

Menominee County Zoning and Building Permitting Requirements

*All materials need to be submitted to the Menominee County LCD/Zoning Office at W3270 Courthouse Lane or P.O. Box 279, Keshena, WI 54135

*All application materials can be accessed on the County website at: www.co.menominee.wi.us

- New Homes & additions/alterations to existing homes

Completed Wisconsin Uniform Dwelling Code Application (UDC)

2 sets of building plans

Energy worksheet from Rescheck (online)

Completed zoning permit application form

Sanitary permit copy (if applicable)

Site plan showing all distances from lot lines, waterfront, road right-of-way, well and septic system, as well as square footages of all roofs and blacktop/concrete surfaces (impervious surface)

Erosion control plan showing where dirt will be placed and silt fence installed

Signed forms: disclaimer of liability and cautionary statement to owners obtaining building permits

Required permit fees

Submitted to LLPOA also for Legend Lake area properties

- Garages, sheds and decks

Completed Menominee building permit application for all construction other than new homes

Completed zoning permit application form

For garages, completed worksheet for proper detailing of building dimensions (if not shown already on construction plans)

Site plan showing all distances from lot lines, waterfront, road right-of-way, well and septic system, as well as square footages of all roofs and blacktop/concrete surfaces (impervious surface)

2 sets of building plans

Signed forms: disclaimer of liability and cautionary statement to owners obtaining building permits

Required permit fees

Submitted to LLPOA also for Legend Lake area properties

**TOWN OF MENOMINEE / MENOMINEE COUNTY
BUILDING PERMIT APPLICATION
FOR ALL CONSTRUCTION OTHER THAN NEW HOMES**
(For new homes, see application for new residential construction)

Permit # _____	Building Permit fee: \$ _____
Parcel # _____	Zoning Permit fee: \$ _____
	Total fees: \$ _____

Permits Requested: ___ Construction ___ H.V.A.C ___ Electrical ___ Plumbing

Owner's Name: _____

Home Phone: () _____ **Mobile Phone:** () _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Contractor's Name: _____

Address: _____

Phone :() _____

Construction Location: _____

Estimated Building Cost: \$ _____

TYPE OF CONSTRUCTION:

___ **Addition to Residence** Provide three sets of building plans & plat of survey showing location of existing structures, well, septic, and the proposed addition.

___ **Alteration to Residence** ___ **Interior** ___ **Exterior** Provide three sets of plans, and proposed alteration.

___ **Garage:** ___ Attached ___ Detached Size: _____ Provide three sets of plans & plat of survey showing location of existing structures, well, septic and the new garage.

___ **Shed:** Size: _____ Provide drawing of shed & drawing of lot, show existing structures, well, septic, and proposed new shed.

___ **Deck or Porch** Provide three sets of plans & drawing of lot showing existing structures, well, septic, and proposed new deck or porch.

___ **Other** (Remodel, commercial, etc.) Describe: _____

The applicant agrees to comply with all applicable codes, statues and ordinances. The applicant understands that the issuance of a permit creates no legal liability, expresses or implied, on the part of the issuing agency. The applicant certifies that all of the above information is accurate.

Applicant signature: _____ **Date:** _____

***Menominee County limits the size of accessory structures.*

Building Permit Issued by: _____ **Date:** _____

Zoning Permit Issued by: _____ **Date:** _____

**MENOMINEE COUNTY
ZONING PERMIT APPLICATION**

Updated 2/2019

Owners Name: _____ Phone Number: _____

Home Address: _____

Local Property Address: _____

Legal Description: _____

Tax Parcel #: _____

Contractor's Name: _____ Phone Number: _____

Zoning Request (be specific): _____

Estimated project cost: \$ _____

Date: _____ Signature: _____

* Attachments required: **Plot plan & Building plans**

ZONING DEPARTMENT

Decision: _____ Granted _____ Granted on condition of _____

Denied because _____

Chairman of Zoning Committee: _____ Date: _____

Zoning Administrator: _____ Date: _____

Fee: \$ _____

Permit #: _____

** Permit valid one year from date of issuance*

NOTE:

With proper detailing of building dimensions, material types, spans, sizes, spacing, F_b properties, etc., and strikeouts of non-applicable details, this cross section would provide an acceptable plan drawing. With the local inspection authority's permission, this drawing may be detailed by a designer and submitted as part of a plan package for plan review. (F_b - Fiber bending stress of selected lumber. Alternatively, grade and species information may be noted.)

