet
 - Building width: min 24 feet
 - Roof pitch: min 3/12
 - Overhang: min 12 inches
- Areas
 - Lot Coverage: 20% maximum
 - Living area/ dwelling unit: min 1,500 ft²

CV Conservancy District &

FR Forest and Outdoor Recreation District

- Lot requirements
 - Frontage: min 250 feet
 - Area: min 35 acres
 - Depth/width: max 4:1
- Building Setbacks
 - Side: min 50 feet
 - Rear: min 50 feet
 - Waterfront: min 100 feet
- Other requirements
 - Building height: max 35 feet

B-1 Business District

- Lot requirements
 - Frontage: min 100 feet
 - Area: min one acre
 - Depth/width: max 4:1
- Building Setbacks
 - Side: min 15 feet
 - Rear: min 15 feet
 - Waterfront: min 75 feet
 - Abutting residential: min 50 feet
- Other requirements
 - Building height: max 35 feet
 - Building width: min 24 feet
 - See Article XXVI, Design Standards
 - See Article XXV, Signs & Billboards

A-1 General Agriculture District

- Lot requirements
 - Frontage: min 200 feet
 - Area: min 35 acres
- Building Setbacks
 - Front: min 75 feet
 - Side: min 50 feet
 - Rear: min 50 feet
 - Waterfront:
 - Residence: min 75 feet
 - Other: min 150 ft
 - Waste Storage: min 350 feet
 - Livestock Structures:
 - 500-1000 animal units: min 100 ft
 - > 1000 animal units: min 200 ft
- Other requirements
 - Building height:
 - Residence / Accessory Structure: max 35 feet
 - Other buildings: max 60 ft
 - Building width: min 16 feet
 - Roof pitch: min 3/12
 - Overhang: min 10 inches
- Areas
 - Living area / dwelling unit: min 760 ft²

A-2 Secondary Agriculture District

- Lot requirements
 - Frontage: min 200 feet
 - Area: min 10 acres
- Building Setbacks
 - Front: min 75 feet
 - Side: min 50 feet
 - Rear: min 50 feet
 - Waterfront:
 - Residence: min 75 feet
 - Other: min 150 ft
 - Waste Storage: min 350 feet
- Other requirements
 - Building height:
 - Residence / Accessory Structure: max 35 feet
 - Other buildings: max 60 ft
 - Building width: min 16 feet
 - Roof pitch: min 3/12
 - Overhang: min 10 inches
- Areas
 - Living area / dwelling unit: min 760 ft²

OFFICE USE ONLY:

Date: _____ Zoning District: _____

Address: _____

Name: _____

Zoning Permit #: _____

Building Permit #: _____



FEES:

Building Permit: _____

Zoning: _____

Other & State Seal : _____

TOTAL: _____

ONE- AND TWO-FAMILY HOME APPLICATION REQUIREMENTS (UDC)

- ☐ **Approved Shoreland Zoning Permit** (when applicable)
- ☐ **Approved Sanitary Permit** (New homes and Re-connects)
- ☐ **Submission of Town of Rome Zoning Permit**
- ☐ **Construction Plans**
- ☐ **Submission of Completed Town of Rome Wisconsin Uniform Building Permit Application (Including all Contractors and License Information)**
- ☐ **Erosion Control**

ALL NEW HOMES MUST BE SUBMITTED TO

https://esla.wi.gov/apex/Customer_Portal_Intro_Page



Town of Rome
Nekoosa, WI 54457
www.romewi.gov

BUILDING PERMITS

One and Two Family Dwellings:

New Construction

(Does not include fee for Electrical, Plumbing and HVAC & State Seal)

Varies:

\$1,500 = \$0 to \$500K valuation
\$3,000 = \$500k to \$1.3M valuation
\$4,500 = \$1.3M+ valuation

Electrical, Plumbing and HVAC

Varies:

\$675 = \$0 to \$500K valuation
\$1,350 = \$500k to \$1.3M valuation
\$1,800 = \$1.3M+ valuation

Decks

Without Footings = \$150
With Footings = \$250

State Seal

\$40.00 each (New home only)

Additions, Remodels & Accessory structures over 150 square feet:

Remodeling & Additions

(Does not include fee for Electrical, Plumbing and HVAC)

\$15 per \$1,000 valuation
(Min. Charge \$250)

Accessory Buildings over 150 Sq. Ft.

(Does not include fee for Electrical, Plumbing and HVAC)

\$7.50 per \$1,000 valuation
(Min. Charge \$400)

Electrical, Plumbing and HVAC

\$15 per \$1,000 valuation
(Min. Charge \$125, Max. Charge \$1,200)

Decks

Without Footings = \$150
With Footings = \$250

Commercial, Multifamily, Industrial Buildings:

New Construction, All Commercial Structural & Multifamily (Does not include fee for Electrical, Plumbing and HVAC & State Seal)

\$0.25 per Sq. Ft. (Min. Charge \$1,500)

Remodeling, Additions, Accessory Buildings

\$20 per \$1,000 valuation
(Min. Charge \$250)

Electrical, Plumbing and HVAC

\$30 per \$1,000 valuation
(Min. Charge \$250))

State Seal	\$40.00
------------	---------

Erosion Control and Storm Water Runoff:

Erosion Control	\$250 = Major Land Disturbance Activities
Erosion Control Compliance Permit	Varies (Fees double if adjacent to waterways, lakes, wetlands):
	\$150 = 0-2 Acres
	\$200 = 2-5 Acres
	\$300 = 5-25 Acres
	\$500 = 25+ Acres

Miscellaneous Fees:

Special Inspections, & Meetings (Re-inspections, work corrections, misc., or extraordinary administrative, etc. after initial permit issuance).	\$120/hour plus Inspector travel fees
Administrative Filing Fee (New Home & Commercial)	\$50.00
Raze and Demolition	\$150.00
Copy Fees & Faxes- per side	\$0.50/Page + Postage
Documents Emailed - up to 6 pages	\$3.00
Documents Emailed - each additional page	\$1.00
Insufficient Funds fee (Returned check)	\$30.00

