

Residential Addition or Alteration Application

Single Family, Two Family, Agricultural & Upland Conservancy Districts

Building Inspection Department

9915 39th Avenue

Pleasant Prairie, WI 53158

Phone: 262.694.9304

Email: buildinginspection@pleasantprairiewi.gov

Community Development Department

9915 39th Avenue

Pleasant Prairie, WI 53158

Phone: 262.925.6717

Email: communitydevelopment@pleasantprairiewi.gov

PROJECT DETAILS

Address	Subdivision	Tax Parcel Number
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Project Description/Scope of Work

BUILDING DETAILS

ADDITION	INTERIOR ALTERATIONS
Basement Area Added (sq. ft.)	Basement Area being Altered (sq. ft.)
1 st Floor Living Area Added (sq. ft.)	1 st Floor Living Area being Altered (sq. ft.)
2 nd Floor Living Area Added (sq. ft.)	2 nd Floor Living Area being Altered (sq. ft.)
3 rd Floor Living Area Added (sq. ft.)	3 rd Floor Living Area being Altered (sq. ft.)
Attached Garage to be Added (sq. ft.)	Attached Garage to be Altered (sq. ft.)
Deck/Porch/Stairs to be Added (sq. ft.)	Deck/Porch/Stairs to be Altered (sq. ft.)
Building Height (ft.)	
New Roof Pitch	

Roof Materials, if applicable

Siding Materials, if applicable

The siding shall extend to the top of foundation and be within 6 inches above the final grade.

Is a new driveway or driveway alteration proposed? <i>If yes, show location on the site plan and submit a Driveway/Culvert Application.</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the property served by an on-site septic system? <i>If yes, then show location and setback to the addition on the site plan.</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the property served by an on-site well? <i>If yes, then show location and setback to the addition on the site plan.</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Estimated Construction Cost	Estimated Completion Date
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CONTRACTORS

Dwelling Contractor	Name and Address (City State & ZIP)		
		License #	
		Phone	
		Email	

Dwelling Contractor Qualifier	Name and Address (City State & ZIP)	
		License #
		Phone
		Email

MINIMUM SUBMITTALS

<input type="checkbox"/>	For a building addition a Plat of Survey or Site Plan if no survey is available, shall show at a minimum the location of existing and proposed structures, any easements and all required setbacks. <i>A plat of survey may be available to download from the Kenosha County Interactive Mapping site.</i>		
<input type="checkbox"/>	Construction Plans including Floor Plan with Existing and Proposed Rooms Labeled	<input type="checkbox"/>	Property Owner Cautionary Statement, required if property owner is acting as their own Contractor
<input type="checkbox"/>	Grading and Drainage Plan, if applicable	<input type="checkbox"/>	Erosion Control Application, if applicable
<input type="checkbox"/>	Residential Electrical, Plumbing and HVAC Applications, if applicable	<input type="checkbox"/>	Driveway/Culvert Application, if applicable
<input type="checkbox"/>	Approval from Architectural Control Committee for an addition or exterior modifications, if applicable		

The Village may require additional information be submitted to ensure that all Village requirements are being met. The Applicant will be contacted if additional information is required to be submitted.

PERMIT REVIEW AND ISSUANCE OF PERMIT

- Permits may require up to 10 business days to process. If during the Village's review of the application, information is missing or additional information is required, the permit will be put on hold until the information is received. The 10 day review period will start again once the additional information is received. The Applicant will be contacted when the permit is ready to be issued with total permit fees due and permit conditions.
- Before digging call Diggers Hotline at 1-800-982-0299 to have all underground utilities marked.

INSPECTIONS

All required inspections shall be scheduled at least 2 business days in advance by calling 262.694.9304 with the permit number.

REQUIRED SIGNATURES

By submitting this application, I certify that all of the information and attachments submitted are true and correct to the best of my knowledge. I understand that for any work started or completed without proper permits, a triple fee will be charged. I agree that all of the work will be done in accordance with all applicable Village, County, State and Federal codes, ordinance requirements and permit conditions. I also agree to allow the inspection of the premises by the Village's Inspectors during regular business hours.

PROPERTY OWNER	APPLICANT
	Company Name
Print Name	Print Name
Mailing Address	Mailing Address
City/State/ZIP	City/State/ZIP
Phone	Phone
Email	Email
Date	Date

APPLICANTS SIGNATURE: The applicant, either the property owner or the contractor, is responsible to obtain the permit, schedule inspections and ensure compliance with all permit conditions.

Signature	Check one		Date
	<input type="checkbox"/>	Owner	
	<input type="checkbox"/>	Applicant	



Property Owner Cautionary Statement

Building Department
9915 39th Avenue
Pleasant Prairie, WI 53158
Phone: 262.694.9304
Email: buildinginspection@pleasantprairiewi.gov

CAUTIONARY STATEMENT EXCEPTIONS

A cautionary statement is not required for projects to be completed by the property owner related to the installations of a swimming pool, hot tub, pergola, driveway or fence.

CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS

Section 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 BUILDINGS 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

Signature		Date	
Print Name		Tax Parcel Number	
Property Address			



GENERAL DESIGN STANDARDS FOR A SINGLE-FAMILY HOUSE

Community Development Department
9915 39th Avenue
Pleasant Prairie, WI 53158
Phone: 262.925.6726
Email: communitydevelopment@pleasantprairiewi.gov

GENERAL REQUIREMENTS

These are general design standards and other exceptions as specified in the Village Zoning Ordinance. If the property is located within a PUD, Planned Unit Development Overlay District additional or variations to these requirements may be applicable. In addition, property owners are required to follow any Deed Restrictions or Restrictive Covenants that may be recorded on the property that are more restrictive.

MINIMUM DWELLING STANDARDS

Zoning District	Minimum 1 st Floor Area (sq. ft.)	Minimum Total Floor Area (sq. ft.)	Building Height ^a (ft)	Width of dwelling (ft)
A-2, General Agricultural	1000	1400	35	28
A-3, Limited Agricultural	1000	1400	35	28
C-2, Upland Conservancy	1000	1400	35	n/a
R-1, Rural Residential	1500	2000	35	28
R-2, Urban Single Family	1500	2000	35	28
R-3, Urban Single Family	1000	1400	35	28
R-4, Urban Single Family	1000	1400	35	28
R-4.5, Urban Single Family	1000	1400	35	26
R-5, Urban Single Family	900	1200	35	24
R-6, Urban Single Family	700	1200	35	24

- No building is allowed to be constructed within the 100-year floodplain or within any wetlands.
- ^aBuilding Height Exception if dwelling unit is proposed to be between 35 and 40 feet high then the following is required:
 - ✓ The maximum height shall not exceed 40 feet;
 - ✓ The lot shall have a minimum area of 20,000 square feet;
 - ✓ The dwelling shall have a minimum first floor living area of 2,000 square feet and a minimum total living area of 3,500 square feet ("living area" excludes unfinished basements, garages, decks, porches and patios);
 - ✓ The required minimum side setbacks shall be increased by 5 feet; and
 - ✓ The required minimum rear setback shall be increased by 10 feet.
- The dwelling shall be set on an enclosed permanent foundation unless the soil bearing capacity, as determined by a structural engineer, prohibits such foundation. Placement of the dwelling shall provide for proper drainage away from the foundation and shall accommodate drainage on and through the existing property by not negatively affecting the existing drainage patterns or the capabilities of draining the abutting properties.
- The length to width ratio of a 1 story dwelling unit (excluded are decks, porches, bay windows, chimneys and any projections less than 25 square feet), as measured at the foundation, shall not be greater than 2 to 1 (i.e. the length shall not be more than twice the width). The length of the dwelling unit is that side of the dwelling that is the longest and the width is that side of the dwelling which is the shortest.
- The main roof of the dwelling shall have a minimum roof pitch of 4:12 and the eaves on the main roof shall extend beyond the nearest vertical wall a minimum of 1 foot.
- Permitted roof surface materials: wood shakes, asphalt, fiberglass, composition or wood shingles, clay tiles, concrete tiles, slate or other appropriate roofing material as specifically approved by the Village Zoning Administrator.

MINIMUM SETBACKS^e (setbacks are measured from foundation to foundation or foundation to property lines)

Zoning District	Street Setback ^b (ft)	Side Setback ^c (ft)	Rear Setback (ft)	Shore Setback ^d (ft)	Wetland Setback (ft)	Driveway Setback (ft)
A-2, General Agricultural	65/40	25	50	50/35	25	5
A-3, Limited Agricultural	65/40	25	50	50/35	25	5
C-2, Upland Conservancy	65/40	25	50	50/35	25	5
R-1, Rural Residential	65/40	25	50	50/35	25	5
R-2, Urban Single Family	65/40	25	50	50/35	25	5
R-3, Urban Single Family	65/30	10/15	25	50/35	25	5
R-4, Urban Single Family	65/30	10/15	25	50/35	25	5
R-4.5, Urban Single Family	65/30	10/15	25	50/35	25	5
R-5, Urban Single Family	65/30	10/15	25	50/35	25	5
R-6, Urban Single Family	65/30	8/15	25	50/35	25	5

^bStreet setback: The 1st number is the setback from a right-of-way of any arterial street. The 2nd number is the setback from all other public street rights-of-way or from the back of curb/gravel shoulder of a private road. These setbacks are from any adjacent public or private street.