OWNER: _____
PROJ. LOC: _____
DATE: _____
DESIGNER: _____

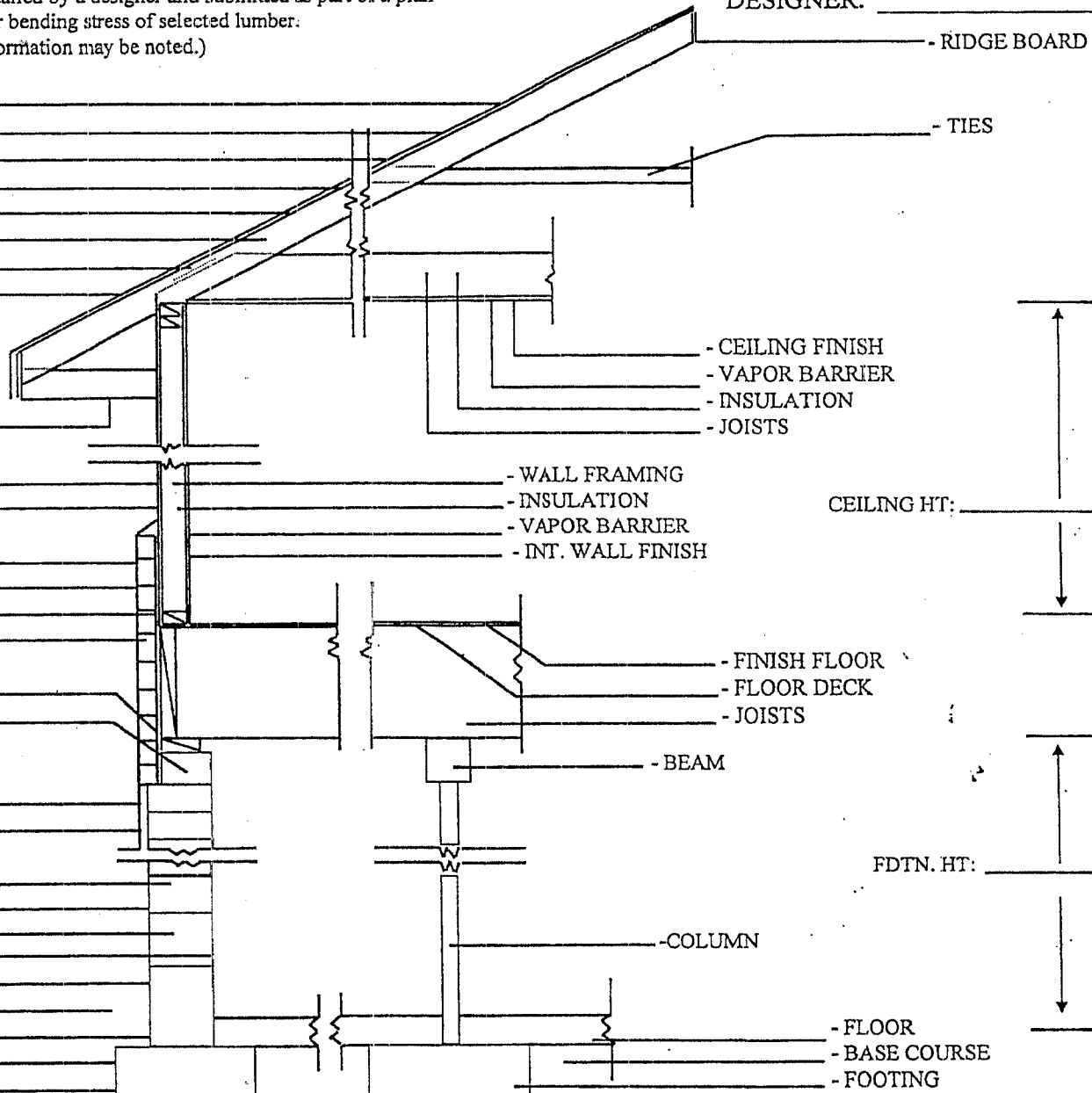
VENTING: _____
ROOF SLOPE: _____
ROOFING: _____
UNDERLAYMENT: _____
DECKING: _____
RAFTERS/TRUSSES: _____
AIR CHUTES: _____
EAVE PROT: _____