HIGHWAY DEPARTMENT

Driveway Permit	\$30.00
Permit to change existing driveway	\$30.00
House number (post, sign, install)	\$85.00
Replacement house number sign	\$50.00

ZONING

Residential New Construction, Additions, Alterations – via Electronic submission with payment	\$100.00
Residential New Construction, Additions, Alterations – In person	\$125.00
Fences & Pools – via Electronic submission with payment	\$100.00
Fences & Pools – In person	\$125.00
Accessory Structures over 150 square feet – via Electronic submission with payment	\$100.00
Accessory Structures over 150 square feet – In person	\$125.00
Shed 150 or less square feet – via Electronic submission with payment	\$100.00
Shed 150 or less square feet – In person	\$125.00
Commercial New Construction, Additions, Alterations – via Electronic submission with payment	\$100.00
Commercial New Construction, Additions, Alterations – In person	\$125.00
On Premise Sign Permit – via Electronic submission with payment	\$50.00

On Premise Sign Permit – In person	\$75.00
Off Premise Sign Permit – via Electronic submission with payment	\$100.00
Off Premise Sign Permit – via Electronic submission with payment	\$125.00
Temporary Sign Permit (30 day) – via Electronic submission with payment	\$25.00
Temporary Sign Permit (30 day) – In person	\$50.00
Board of Appeals Hearing Variance/ Appeals	\$350.00
Conditional Use Hearing	\$300.00
Zoning Change Hearing	\$300.00
Comprehensive Plan Amendment hearing	\$300.00
Zoning Change/Comprehensive Plan Amendment	\$400.00
Note: If both hearings are held on the same day	
Site Plan & Plan of Operation Review	\$350.00
Preliminary Plat Review	\$350.00
Plus	\$15.00 per lot
Final Plat Review	\$200.00
Plus	\$15.00 per lot
Camping Permit	\$25.00
Guest Camping Permit	\$20.00
Off Season Camping Permit	\$10.00
Campground License	
1-25 Sites	\$200.00
26+ Sites	\$400.00
Mobile Tower Siting Permit	
New Tower/Type 1 Colocation	\$100.00
Tower Type 2 Colocation	\$100.00
CERTIFIED SURVEY MAP REVIEW	
Land Division Review	\$100.00
Non-Land Division Review	\$100.00
Re-submittal of a Certified Survey Map	\$25.00



**Planning & Zoning Department
Permit Application**

Suite 4, 401 Adams St Phone: 608 339-4222
Friendship, WI 53934 Fax: 608 339-4504
www.co.adams.wi.us

OFFICE USE ONLY:

FILE #: _____

Date #: _____ Ground Coverage {sq. ft. or %}: _____
Parcel #: _____ County Zoning District: _____
State Sanitary #: _____ Shoreland Zoning District: _____
State UDC Seal #: _____ FIRM / DBS Zone: _____
Waterfront Yes No {Elevations Rqrd?: Sanitary / Construction}
Within 300 ft. of OHWM? Y N Airport Height Zoning: _____

* **ADDITIONAL REGULATIONS:** The undersigned hereby applies for a Permit to do work described and located as shown on this application and the attached plot plan. For your protection, determine if your project is subject to any regulations etc. other than Adams County.

* **SETBACKS:** All lot lines shall be physically marked for all setbacks that are less than ten feet greater than the required setback (e.g. side lot setback = 10 ft., if actual setback will be less than 20 ft., must mark lot line). Permits are issued based upon information submitted including the plot plan. It is the property owner/contractor responsibility to complete construction according to the approved submittals and in accordance with County Zoning, Sanitary, Building Construction and/or Land Division Ordinances, and with all laws of the State of Wisconsin applicable to said premises and work.

CIRCLE ACTIVITY(S): ZONING SANITARY BUILDING RAZING

PLEASE PRINT CLEARLY & FILL OUT COMPLETELY

Owned By: _____ **Phone:** _____
(First) (Middle Initial) (Last)

Mailing Address: _____

Owner Email: _____

Property Description:

Gov. Lot: _____ or _____ $\frac{1}{4}$, _____ $\frac{1}{4}$, Sec. _____, T _____ N, R _____ E

Lot: _____; Block: _____; Addition: _____; Subdivision: _____ or CSM: _____

Town: _____ Property Address (if any): _____

Lot / Parcel Size: Width: _____ Length: _____ Acres / Sq. Ft.: _____

Ground Coverage (Buildings Only - sq. ft.): _____ House: _____ Garage: _____ Shed: _____ Porch: _____

Acc. Bldg. (1): _____ Acc. Bldg. (2): _____ Carport: _____ Lean-to: _____ Other (What?): _____

Construction Description: _____

(New Single Family Dwelling, Shed, Addition, Electric, Plumbing, HVAC, Moving, Alteration, Sanitary, etc.)

Use: _____

(RV, Residence, Accessory Building, Commercial, Industrial, Public etc.)

Type of Construction (if Manufactured Home, list year): _____

(Frame, Masonry, Manufactured, Pole, etc.)

Building Description: Width: _____ Length: _____ Area: _____ Sq. Ft.

Height: _____ No. of Stories: _____ No. of Bedrooms: _____

IMPORTANT NOTES: IT IS THE RESPONSIBILITY OF THE PERSON SIGNING TO CALL FOR REQUIRED INSPECTIONS. THE UNDERSIGNED FURTHER ACKNOWLEDGES: (1) THAT THEY HAVE READ *NOTES ABOVE. AND THE NOTICE ON THE BACK OF THIS PERMIT APPLICATION REGARDING WETLANDS. THE SIGNATURE BELOW ALSO GRANTS CONSENT FOR DEPARTMENT STAFF TO ENTER PREMISES.

