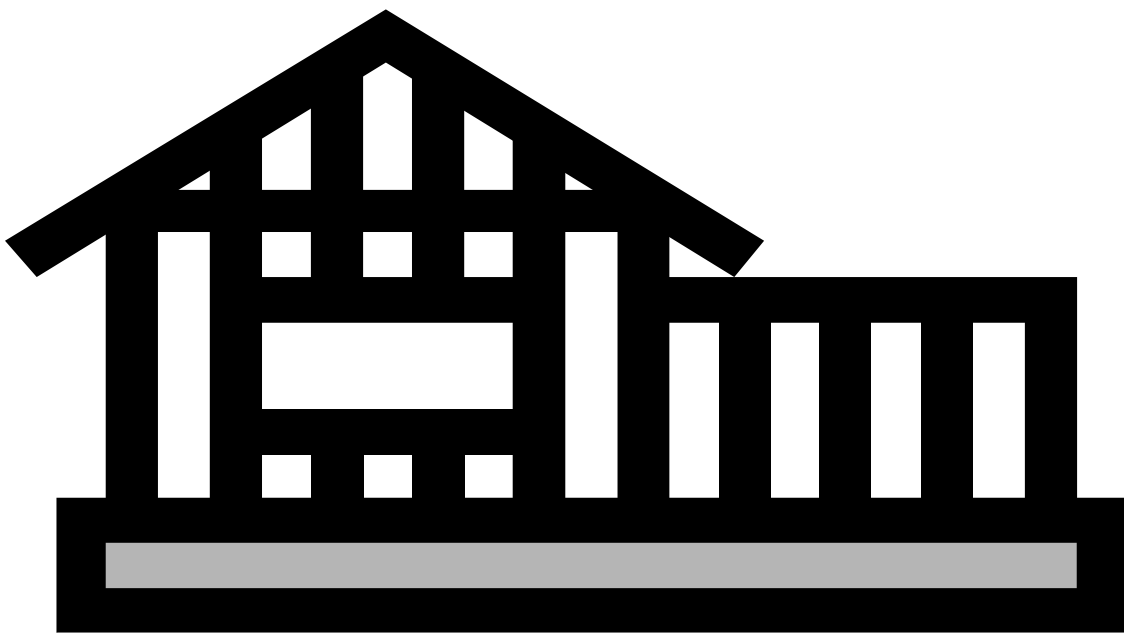




# **A Guide To Construction In Jackson County**



***An Informational Pamphlet for  
Property Development***

---

*This pamphlet is intended to give general information about the steps needed to develop property in Jackson County. The information only affects lands that are in the unincorporated areas of the county. As with any informational pamphlet, this is just a guide. For each specific development there may be issues that are not covered in this pamphlet. Therefore, questions must still be directed to the local Town Clerk for matters dealing with the township or to the Jackson County Zoning and Land Information Office for issues and regulation administered by this Department.*

---

## **Regulations Enforced For Development**

### ***Shoreland/Floodplain Regulations***

If a proposed project is within 300 feet of a river, creek or stream, or within 1000 feet of a lake, pond or flowage there may be restrictions for the development.

The Jackson County Zoning and Land Information Office must be contacted so maps can be used to verify if restrictions may apply for the proposed development. This **MUST** be done prior to any development taking place, as it could be quite expensive and cumbersome to correct a situation in these areas.



## ***Certified Survey Maps & Subdivision Plats***

If property is being divided a Certified Survey Map or Subdivision Plat may need to be completed. The type of plat depends on the following:

1. Four lots or less within a five year period can be created by the Certified Survey Map method. This must be done by a registered Land Surveyor.



2. Five lots or more, less than 1.5 acres in size, will need to be reviewed by the State of Wisconsin, Jackson County and the local township. All plat procedures must be followed. A public hearing is required for the initial Sketch Plat Review with the Zoning Committee.

3. Five lots or more greater than 1.5 acres in size will only require County and local township review. A public hearing is required for the initial Sketch Plat Review with the Zoning Committee.

There are several review steps involved in each type of land division, each requires fees. Contact Jackson County Zoning and Land Information for further information and details.