VENTING: _____
EXT. COVERING: _____
EXT. SHEATHING: _____
MAS. VENEER: _____
AIR SPACE: _____
ANCHORAGE: _____
FELT/FLASHING: _____

SILL PLATE: _____
TOP COURSE: _____
GRADE: _____

FDTN. INSUL: _____
INSUL. PROT: _____

FDTN. TYPE: _____
FDTN. THICKNESS: _____
REINFORCEMENT: _____
PILASTERS: _____
DAMPROOFING: _____
BACKFILL: _____
DRAIN TILES: _____
BLEEDERS: _____
FOOTING: _____



**TOWN OF MENOMINEE /
MENOMINEE COUNTY
DISCLAIMER OF LIABILITY:**

By issuing this permit, Menominee County does not take responsibility for any development or construction undertaken pursuant to the permit, and Menominee County expressly disclaims any responsibility or liability for such development or construction. The permit holder, by undertaking any such development or construction, does so based solely upon their own judgment and not upon any representations of any agent or employee of Menominee County, whether expressed or implied. The permit holder releases Menominee County and indemnifies it from any and all claims for damages or otherwise resulting from any development or construction carried on pursuant to this permit.

Signature

Date

SUMMARY OF BUILDING SETBACKS FOR MENOMINEE COUNTY

LEGEND LAKE RESIDENTIAL (LL-R) Setbacks:

1. The highway setback is explained at the bottom of this document under general.
2. The minimum side yard setback for all structures shall be 10 feet.
3. The minimum rear yard setback for principal structures shall be 25 feet, and 10 feet for any accessory structure.
4. The building setback line from the lake shall be 100 feet.

MOSHAWQUIT LAKE RESIDENTIAL (ML-R) Setbacks:

1. The highway setback is explained at the bottom of this document under general.
2. The minimum side yard setback for all structures shall be 10 feet.
3. The minimum rear yard setback for principal structures shall be 25 feet, and 10 feet for any accessory structure.
4. The building setback line from the lake shall be 75 feet.

LaMOTTE LAKE RESIDENTIAL (LM-R) Setbacks:

1. The highway setback is explained at the bottom of this document under general.
2. The minimum side yard setback for all structures shall be 10 feet.
3. The minimum rear yard setback for principal structures shall be 25 feet, and 10 feet for any accessory structure.
4. The building setback line from the lake shall be 75 feet.

S.E. BASS LAKE (BL-R) Setbacks:

1. The highway setback is explained at the bottom of this document under general.
2. The minimum side yard setback for all structures shall be 10 feet,
3. The minimum rear yard setback for principal structures shall be 25 feet, and 10 feet for any accessory structure.
4. The building setback line from the lake shall be 75 feet.

ROUND LAKE RESIDENTIAL (RL-R) Setbacks:

1. The highway setback is explained at the bottom of this document under general.
2. The minimum side yard setback for all structures shall be 10 feet,
3. The minimum rear yard setback for principal structures shall be 25 feet, and 10 feet for any accessory structure.
4. The building setback line from the lake shall be 75 feet.