Street Setback Exceptions:

- ✓ The required street setback distance for a dwelling unit may be decreased to the average of the existing street setback distances of the abutting dwelling units on each side, but in no case shall the setback distances be reduced to less than 15 feet from a Village right-of-way or private roadway or less than 50 feet from an arterial road right-of-way. If one of the abutting lots to be used in averaging the setback is vacant, then to calculate the average street setback, the street setback on the vacant lot shall be the minimum setback as required in the underlying zoning district.
- ✓ The required street setback distance may be reduced to 25 feet for dwelling unit in any subdivision platted prior to April 5, 1989 (Village incorporation date), wherein said subdivision plat had a previously recorded deed restriction indicating a 25-foot street setback.
- ✓ The required rear street yard setback distance of a principal structure located in a single-family residential district and located on a double or triple frontage lot which abuts an arterial street may be decreased to 50 feet provided there is no direct access permitted to the arterial street.

^cSide setback: If an attached garage is not constructed with a new home within the R-3, R-4, R-4.5- R-5 or R-6 Districts, then at least one side setback shall be 15 feet to allow for adequate room for a driveway to a future detached garage.

^dShore setback: The 1st number is from the Ordinary High-Water Mark (OHWM) of Lake Michigan. The 2nd number is from the OHWM of any other navigable waterway.

^eSetback distance restrictions. Permitted dwelling unit setback distances appropriate to the location and type of development contemplated which are more restrictive than the regulations of the applicable zoning district may be required by the Village. Examples of this may include, but are not limited to, the following:


- ✓ Greater street setback distances may be required on cul-de-sac lots to achieve the necessary lot width, as specified in the underlying zoning district, at the building setback line.
- ✓ Minimum or maximum street setback distances may be required for a new dwelling unit to provide aesthetically consistent building site lines and conformance with existing adjacent development.
- ✓ Special setback distances may be required to protect natural resource elements such as trees.

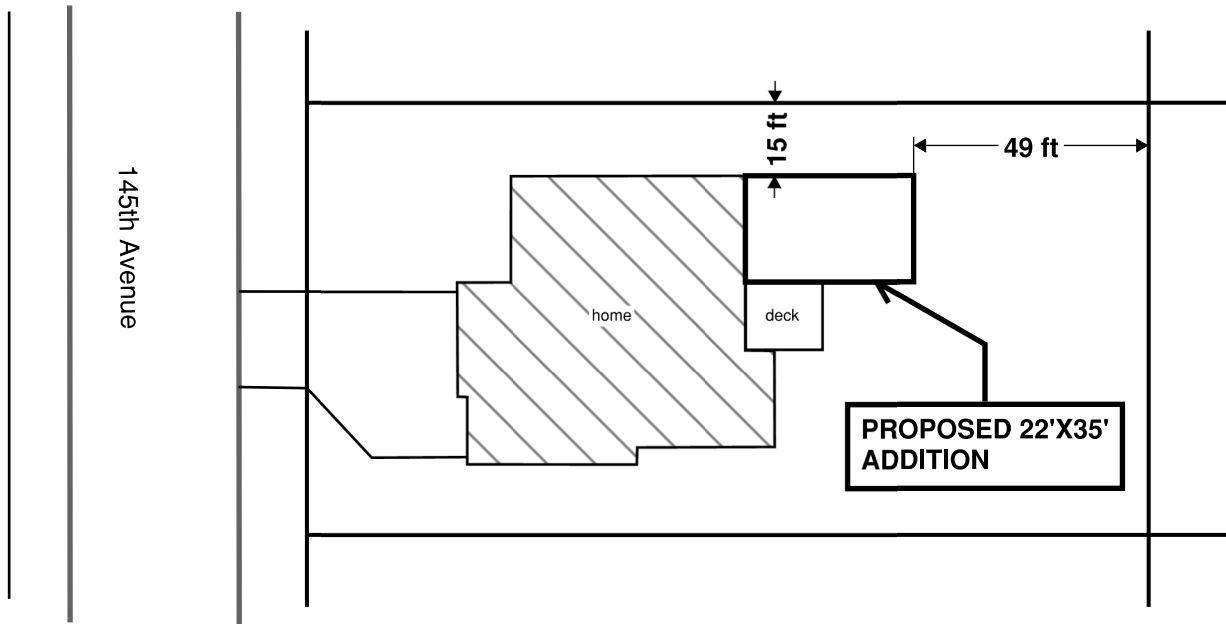
EXAMPLE 1 - ADDITION SITE PLAN



NOTES:

1. SHOW PROPOSED ADDITION AND SETBACKS TO PROPERTY LINES.

Scale: 
Scale: 1" = 40'



MARK UP AN EXISTING SURVEY TO SHOW PROPOSED PLAN

Plat of Survey of
PROPERTY DESCRIPTION
in 1/4 Section, Town, Range
VILLAGE OF PLEASANT
PRAIRIE
KENOSHA COUNTY, WI.

I hereby certify that this property was surveyed under my direction and this plat is a true representation thereof.

Surveyor Signature
Registered Land Surveyor
Created xx/xx/xxxx
Revised xx/xx/xxxx

NAME HERE
S-1234
YOUR CITY
WIS.
LAND SURVEYOR

CREATED: 8/18/20