Signature of Owner or Agent: _____ **Phone:** _____

Printed Name: _____ **Address:** _____

Email Address: _____

OFFICE USE ONLY:

Comments / Conditions:

Zoning: \$ _____ Other: \$ _____
Sanitary: \$ _____ State: \$ _____
Building: \$ _____ Total: \$ _____

Paid (check # or cash): _____

Date: _____ **By:** _____

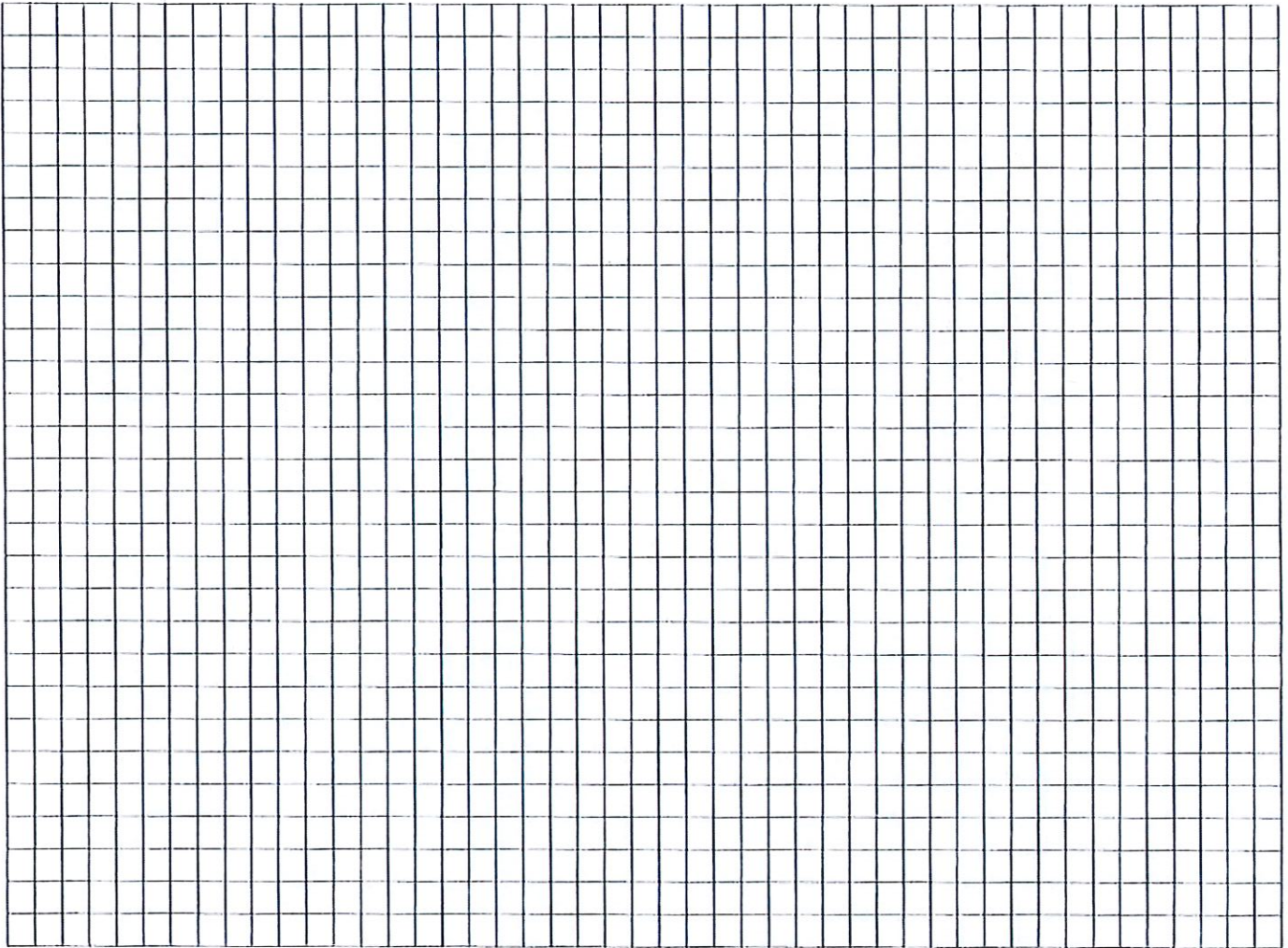
Approved / Denied by: _____ **Date:** _____ 9

Site Map / Plot Plan

See Reverse Side for Setback and Height Limit Information

PLEASE NOTE: All setbacks must be clearly and accurately shown or the map will be returned to you for clarification which will result in a delay of your project.

- Clearly show which direction is north with a North Arrow (N↑).
- Site map must be either drawn to scale or be dimensionally accurate.
- Show all roads that about the parcel.
- Clearly indicate whether measurements from a road are from the lot line or the road centerline.
- Show all water-bodies abutting and/or within the parcel with setbacks from the Ordinary High-Water Mark.



IMPORTANT NOTICE TO PERMIT APPLICANTS REGARDING WETLANDS

- AS OWNER AND / OR AGENT, YOU ARE RESPONSIBLE FOR COMPLYING WITH STATE AND FEDERAL LAWS CONCERNING 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. (Wis STATS 59.691)
- [HTTP://DNR.WI.GOV/WETLANDS/MAPPING.HTML](http://DNR.WI.GOV/WETLANDS/MAPPING.HTML)



Zoning Department

1156 Alpine Drive Phone: 715 325-8019
Nekoosa, WI 54457 Fax: 715 325-8035
Email: zoning@romewi.gov
Website: www.romewi.gov

OFFICE USE ONLY:

Date: _____ PERMIT #: _____
Parcel #: _____ Zoning District: _____
Waterfront Yes No

ZONING PERMIT APPLICATION

\$125.00 APPLICATION IN PERSON FEE

**\$100.00 APPLICATION FEE FOR ELECTRONIC
SUBMISSION**

* **ADDITIONAL REGULATIONS:** The undersigned hereby applies for a Permit to do work described and located as shown on this application and the attached plot plan. For your protection, you should determine if your project is subject to regulations of any other entity such as Adams County, the State of Wisconsin, or a homeowner's association.

