

Town of Jefferson

Procedures for Zoning, Land Use Petitions, & Permits

Zoning and Land Use Petitions
Conditional Use Permits
Town Site Plan Reviews

Requests to Combine Parcels
Petitions for Variance
Town Building & Driveway Permits

General Steps

Submit an application and required support documents to the County Zoning Department for Zoning Amendments, Conditional Use Permits, Variances, Farm Consolidations, and others.

Applications and County fee schedules are available at the County Zoning Office – County Courthouse, 311 S. Center Avenue, Jefferson, Wisconsin, 53549

Phone: 920-674-7130

Web Address: www.jeffersoncountywi.gov

1. **Review the Town Zoning Code of Ordinances** for any Site Plan Review documents necessary for the review of your petition. The *Town Zoning Ordinances* and the *Town Comprehensive Land Use Plan* can be viewed at www.townofjefferson.com.
2. **Submit 8 copies of the county application and supporting documents, and any Town Site Plan Review documents to the Town Clerk.** Submittals must be received by the Town Clerk 14 days in advance of the Town Plan Commission meeting for Public Notice of your request for the Town's posting.
Clerk Tina Barnes Phone: 920-674-5073 Email: clerk@tn.jefferson.wi.gov
Fee: \$100
3. **Schedule your petition hearing at the Town Plan Commission and Town Board** when you submit your materials to the Town Clerk. The Plan Commission meets the last Thursday of the month preceding the Town Board meeting which generally takes place on the first Monday of the month. Verify meeting dates with the Town Clerk or on the calendar of meetings on the Town's website, www.townofjefferson.com.
4. **Flag and mark your property** immediately after submitting your application. Flags or marks should show lot lines, drive entry, proposed structures and/or other areas that are the subject of your request.
5. **Attend the Town Plan Commission meeting** for their review and recommendation on your application. These meetings are held at the Jefferson Town Hall/St. Coletta Cabin, 434 County Road Y Jefferson, Wisconsin, at 5:30 PM. You or your representative must attend this meeting to gain a recommendation on your application. Be prepared to

provide any additional information you think necessary to support your petition. Call the Plan Commission Chair with any questions you have in advance of this meeting.

Chair Jon Bound Phone: 920-674-3434

6. **Attend the Town Board meeting** for their vote on your application, which will, in part, be based on the recommendation of the Plan Commission. You or your representative must attend this meeting to gain a final decision on your application. The Town Clerk will transmit the Board's decision to the County for their final action. Call the Town Board Chair with any questions you might have in advance of this meeting.

Chair Michael Hollinger Phone: 920-342-4401

Obtaining Building Permits

Contact the Building Inspector for the Town of Jefferson for information related to building permits of all types (remodeling, electrical, plumbing, erosion control, and miscellaneous).

Building Inspectors

WI Inspection Agency Phone: 262-490-0513, 262-490-0277

Fees: Per Inspection –schedule of fees at www.townofjefferson.com

Obtaining Driveway Permits

Contact the Town Board Clerk to apply for driveway permits. Applications are available at www.townofjefferson.com. Driveway permits are necessary for the following:

- Entry access to a proposed lot, property, or structure with an entrance from a town, county, or state road.
- Extension or replacement of a culvert in the right-of-way
- Modification to existing entries
- Replacement of existing entries

Clerk Tina Barnes Phone: 920-674-5073

Fee: \$175 (This fee includes the installation of a property fire sign.)

Contacts:

Town Board Chair	Michael Hollinger	920-342-4401
Town Clerk	Tina Barnes	920-674-5073
Town Treasurer	Alice Fischer	920-674-6712
Plan Commission Chair	Jon Bound	920-674-3434