Single Family Rural Residential District (R-R) Setbacks:

1. The highway setback is explained at the bottom of this document under general.
2. The minimum side-yard setback for all residential structures shall be 20 feet, and for an accessory structure 5 feet,
3. The minimum rear-yard setback shall be 25 feet for a principal structure, and 5 feet for an accessory structure,
4. No accessory structure may be located in a required front yard,
5. Side yard setback on corner lots shall be 25 feet.

Single Family Residential District (R-1) Setbacks:

1. The highway setback is explained at the bottom of this document under general.
2. The minimum side-yard setback for all residential structures shall be 10 feet, and for an accessory structure 5 feet.
3. The minimum rear-yard setback shall be 25 feet for a principal structure, and 5 feet for an accessory structure.
4. No accessory structure may be located in a required front yard.
5. Side yard setback on corner lots shall be 25 feet.

General Setbacks Apply to All Areas Listed Above:

1. The setback for Class B (State) Highways shall be 150 feet from the center line or 100 feet from the right-of-way line (property pipes), whichever is greater.
2. The setback for Class C (County) Highways shall be 63 feet from the center line or 30 feet from the right-of-way line (property pipes), whichever is greater.
3. The setback for Class D Highways (Town Roads) shall be 30 feet from the right-of-way line (property pipes).
4. The setback parameters for a septic system drainfield are 10 feet from a building and 5 feet from a property line.
5. Exterior treatment tank or holding tank must be 5 feet from a building and two 2 feet from a property line.
6. Suction lines and pump discharge lines must be 2 feet from the property line.
7. Septic tanks shall be 25 feet from any well (including neighboring properties).
8. Septic system drainfield shall be 50 feet from any well (including neighboring properties).
9. Building overhang setback from centerline of well shall be 2 feet
10. Building foundations shall be 8 feet from a well

9.0 IMPERVIOUS SURFACE STANDARDS. (NR 115.05(1)(e))

9.1 PURPOSE. Establish impervious surface standards to protect water quality and fish and wildlife habitat and to protect against pollution of navigable waters. County impervious surface standards shall apply to the construction, reconstruction, expansion, replacement or relocation of any impervious surface on a riparian lot or parcel and any non-riparian lot or parcel that is located entirely within 300 feet of the ordinary high-water mark of any navigable waterway.

9.2 CALCULATION OF PERCENTAGE OF IMPERVIOUS SURFACE. (NR 115.05(1)(e)1) Percentage of impervious surface shall be calculated by dividing the surface area of the existing and proposed impervious surfaces on the portion of a lot or parcel that is within 300 feet of the ordinary high water mark by the total surface area of that lot or parcel, and multiplied by 100. Impervious surfaces described in section 9.6 shall be excluded from the calculation of impervious surface on the lot or parcel. If an outlot lies between the ordinary high water mark and the developable lot or parcel and both are in common ownership, the lot or parcel and the outlot shall be considered one lot or parcel for the purposes of calculating the percentage of impervious surface.

9.3 GENERAL IMPERVIOUS SURFACE STANDARD. (NR 115.05(1)(e)2) Except as otherwise allowed in sections 9.4 through 9.6, the county shall allow up to 15% impervious surface on the portion of a lot or parcel that is within 300 feet of the ordinary high water mark.

9.4 MAXIMUM IMPERVIOUS SURFACE STANDARD. (NR 115.05(1)(e)3) A property may exceed the impervious surface standard under 9.3 provided the following standards are met:

- (1) For properties where the general impervious surface standard applies under section 9.3, a property owner may have more than 15% impervious surface but not more than 30% impervious surface on the portion of a lot or parcel that is within 300 feet of the ordinary high water mark.

9.5 TREATED IMPERVIOUS SURFACES. (NR115.05(1)(e)3m and s. 59.692(1k)(a)5, Stats) Impervious surfaces that can be documented to demonstrate they meet either of the following standards shall be excluded from the impervious surface calculations under section 9.2:

- (1) The impervious surface is treated by devices such as stormwater ponds, constructed wetlands, infiltration basins, rain gardens, bio-swales or other engineered systems.
- (2) The runoff from the impervious surface discharges to an internally drained pervious area that retains the runoff on or off the parcel and allows infiltration into the soil.