* **SETBACKS:** All lot lines shall be physically marked for all setbacks that are less than ten feet greater than the required setback (e.g. side lot setback = 10 ft., if actual setback will be less than 20 ft., must mark lot line). **IMPORTANT NOTE:** Permits are issued based upon information submitted including the plot plan. It is the property owner/contractor responsibility to complete construction according to the approved submittals and in accordance with all ordinances and with all laws of the State of Wisconsin applicable to said premises and work.

CIRCLE ONE: 1 & 2 FAMILY DWELLING ACCESSORY STRUCTURE SHED COMMERCIAL OTHER _____

PLEASE PRINT CLEARLY & FILL OUT COMPLETELY

Owned By: _____ Phone: _____
{First} {Middle Initial} {Last}

Mailing Address: _____

Property Description:

Gov. Lot: _____ or _____¹/₄, _____¹/₄, Sec. _____, T _____ N, R _____ E

Lot: _____; Block: _____; Addition: _____; Subdivision: _____

Property Address: _____

Lot / Parcel Size: Width: _____ Length: _____ Acres / Sq. Ft.: _____

Construction Description: _____

(1 & 2 Family Dwelling, Addition, Accessory Structure, Shed, etc.)

Use: _____

(Residence, Residential Accessory Structure, Commercial, Industrial, Public, etc.)

Type of Construction (if Manufactured Home, list year): _____

(Frame, Masonry, Manufactured, Pole, etc.)

Building Description: Width: _____ Length: _____ Area: _____ Sq. Ft.

Height: _____ No. of Stories: _____ No. of Bedrooms: _____

IMPORTANT NOTES: IT IS THE RESPONSIBILITY OF THE PERSON SIGNING TO CALL FOR REQUIRED INSPECTIONS. THE UNDERSIGNED FURTHER AKNOWLEDGES: (1) THAT THEY HAVE READ *NOTES ABOVE. AND THE NOTICE ON THE BACK OF THIS PERMIT APPLICATION REGARDING WETLANDS. (2) THAT THE SIGNATURE BELOW ALSO GRANTS CONSENT FOR DEPARTMENT STAFF TO ENTER PREMISES. (3) OWNER RESPONSIBLE FOR STRUCTURE TO COMPLY WITH ALL TOWN OF ROME ZONING ORDINANCES.

Signature of Owner or Agent: _____ Cell # _____

Printed Name: _____ E-mail _____

Address: _____

OFFICE USE ONLY:

Zoning: \$ _____

Paid: \$ _____

(check # or cash)

Date: _____

By: _____

Comments / Conditions: _____

Approved by: _____

Denied by: _____

Date: _____

Date: _____

IMPORTANT NOTICE TO PERMIT APPLICANTS

Regarding wetlands

- AS OWNER AND / OR AGENT, YOU ARE RESPONSIBLE FOR COMPLYING WITH STATE AND FEDERAL LAWS CONCERNING 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. (Wis Stats 59.69 1) [HTTP://DNR.WI.GOV/WETLANDS/MAPPING.HTML](http://DNR.WI.GOV/WETLANDS/MAPPING.HTML)

[illegible]