## ***Property Zoning Issues***

Currently, there are fourteen townships regulated by the Jackson County Comprehensive Zoning Ordinance. Any land use changes or development will require permits and possibly a public hearing for the approval of the project. These can take some time,

so you should always plan accordingly for possible delays. The fourteen participating townships that are zoned are:

- Adams
- Albion
- Bear Bluff
- Brockway
- Cleveland
- Franklin
- Garden Valley
- Knapp
- Komensky
- Manchester
- Melrose
- Millston
- North Bend
- Springfield

All land use changes must go through these steps PRIOR to the development occurring:

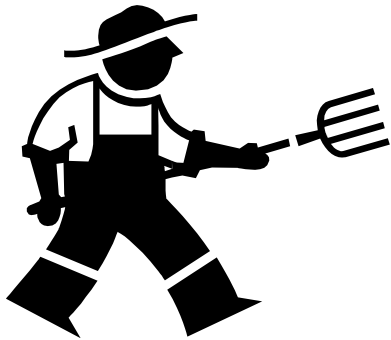
- Publishing of the proposed land use change in the local legal paper for two consecutive weeks.
- Town Board meeting and Position Form submitted by the Town Board. The township usually meets the first or second week of the month. Contact your local clerk for their requirements regarding attendance at the Town Board meeting, the meeting date and time.
- A Public Hearing with the Jackson County Zoning and Land Information Committee for any interested party. The Zoning Committee meets the Thursday prior to the scheduled County Board meeting, usually the second or third Thursday of every month. There must be a seven day lag period from the last notice published in the paper until the hearing date. The petitioner or their agent MUST attend the public hearing for a decision to be made.
- If the petition is for a zoning map amendment request, then the recommendation of the Zoning Committee must also go

before the full Jackson County Board of Supervisors for final decision. This usually is the Monday following the public hearing.

- If the petition is for a Conditional Use Permit, then the decision by the Zoning Committee is final, unless appealed by any aggrieved party as allowed by law.

## ***Livestock and Animal Facility Licensing Permits***

Any individual who intends on confining undomesticated animals on their property MUST contact the Jackson County Land Conservation Department at (715) 284-0256 for permit requirements. There are setback requirements from navigable waters and property lines that may affect the proposal.



Undomesticated animals include, but are not limited to, cattle, horses, hogs, sheep, chickens, geese, goats, etc. The Livestock and Animal Facility Licensing Permit requirements are in affect in all unincorporated areas of Jackson County.

---

## **Permit Issuance**

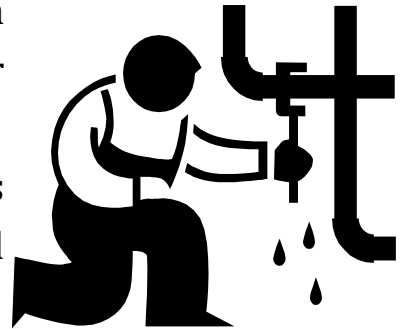
*For clarification purposes, the information detailed below regarding the types of required permits for development is in order of priority and issuance. Additionally, the issuing agencies are detailed for your convenience.*

## ***Sanitary Permits***

A Sanitary Permit is required for ANY dwelling intended for human habitation and is the first permit required PRIOR to construction or placement any dwelling. The Jackson County Private Onsite Wastewater Treatment Ordinance requirements are enforced in all unincorporated areas of Jackson County. The permit is issued for the installation of a private sewage system.

The following steps must be taken:

1. A Soil Evaluation by a Certified Soil Tester must be completed to determine the type of system(s) that can be installed.
2. A design needs to be completed by a Licensed Plumber or Licensed Designer for the system.
3. The Sanitary Permit application is submitted by the contracting Licensed Plumber to the County Zoning Department.
4. Once the permit is issued, the Licensed Plumber can install the system contacting the Zoning Department for an inspection PRIOR to backfilling.



If the dwelling or structure is NOT served by water under pressure and it does not have any water draining fixtures such as sinks, tubs, showers, toilets, etc., then a non-plumbing system could be installed. Non-plumbing systems include, but are not limited to privies or outhouses, chemical toilets, compost toilets, etc.. A County Non-Plumbing Permit is required for any non-plumbing system and must be issued PRIOR to installation or construction. An agreement for this type system will be recorded and periodic property inspections to verify compliance will occur. A County Reconnection Permit is required whenever a new or different structure is connected or proposed to be

connected to an existing private sewage system. A Reconnection Permit will only be issued if the system is found to be compliant upon inspection by an authorized individual.

## ***Land Use Permits***

In any zoned township, a Land Use Permit is the second permit obtained and this permit is required for all buildings or structures and any modifications or additions. A Land Use Permit application **MUST** be completed and submitted to the Zoning and Land Information Department, along with a site plan **PRIOR** to construction beginning. An onsite inspection will be conducted by our office, once the Land Use application is submitted and prior to construction beginning.

**Starting construction PRIOR to this permit being issued will incur a penalty fee of 10 times the permit fee.** Ensure adequate time for permit issuance when scheduling your develop and construction plans.



## ***Driveway Permits***

An individual may be required for a driveway entrance off of a public roadway. Contact the Wisconsin Department of Transportation for questions regarding Federal or State Highways. For access off of a County Highway, contact the Jackson County Highway Department at 715.284.0264. Any questions regarding access off of a

Township roadway, you must check with the local township for their Driveway Permit requirements.