9.6 EXISTING IMPERVIOUS SURFACES. (NR 115.05(1)(e)4) For existing impervious surfaces that were lawfully placed when constructed but that do not comply with the impervious surface standard in section 9.3 or the maximum impervious surface standard in section 9.4, the property owner may do any of the following:

- (1) Maintain and repair the existing impervious surfaces;
- (2) Replace existing impervious surfaces with similar surfaces within the existing building envelope;
or
- (3) Relocate or modify an existing impervious surface with similar or different impervious surface, provided that the relocation or modification does not result in an increase in the percentage of impervious surface that existed on the effective date of the county shoreland ordinance, and the impervious surface meets the applicable setback requirements in sections 6.1 or 6.2.

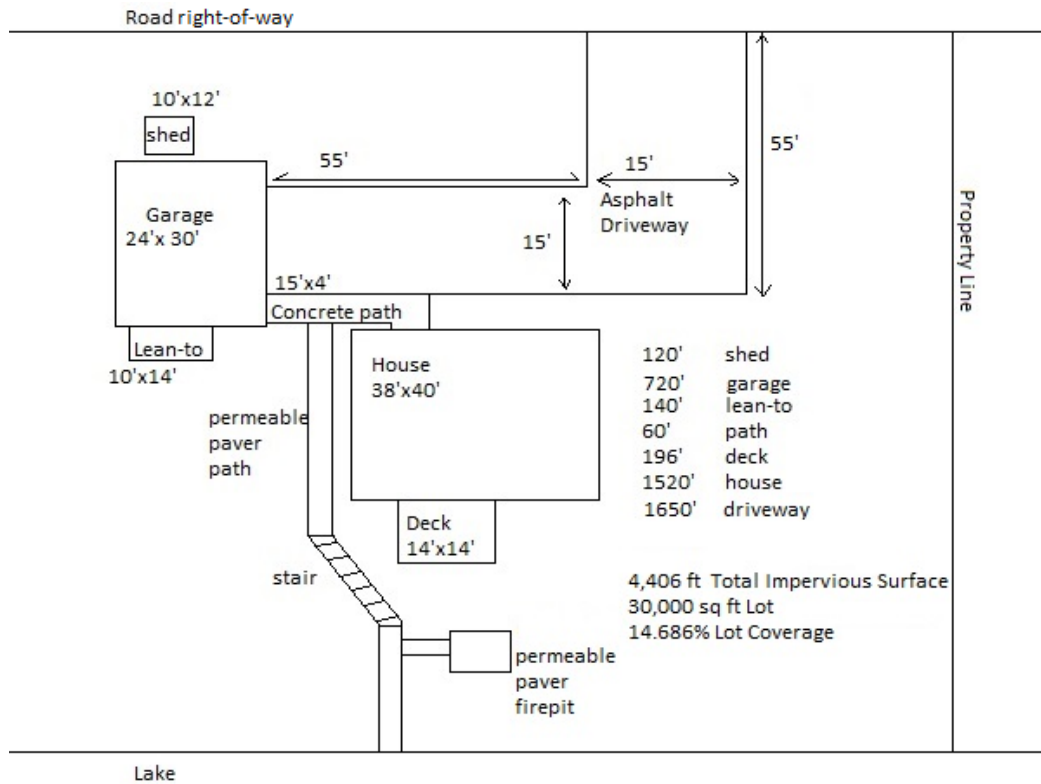
Note: The impervious surface standards in this ordinance shall not be construed to supersede other provisions in the county shoreland ordinance. All of the provisions of the county shoreland ordinance still apply to new or existing development.