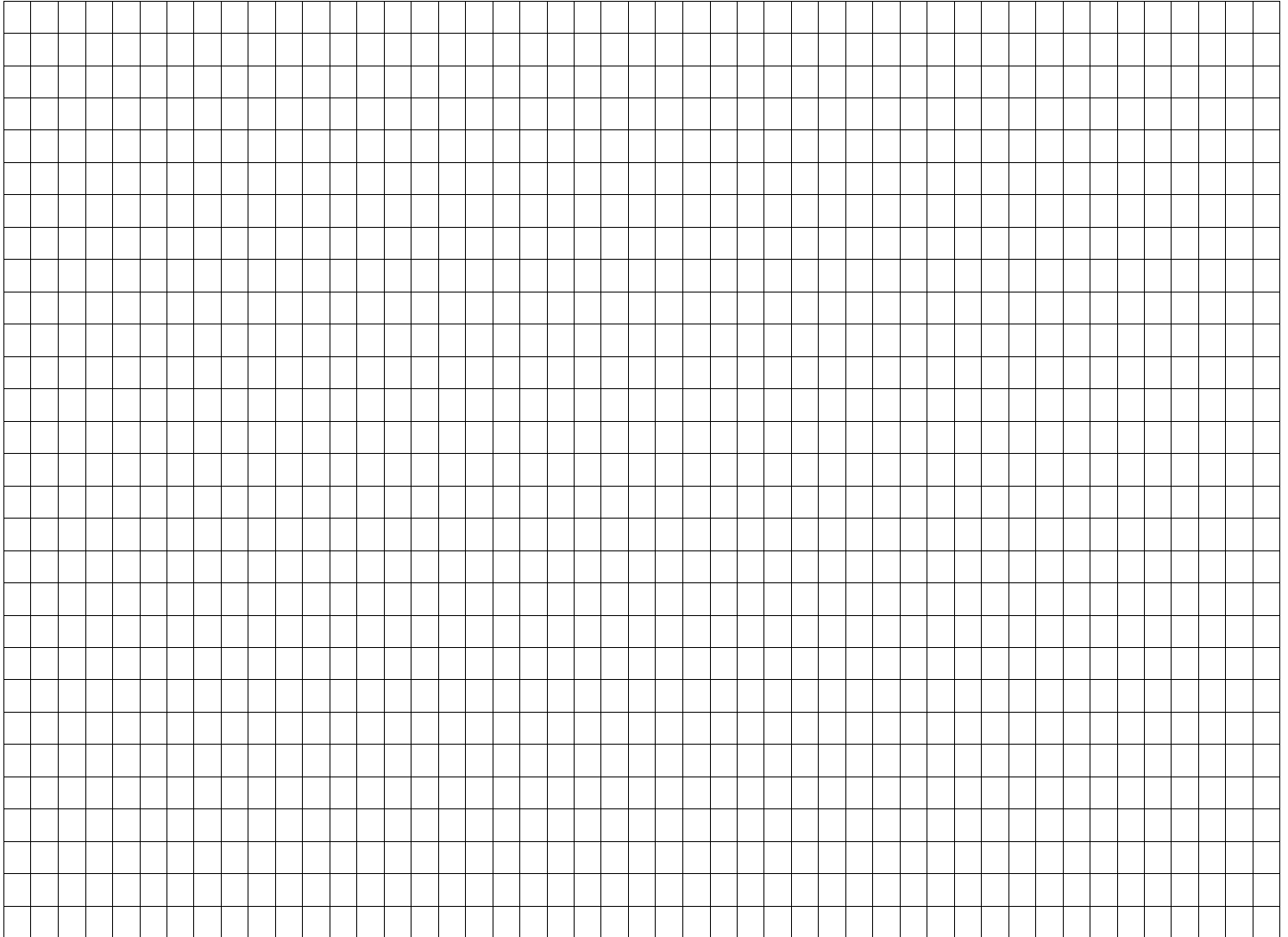
INSPECTION NOTES

[illegible]

Site Map / Plot Plan

PLEASE NOTE: All setbacks must be clearly and accurately shown or the map will be returned to you for clarification which will result in a delay of your project.

- Clearly show which direction is north with a North Arrow (N↑).
- Site map must be either drawn to scale **or** be dimensionally accurate.
- Show all roads that abut the parcel.
- Clearly indicate whether measurements from a road are from the lot line or the road centerline.
- Show all water-bodies abutting and/or within the parcel with setbacks from the Ordinary High-Water Mark.



↑
N = North Arrow

BU = Business
RE = Residence
PA = Parking
GA = Garage
PS = Pole Shed
BA = Barn
CS = Canopy Shelter
GZ = Gazebo
SL = Concrete Slab
ST = Stairs

FE = Fence
LT = Lean-to
DR = Driveway
SY = Side Yard
FY = Front Yard
CL = Center Line
RY = Rear Yard
WW = Walkway
PO = Patio
DK = Deck

RW = Retaining Wall
TR = Trees
SH = Shrubs
PR = Pier
BH = Boat House
BS = Boat Shelter
SL = Shoreline
WL = Well
SF = Septic Field
SV = Septic Vent

SC = Septic Cleanout
FP = Floodplain Boundary
OH = Ordinary High-water
R/W = Right of Way Line
LL = Lot Line
SP = Stock Piles
++++ = Erosion Control
“Indicate slope and drainage with arrows”

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73		<h2 style="margin:0;">Wisconsin Uniform Building Permit Application</h2>				Application No. _____ Parcel No. _____																																														
PERMIT REQUESTED		<input type="checkbox"/> Constr. <input type="checkbox"/> HVAC <input type="checkbox"/> Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control <input type="checkbox"/> 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.	<input type="checkbox"/> One acre or more of soil will be disturbed	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> 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 <input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Other: _____		3. OCCUPANCY <input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other: _____		6. ELECTRIC Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead 7.WALLS <input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other: _____		9. HVAC EQUIP. <input type="checkbox"/> Furnace <input type="checkbox"/> Radiant Basebd <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central AC <input type="checkbox"/> Fireplace <input type="checkbox"/> Other: _____																																														
2. AREA INVOLVED (sq ft) <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Unit 1</th> <th>Unit 2</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Unfin. Bsmt</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Living Area</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Garage</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Deck/ Porch</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Totals</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Unit 1	Unit 2	Total	Unfin. Bsmt				Living Area				Garage				Deck/ Porch				Totals				4. CONST. TYPE <input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. per WI UDC <input type="checkbox"/> Mfd. per US HUD 5. STORIES <input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: _____ <input type="checkbox"/> Basement		8. USE <input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other: _____		12. ENERGY SOURCE <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Fuel</th> <th>Nat Gas</th> <th>LP</th> <th>Oil</th> <th>Elec</th> <th>Solid</th> <th>Solar Geo</th> </tr> </thead> <tbody> <tr> <td>Space Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Water Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo	Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Unit 1	Unit 2	Total																																																	
Unfin. Bsmt																																																				
Living Area																																																				
Garage																																																				
Deck/ Porch																																																				
Totals																																																				
Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo																																														
Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																														
Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																														
				10. SEWER <input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit# _____		13. HEAT LOSS _____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)																																														
				11. WATER <input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well		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		<input type="checkbox"/> Town of _____ <input type="checkbox"/> Village of _____ <input type="checkbox"/> City of _____	<input type="checkbox"/> County of _____ <input type="checkbox"/> State _____	State-Contracted Inspection Agency#: _____	Municipality Number of Dwelling Location _____
-----------------------------	--	---	--	--	---

FEES:		PERMIT(S) ISSUED	WIS PERMIT SEAL #	PERMIT ISSUED BY:
Plan Review \$ _____ Inspection \$ _____ Wis. Permit Seal \$ _____ Other \$ _____ Total \$ _____	<input type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control	_____	Name _____ Date _____ Tel. _____ Cert No. _____ Email: _____	

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 contractor, 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.

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: _____

COMPLETED

NOT APPLICABLE

EROSION CONTROL PLAN CHECKLIST

Check (✓) appropriate boxes below, and complete the site diagram with necessary information.

Site Characteristics

North arrow, scale, and site boundary. Indicate and name adjacent streets or roadways.

