

TOWN OF TROY
PERMIT PROCEDURES

Approved July 14, 2015

REFERENCE:

Town = Town of Troy. Contact: Brian Hanson, Plan Commission Chairman, 608-544-5000

County = Sauk County. Contact: County Highway Department, 608- 355-4855

State = Wisconsin. Contact: Chris Ohm, 608-516-6502

Town of Troy Driveway and Uniform Dwelling (UDC) Code Inspector

GEC = General Engineering Company, Inc. Contact: Peter Giese, Building Inspector, 608-697-7778

Town Plan Commission– Meetings are held 4th Monday of month at Town Hall in Black Hawk

Town Board– Meetings are held 2nd Tuesday of month at the Town Hall in Black Hawk

PERMITS & SUGGESTED ORDER OF OBTAINING PERMITS

RESIDENCE (new construction)/MOBILE HOME/CAMPER

1. Contact Plan Commission Chairman who refers applicant to appropriate controlling authority and GEC.
2. Driveway entrance – Contact Town, County or State depending on road designation entrance comes off from
3. Driveway location for a Town road – Contact GEC
4. Request to be placed on Town Plan Commission Meeting Agenda – Contact Plan Commission Chairman
5. Town Plan Commission Meeting –The applicant should bring nine copies of the most recent *aerial map* or a *sketch map* indicating the: a. driveway entrance; b. driveway location, length and grade; c. building site; d. approximate distance to all adjoining property lines e. certified survey map (if needed) including any driveway or building revisions.
6. Town Board Approval
7. Obtain other applicable permits: *Land Use Permit* – County *Sanitary Permit* – County *Fire Number* – County
8. UDC Permit & Inspection – GEC
9. Occupancy Permit – GEC

MOBILE HOMES: SINGLE-WIDE

- *Allowed for farm help only. County permit required. Once no longer used for farm help, mobile home must be removed within 30 days.*
- *Special exception use permit required for nonfarm use (unlikely to be approved).*

MOBILE HOMES: DOUBLE-WIDE

- *Same rules as a house*

CAMPERS

- *Camping: County requires camping permit. 15-day permit (if beyond 15 days, must move to another spot and get another 15-day permit.) Maximum 45 days or less: 1 time/year basis, no renewals.*
- *Camper while new house is being constructed: Both Town and County sign-off for up to a year.*

STORAGE /ACCESSORY BUILDING/ GARAGE (new construction)

- *No permits are needed if building is 120 square feet or less*
 - *Placement specs: Building placement must comply with building set-back standards as set by the County. No closer than 10 feet from property line. No closer than 25 feet to back lot line. 30 feet back from Town road right-of-way line. 42 feet back from County road right-of-way line. 50 feet from State road right-of-way line.*
1. Contact Plan Commission Chairman who refers applicant to appropriate controlling authority and GEC.
 2. Driveway entrance (*if applicable*) – Contact Town, County or State depending on road designation entrance comes off from
 3. Driveway construction must follow standards set by driveway ordinance requirements – Contact GEC
 4. Request to be placed on Town Plan Commission Meeting Agenda – Contact Plan Commission Chairman
 5. Town Plan Commission Meeting –The applicant should bring nine copies of the most recent *aerial map* or a *sketch map* indicating the: a. driveway entrance; b. driveway location, length and grade; c. building site; d. approximate distance to all adjoining property lines; e. certified survey map (if needed) including any driveway or building revisions.
 6. Town Board Approval
 7. Obtain other applicable permits: *Land Use Permit* – County *Sanitary Permit* – County *Fire Number (if applicable)* – County
 8. UDC Permit & Inspection (*if applicable*) – GEC

AGRICULTURAL BUILDING (new construction)

- *Check with County standards on set-back*
1. Administrative Permit (GEC)
 2. Driveway entrance (*if applicable*) – Contact Town, County or State depending on road designation entrance comes off from
 3. Driveway construction must follow standards set by driveway ordinance requirements – Contact GEC
 4. Land Use Permit – County