Menominee County Impervious Surface Calculations and Site Plan Example

Impervious Surface Type	Dimensions (ft)	Surface Area
House	X	sq ft
Garage	X	sq ft
Shed	X	sq ft
Lean-to	X	sq ft
Open Deck/Porch	X	sq ft
Fire-pit	X	sq ft
Driveway	X	sq ft
Sidewalk	X	sq ft
Other	X	sq ft
Total Impervious Surface Estimate		sq ft

Please Note:

- Building dimensions must include overhangs.
- Impervious Surfaces: Any surface that causes the water to roll off.
- Exemptions: stairs, mitigated buildings, reinvented permeable pavers
- All properties and buildings within 300 feet of navigable waterways must abide by these standards.
- Lot coverage over 15% requires a Mitigation Affidavit and there is a 30% upper limit.



*Include your sketch on the back of this form

SUMMARY OF MENOMINEE COUNTY SHORELAND ZONING REQUIREMENTS

CONSERVATION/FORESTRY/ZONING (CFZ) DEPARTMENT – (715) 799-5710

This is a summary of requirements within Menominee County for restrictions placed on any disruption of shoreline areas. This is not all inclusive and any questions or additional information needed should be directed to the number above. It is the property owner's responsibility to obtain the regulations and permits required by the County Zoning Ordinance before starting any work near shoreline areas. Also, there is the Shoreland Protection Ordinance (#68) to protect scenic beauty of the shorelines, as well as protect the water quality and wildlife habitats in these areas.

Vegetation protection and removal

- All areas within 35 feet of the lake must be vegetated to control erosion and nutrients/pollutant runoff.
- An access corridor to the water 35' wide per lot is allowed. Cutting and trimming of trees and shrubs is allowed to permit access and allow a viewing corridor. See the diagram below for a general shoreline vegetation area guideline.
- Dead or diseased trees and shrubs may be removed with proper discretion and verbal permission by the forester (conservation dept.). Oak cutting between April 1 and Oct. 1 requires a permit from the forester.

Land disturbance

- Any land disturbances such as grading or excavating require a zoning permit.
- The only area that may be routinely disturbed is a **pre-existing** 15' by 30' beach area (no new beaches may be created). This area may be kept free of vegetation, providing that it does not create an erosion problem. All other remaining areas within shoreline setback areas must remain vegetated.

Fertilizer Usage

- Only Phosphorus free fertilizer may be applied within shoreline setback areas and not at all within 10 feet of the ordinary high water mark.
- Phosphorus containing fertilizer can only be applied if shown by a certified soil test that it is insufficient to maintain vegetated cover.

Fill Within the Setback Area

- A zoning permit is required for any fill within the shoreline setback area. This includes sand, black dirt, compost and rock.
- Beaches cannot be 'replenished' each year without a permit.

Structures

- Retaining walls cannot be permitted within 75' of a surface water. They are non-permissible structures and require Board of Adjustments approval of a variance.
- One 200 square foot 'open sided' structure may be permitted within the shoreland area, but not within 35' feet of the surface water. This may include permeable patios, free standing decks, or screened gazebos.

Shoreline Access

- Pedestrian access to water must be within the access/viewing corridor.
- Walkways up to 5 feet wide may be permitted providing they are permeable to water. Pavers, gravel or mulch are options for these walkways.
- Steps of most solid materials are allowed in steep areas.
- All paths and use areas need to be stable and not have erosion problems.

Fences

- Fences are not allowed within the shoreland setback areas.

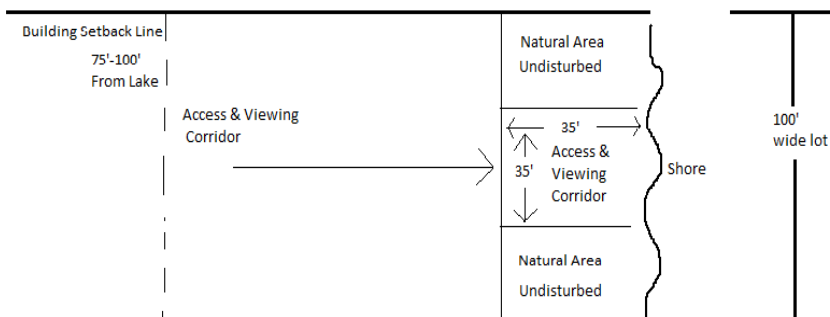
Boathouses

- Through State Law and the newly adopted County Shoreland Protection Ordinance, some structures within the setback area may be granted permission in certain circumstances. Contact the zoning office for additional information.
- Boathouses on Legend Lake must be permitted by County Zoning and receive a variance from the Legend Lake Property Owners Association.