Location of existing drainage ways, streams, rivers, lakes, wetlands or wells.

Location of storm sewer inlets.

Location of existing and proposed buildings and paved areas.

The disturbed area on the lot.

Approximate gradient and direction of slopes before grading operations.

Approximate gradient and direction of slopes after grading operations.

Overland runoff (sheet flow) coming onto the site from adjacent areas.

Erosion Control Practices

Location of temporary soil storage piles.

Note: Soil storage piles should be placed behind a sediment fence, a 10 foot wide vegetative strip, or should be covered with a tarp or more than 25 feet from any down slope road or drainage way.

Location of access drive(s).

Note: Access drive should have 3 to 6 inch aggregate stone laid at least width of egress and 12 inches thick. Drives should extend from the roadway 50 feet or to the house foundation (whichever is less).

Location of sediment controls (filter fabric fence, straw bale fence or 25 foot-wide vegetative strip as per WDNR Tech Standard 1054) that will prevent eroded soil from leaving the site.

Location of sediment barriers around on-site storm sewer inlets.

Location of diversions.

Note: Although not specifically required by code, it is recommended that concentrated flow (drainage ways) be diverted (re-directed) around disturbed areas. Overland runoff (sheet flow) from adjacent areas greater than 10,000 sq. ft. should also be diverted around disturbed areas.

Location of practices that will be applied to control erosion on steep slopes (greater than 12% grade).

Note: Such practices include maintaining existing vegetation, placement of additional sediment fences, diversions, and re-vegetation by sodding or seeding with use of erosion control mats.

Location of practices that will control erosion on areas of concentrated runoff flow.

Note: Unstabilized drainage ways, ditches, diversions, and inlets should be protected from erosion through use of such practices as in-channel fabric or straw bale barriers, erosion control mats, staked sod, and rock rip-rap. When used, a given in-channel barrier should not receive drainage from more than two acres of unpaved area, or one acre of paved area. In-channel practices should not be installed in perennial streams (streams with year round flow).

Location of other planned practices not already noted.

☐ COMPLETED

NOT APPLICABLE

Indicate management strategy by checking (✓) the appropriate box.

Management Strategies

Temporary stabilization of disturbed areas.

Note: It is recommended that disturbed areas and soil piles left inactive for extended periods of time be stabilized by seeding (between April 1 and September 15), or by other cover, such as tarping or mulching.

Permanent stabilization of site by re-vegetation or other means as soon as possible (lawn establishment).

- Indicate re-vegetation method: ☐Seed ☐Sod ☐Other
- Expected date of permanent re-vegetation: _____
- Re-vegetation responsibility of: ☐Builder ☐Owner/Buyer
- Is temporary seeding or mulching planned if site is not seeded by Sept. 15 or sodded by Nov. 15? ☐Yes

☐No Use of downspout and/or sump pump outlet extensions.

Note: It is recommended that flow from downspouts and sump pump outlets be routed through plastic drainage pipe to stable areas such as established sod or pavement.

Trapping sediment during de-watering operations.

Note: Sediment-laden discharge water from pumping operations should be ponded behind a sediment barrier until most of the sediment settles out.

Proper disposal of building material waste so that pollutants and debris are not carried off-site by wind or water.

Maintenance of erosion control practices.

- Sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the height of the barrier.
- Breaks and gaps in sediment fences and barriers will be repaired immediately. Decomposing straw bales will be replaced (typical bale life is three months).
- All sediment that moves off-site due to construction activity will be cleaned up before the end of the same workday.
- All sediment that moves off-site due to storm events will be cleaned up before the end of the next workday.
- Access drives will be maintained throughout construction.
- All installed erosion control practices will be maintained until the disturbed areas they protect are stabilized.

EROSION CONTROL REGULATIONS

Erosion control and storm water regulations can be complex. Local, state and, in some cases, federal regulations may apply. Before construction make sure you have the appropriate permits.

LOCAL ORDINANCES

Check with your county, city, village, or town for any local erosion control ordinances including shore land zoning requirements. Except for new 1- & 2-family dwellings, local ordinances may be stricter than state regulations. They may also require erosion control on construction projects not affected by state or federal regulations.

UNIFORM DWELLING CODE (DEPT. OF COMMERCE)

CONTROLS REQUIRED

- Silt fences, straw bales, or other approved perimeter measures along down slope sides and side slopes.
- Access drive.
- Straw bales, filter fabric fences or other barriers to protect on-site sewer inlets.
- Additional controls if needed for steep slopes or other special conditions.

FOR MORE INFORMATION, CONTACT:

- Local building inspector
- Department of Commerce, Safety and Buildings Division, P.O. Box 7970, Madison, Wis. 53707-7970, (608) 261-6541.

STORMWATER PERMIT (DEPT. OF NATURAL RESOURCES)

CONTROLS REQUIRED

- Erosion control measures specified in the *Wisconsin Construction Site Best Management Practice Handbook*.
- Measures to control storm water after construction.

FOR MORE INFORMATION, CONTACT

- Department of Natural Resources, Storm Water Permits, P.O. 7921, Madison, WI 53707-7921, (608) 267-7694.

For more assistance on plan preparation, refer to the Wisconsin Uniform Dwelling Code, the DNR *Wisconsin Construction Site Best Management Handbook*, and UW-Extension publication *Erosion Control for Home Builders*. The *Wisconsin Uniform Dwelling Code* and the *Wisconsin Construction Site Best Management Handbook* are available through the State of Wisconsin Document Sales, (608) 266-3358.

Erosion Control for Home Builders (GWQ001) can be ordered through Extension Publications, (608) 262-3346 or the Department of Commerce, (608) 267-4405. A PDF version of *Erosion Control for Home Builders* (GWQ001) and *Standard Erosion Control Plan* are also available at <http://clean-water.uwex.edu/pubs/sheets>

This publication is available from county UW-Extension offices or from Extension Publications, 45 N. Charter St., Madison, WI 53715. (608) 262-3346 or toll-free (877) 947-7827. A publication of the University of Wisconsin-Extension in cooperation with the Wisconsin Department of Natural Resources and the Wisconsin Department of Commerce.