Driveways must be designated on site plans, so minimum county requirement may be verified.

## ***Address Applications***

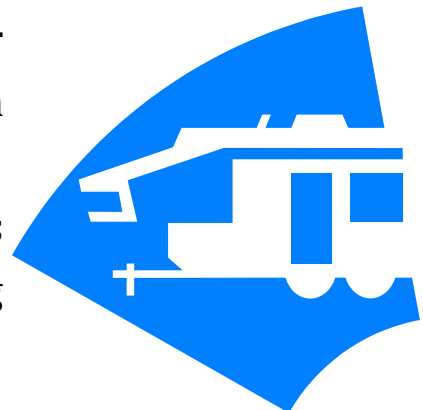
Every structure, including travel trailer/camping units, in Jackson County is required to have an address number assigned prior to occupancy. Application forms may be obtained from the Jackson County Zoning and Land Information Office.

The application form will be processed for data entry into the County E911 Response System. The urgency for this application processing is to guarantee emergency service response when you need it.

Once the address is assigned, your local clerk will be notified. The local clerk will order the sign and the municipality will install it. The costs associated with the sign and its installation are payable to the local municipality. Contact your local clerk for the respective fee for this installation.

## ***Travel Trailer/Camping Unit Registration***

In any zoned township, a travel trailer or camping unit can be located on undeveloped or vacant property for ONLY 25 days in a calendar year UNLESS it is registered with the Jackson County Zoning Department.





ALL travel trailer/camping units MUST be registered with the Jackson County Zoning Department PRIOR to January 31st. Registered units will be allowed to be located on the parcel from January 1st through December 31st.

Any travel trailer/camping unit that is registered will receive an annual registration sticker. This sticker MUST be displayed on the exterior of the unit. It MUST be clearly visible at the camping site. The annual registration fee is currently \$100.00.

Appropriate sanitary provisions must be utilized, as well as disposal of garbage and trash MUST be provided to the parcel of land. Only ONE (1) unit is allowed on a lot or parcel of land. Occupation of the unit as a primary residence is STRICTLY prohibited. Local ordinances or restrictive covenants may prevent the siting of these travel trailer/camping units on a parcel of land.

## ***Building Permits***

Once all of the required County permits have been issued, the final step is contacting the local municipal clerk for any local Building Permit requirements.



Uniform Dwelling Code (UDC) requirements are in effect for all municipalities. These requirements apply to all new one and two family dwellings and additions or alternations to any home constructed after June 1, 1980. Each municipality has a specific Building Inspector that they are contracted under. The Building Inspector will assist you with the application process. He will perform a

number of required inspections during the different phases of the construction process. This ensures that your dwelling is built to the UDC standards and meets all required codes. For your convenience, we have listed the Building Inspectors by municipality below.

Local regulations may also require permits and inspection for other accessory buildings, again contact your local municipal clerk.

## UDC Building Inspectors

### **General Engineering Co.,**

#### **Adam Pillard**

PO Box 340

Portage WI 53901

(608)697-7774

# 685918

- City of Black River Falls
- Town of Adams
- Town of Albion
- Town of Alma
- Town of Bear Bluff
- Town of Brockway
- Town of City Point
- Town of Cleveland
- Town of Curran
- Town of Franklin
- Town of Garden Valley
- Town of Garfield
- Town of Hixton
- Town of Irving
- Town of Knapp
- Town of Komensky
- Town of Manchester
- Town of Melrose

- Town of Millston
- Town of North Bend
- Town of Northfield
- Town of Springfield
- Village of Alma Center
- Village of Hixton
- Village of Melrose
- Village of Merrilan
- Village of Taylor

### **Wisconsin Department of Safety & Professional Services,**

#### **Lenny Kanter**

4822 Madison Yards Way

Madison WI 53705

(608) 261-6541

- All commercial or business building

---

*Failure to adhere to any of the above mentioned regulations or permit requirements shall be subject to enforcement authority established in Chapter 15, POWTS Ordinance; Chapter 16 Shoreland Zoning Ordinance; Chapter 17 Zoning Ordinance; Chapter 18 Subdivision and Platting Ordinance; Chapter 20 Floodplain Zoning Ordinance and Chapter 23, Livestock and Animal Facility Licensing Ordinance. Violations will be subject to but not limited to the removal of the development or construction, citation, and further litigation.*

*The Zoning Department recommends contacting their office prior to any development taking place. This may avoid the need for after-the-fact permits or other enforcement action, which just delays the project and makes it much more costly.*

---

## CONTACT INFORMATION

307 Main Street, Suite B03  
Black River Falls WI 54615

Telephone: 715.284.0220  
Fax: 715.284.0238  
[www.co.jackson.wi.us](http://www.co.jackson.wi.us)