Grant Programs

- State cost-share dollars may be available through two separate programs to stabilize and/or naturalize your shoreline. Contact the CFZ department for details.

General Rules for Shorelands



**TOWN OF MENOMINEE/
MENOMINEE COUNTY
PERMIT FEE SCHEDULE:**

(Amended by the Zoning Committee for effect on April 1, 2021)

Town of Menominee

Building Permits (Ordinances #63 and #65)

Single family dwelling	\$750.00 *
Pre-manufactured dwelling	\$700.00
Pre-manufactured dwelling on slab	\$450.00
Mobile home on slab	\$450.00
Duplex dwelling	\$750.00 *
Multi-family dwelling	\$650.00 + additional \$100 per unit**
Residential addition with plumbing	\$450.00
Residential addition no plumbing	\$400.00
Internal remodeling	\$10.00 per \$1,000 of cost (\$750 maximum)
Attached garage	\$350.00
Detached garage	\$0.35 per sq. ft. (\$250 minimum)
Commercial building	\$500.00 + 10 cents per sq. ft.**
HVAC	\$100.00
Electrical	\$100.00
Plumbing	\$100.00
Additional inspections	\$100.00

*Requires Wisconsin Uniform Building Permit seal \$33.00

**Requires State Plan approval (Contact Department of Safety and Professional Services)

- If no fire number sign is currently present at the site, \$30.00 required for the fire number sign and post
- All building permits also require a county zoning permit – see county zoning fees below. The exceptions to requiring of a county zoning permit are for internal remodeling with no building footprint change and individual HVAC, Plumbing, and/or electrical permits.

Oak Cutting Permits (Ordinance #46)

Permits required 4/1 through 10/1 annually for any oak trimming, pruning or cutting - \$20.00

Public Boat Launch Facility Passes (Ordinance #64)

Daily launch fee - \$10
Annual launch fee - \$50

**TOWN OF MENOMINEE/
MENOMINEE COUNTY
PERMIT FEE SCHEDULE:**

(Amended by the Zoning Committee for effect on April 1, 2021)

Town Ordinance Violation Penalties

Ordinance #30 – Up to \$100 per violation

Ordinance #46 – \$50 to \$500

Ordinance #63 – \$25 to \$500 per violation

Ordinance #64 – First offense - \$100, Second offense and each thereafter - \$200

Ordinance #65 – \$25 to \$500 per violation

*Each day that a violation continues shall be deemed a separate offense.

Menominee County

Zoning Permits (Ordinances #67 and #68)

Standard Permit for structures	\$75.00
After-the-fact permit	\$225.00
Conditional Use Permit	\$150.00
Variance requests	\$300.00
Petition for Zoning Amendment	\$300.00
Administrative Appeal	\$300.00

Sanitary Permits (Ordinance #40)

Inground, non-pressurized*	\$400.00
In ground pressurized*	\$500.00
Mound system*	\$500.00
At-grade system	\$500.00
Experimental or new tech. system*	\$550.00
Holding tank*	\$500.00
Replace tank or drainfield only*	\$300.00
Modification to existing POWTS*	\$300.00
Reconnection of existing system**	\$200.00
Privies**	\$350.00
Transfer fee	\$75.00
Renewal fee	\$75.00
Appeals fee	\$300.00

*State permit fees include a \$25.00 WDNR groundwater surcharge and a \$75.00 DSPS administration fee

**County permits do not include or require the extra state fees

County violation penalties are listed in each individual Ordinance