UW
Extension

©1999 by the Board of Regents of the University of Wisconsin System. Send inquiries about copyright permission to: Cooperative Extension Publications, 432 North Lake Street, Madison, WI 53706. University of Wisconsin-Extension is an EEO/Affirmative Action employer and provides equal opportunities in employment and programming, including Title IX and ADA requirements.

Printed on recycled paper



Standard Erosion Control Plan

for 1- & 2-Family Dwelling Construction Sites

According to Chapters Comm 20 & 21 of the Wisconsin Uniform Dwelling Code, soil erosion control information needs to be included on the plot plan which is submitted and approved prior to the issuance of building permits for 1- & 2-family dwelling units in those jurisdictions where the soil erosion control provisions of the Uniform Dwelling Code are enforced. This Standard Erosion Control Plan is provided to assist in meeting this requirement.

Instructions:

1. Complete this plan by filling in requested information, completing the site diagram and marking appropriate boxes on the inside of this form.
2. In completing the site diagram, give consideration to potential erosion that may occur before, during, and after grading. Water runoff patterns can change significantly as a site is reshaped.
3. Submit this plan at the time of building permit application.

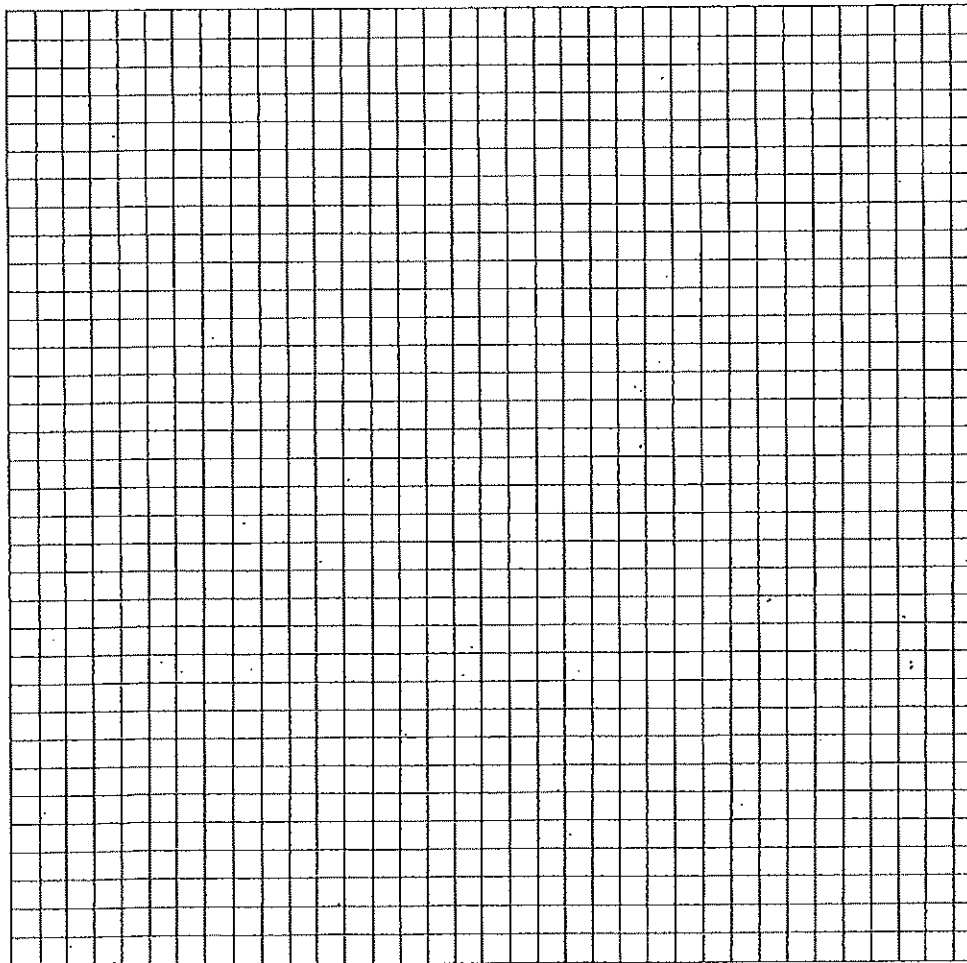
PROJECT LOCATION _____

BUILDER _____ OWNER _____

WORKSHEET COMPLETED BY _____ DATE _____

SITE DIAGRAM

Scale: 1 inch = ____ feet



Please indicate north by completing the arrow.



EROSION CONTROL PLAN LEGEND

- PROPERTY LINE
- > EXISTING DRAINAGE
- > TD TEMPORARY DIVERSION
- > FINISHED DRAINAGE
- LIMITS OF GRADING
- SILT FENCE
- STRAW BALES
- GRAVEL
- VEGETATION SPECIFICATION
- TREE PRESERVATION
- STOCKPILED SOIL



Driveway Permit

This application is for administrative purposes only. You will not receive notification or be contacted about your driveway unless there is a problem or if a culvert is needed. All granted permits shall follow all policies and procedures of the Town of Rome; no exclusions will be granted. All concrete or asphalt paved driveways shall be inspected prior to installation and re-inspected after installation. Failure to comply with the requirements as set forth in Town Code Article III § 320-24 may result in the driveway having to be removed and/or replaced. Please make your check out to the Town of Rome and if mailing it, send it to 1156 Alpine Drive Nekoosa, WI 54457. Any questions concerning this permit should be directed to the Director of Public Works at 715-325-8017.