AGRICULTURAL DRIVEWAY

- *Field road may be sufficient beyond the Town, County or State right-of-way*
 - *Access off Town, County or State highway should be constructed as shown in the ag driveway portion of the driveway ordinance. This should be sufficient for most loads, if not, heavier construction may be required. You may be held responsible for damage to any Town, County or State road.*
 - *When replacing a culvert, bring the driveway up to current standards according to applicable Town, County or State rules.”*
1. Contact Plan Commission Chairman who refers applicant to appropriate controlling authority and GEC.
 2. Obtain applicable permit **BEFORE** construction.

BUILDING REPAIR, REMODELING OR ADDITION (dwelling and non-agricultural)

- *Building permit required if cost is over \$3,000. (Cost: \$1.00 of material equates to another \$1.00 worth of labor whether repairs are do-it-yourself or hired.)*
 - *No permits required if repairs are less than \$3,000 and within the original building footprint.*
 - *Building maintenance (such as roof, windows, doors, siding, gutters) is exempt.*
1. Land Use Permit (if there is a change in building footprint, regardless of cost or if remodeling or replacing any structural component) – County
 2. Building Permit (if cost is over \$3,000) – GEC
 3. Town Plan Commission Meeting (bring nine copies of map with site plan) and Town Board Approval (*only if variance required*) – Contact Plan Commission Chairman to be placed on the meeting agenda.
 4. UDC Permit & Inspection (*if applicable*) – GEC

HUNTING/RECREATION CABIN

- *Driveway access can be agricultural driveway*
 - *Need privy (200 gallons capacity) if used for overnight stays (port-a-potty not sufficient)*
 - *Outdoor water hydrant allowed, however, no plumbing pipes can be installed to the cabin from the hydrant and no plumbing allowed inside the cabin.*
1. Contact Plan Commission Chairman who refers applicant to GEC.
 2. Driveway entrance (*if applicable*) – Contact Town, County or State depending on road designation entrance comes off from
 3. Request to be placed on Town Plan Commission Meeting Agenda – Contact Plan Commission Chairman
 4. Town Plan Commission Meeting (bring nine copies of map with site plan)
 5. Town Board Approval
 6. Sanitary permit (*if applicable*) – County
 7. Fire Number – County
 8. UDC Permit & Inspection – GEC

HISTORICAL BUILDING/CHURCH/SCHOOL

1. Building Permit – GEC
2. Request to be placed on Town Plan Commission Meeting Agenda – Contact Plan Commission Chairman
3. Town Plan Commission Meeting (bring nine copies of map with site plan)
4. Town Board Approval
5. Land Use Permit (*if applicable*) – County
6. UDC Permit & Inspection (*if applicable*) – GEC
7. Fire Number – County

DECKS/LANDINGS (new construction or reconstruction)

- *Building permit required if cost is over \$3,000. (Cost: \$1.00 of material equates to another \$1.00 worth of labor whether repairs are do-it-yourself or hired.)*
- *No permits required if repairs are less than \$3,000 and within the original building footprint.*

1. Building Permit – GEC
2. Land Use Permit (*new construction*) – County
3. Land Use Permit (*if remodeling or replacing any structural component*) – County
4. UDC Permit & Inspection (*if applicable*) – GEC

POOLS (in ground)

1. Building Permit – GEC
2. Request to be placed on Town Plan Commission Meeting Agenda – Contact Plan Commission Chairman
3. Town Plan Commission Meeting (bring nine copies of map with site plan)
4. Town Board Approval
5. Land Use Permit– County
6. UDC Permit & Inspection – GEC

LAND CONSOLIDATIONS/DIVISION/ PONDS/SCRAPES

1. Contact County Planning and Zoning
2. Request to be placed on Town Plan Commission Meeting Agenda – Contact Plan Commission Chairman
3. Town Plan Commission Meeting (bring nine copies of map with site plan)
4. Town Board Approval
5. Land Use Permit (*applicable only to land consolidations/divisions*) – County