Please circle: *New Driveway: \$30 *Changing Existing Driveway: \$30

*Temporary Access: \$30

Type of material: _____

Approximate Length: _____ Width: _____ Cost: _____

Applicant Name _____

Site Address _____ Phone # _____

E-mail Address _____

Mailing Address (if different from above) _____

Contractor Name & Address _____

Estimated Start Date: _____ Estimated Restoration Date _____

Inspection Date: _____ Driveway Approved by: _____

Over 200' in length from public right of way to structure. Yes ____ No ____

Approved by Fire Chief if over 200'. Approved by: _____

The applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions of the Town of Rome in effect at the time of application, and with any special provisions attached hereto, and any and all plans, details, or notes attached hereto and made a part thereof.

Signature _____ Date _____

Chapter 320. Streets and Sidewalks

Article III. Rights-of-Way; Obstructions

§ 320-24. Driveways.

[Amended 4-16-2020 by Ord. No. 20-05]

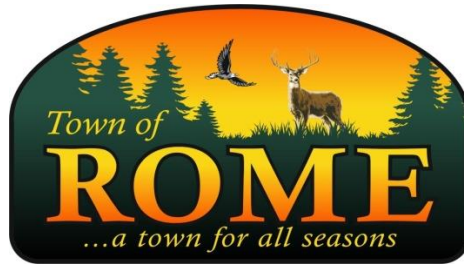
Any person installing a driveway shall, prior to any such installation, obtain an installation permit from the Director of Public Works. Application for a permit to construct a driveway shall be made in writing to the Director of Public Works and shall describe the property and the road or street where the driveway will be constructed. All driveways installed, altered, changed, replaced or extended after the effective date of this article shall meet the following requirements and must be approved as to location by the Director of Public Works.

- A. The maximum number of driveway openings for vehicular ingress and egress permitted for lots with a width less than 100 feet shall be one and for lots with a width greater than 100 feet, two driveway openings may be permitted with approval of the Director of Public Works.
- B. Vehicular entrances and exits to any business, industry or public lots shall be not less than 200 feet from any pedestrian entrance or exit to a church, park, playground, library, public emergency shelter, or other place of public assembly. Deviations from this standard are allowable in the Alpine Village Business Park (BP) District, or in speed zones 25 miles per hour or less, at the discretion of the Director of Public Works.
- C. At the property line, driveways shall be a maximum of 30 feet wide and shall have a minimum of 10 feet surface-width and 14 feet of clear-width.
[Amended 11-18-2021 by Ord. No. 21-19]
- D. Openings for vehicular ingress and egress shall be a maximum of 40 feet wide and a minimum of 15 feet wide. The maximum curb and gutter opening for all residential districts shall be 25 feet.
- E. The surface of the driveway connecting with the roadway shall slope down and away from the road shoulder a sufficient amount and distance to preclude ordinary surface water drainage from the driveway area flowing onto the roadbed. The driveway shall not obstruct or impair drainage in the roadside and ditch areas. The surface shall be no less than a road base grade of material. The use of ditches for a driveway is not permitted.
- F. If a concrete driveway is installed in the right-of-way, a fiber expansion joint and/or a concrete score line must be installed at the property line. If the concrete driveway must be removed from within the right-of-way for roadway work, the property owner will be financially responsible for removal and replacement.
- G. When the Town determines a culvert is necessary for proper water control, the Town will determine the size, material of the culvert and end walls.
- H. The Director of Public Works may grant temporary access to the road rights-of-way. Such access permit shall be temporary, revocable and subject to any conditions required and shall be issued for a period not to exceed 12 months.

- I. Any repairs or cleaning of the roads adjacent to the installation of driveways shall be at the owner's expense. The owner may contract for the service or the Town of Rome may repair at its discretion.

J. A plot plan showing the placement of the driveway access shall be required along with the permit.

- K. Any private driveway leading to a building or structure located 200 feet or more from the public right-of-way shall be at least 10 feet in surface-width and provide 14 feet of clear-width; shall provide an unobstructed height throughout the entire length and width of the driveway of at least 14 feet, and shall provide a turnaround area located no more than 75 feet from the structure capable of turning around emergency vehicles. Driveway permits under this subsection shall require review and approval from the Fire Chief in order to verify that the installation standards will provide for the safe passage and turnaround of emergency vehicles accessing the structures served by the driveway. Greater dimensions may be required by the Director of Public Works, after consultation with the Fire Chief, if the proposed driveway would not be sufficient so as to accommodate fire-fighting apparatus or equipment that may be required to service the property.
[Amended 11-18-2021 by Ord. No. 21-19]



HOUSE NUMBER APPLICATION

Property Owners: _____

Mailing Address: _____

Telephone Number: _____

Applicant Name (if different than Owners): _____

Application for address request made by: Town _____ Owner _____ Date _____

FEES: New: \$85.00 Replacement: \$50.00

IS THIS A REPLACEMENT SIGN ONLY? Yes _____ No _____

PROPERTY LOCATION

Municipality: ROME

Parcel Number: 30-

Sec.	Town: 20	Range:	1/4	1/4	Govt. Lt
Lot	Blk	Subdivision:			
Lot	CSM:				
Road property abuts					

If your driveway is on a COUNTY or STATE ROAD, you need to get a highway permit **FIRST** from the Adams County Highway Department, 608-339-3355.

NOTICE – *Please give driveway measurements from your lot lines:*

Return form to: Rome Public Works Department, 1156 Alpine Drive, Nekoosa, WI 54457
knoblock@romewi.gov (715) 325-8017

FOR ADAMS COUNTY USE ONLY

GIS Copy: _____ Replacement Sign _____
 Address on Computer _____ Date Assigned _____
 Address on paper map _____ Hwy Permit: Yes _____ No _____ Existing _____
 Notified Property Owner or Applicant by: Phone _____ Mail _____ In person _____ Email _____

NEW SITE ADDRESS: _____