



SHED/FENCE ZONING PERMIT

CITY OF MIDDLETON CHECKLIST

REQUIREMENTS PER [SECTION 10.10.41](#)

APPLICATION PACKET REQUIREMENTS

The City **strongly prefers** to receive the application electronically via e-mail to planning@cityofmiddleton.us, although a paper copy will also be accepted.

- Completed and signed Shed/Fence Zoning Permit application (this form).
- The location and use of all existing and proposed structure on-site and the total amount of on-site employees (if applicable)
- Site Plan submitted in accordance with Section 10.10.43. Also, see the Site Plan permit application.
- Payment of the zoning permit fee*

*You will receive an email regarding permit payment options after your permit has been reviewed.

- Prior to plan submittal, applicant should identify lot boundaries and determine whether any public or private easements affect the property.
- Prior to construction, contact Diggers Hotline at (800) 242-8511.
- Some properties in the city require the approval of a Neighborhood Architectural Review Committee or Homeowner's Association that is separate from the City permitting process.

PROCEDURES

1. Action by Zoning Administrator. A Zoning Permit shall be granted or denied by the Zoning Administrator, in writing within 30 days of the application, and the applicant shall post such permit in a conspicuous place at the site. Any permit issued in conflict with the provisions of the Chapter shall be null and void.
2. Time Limits on Zoning Permits. The work shall begin within 365 days of approval and be completed within 730 days. Time limits for Conditional Use Permits and Variances may be established at the time of approval. All other permits shall meet the timelines required at the time of issuance as listed elsewhere in this Chapter.

| FEES: Zoning Permit Fees (pursuant to City of Middleton Code of Ordinances, Section 10.10.61) Only one fee is charged per application. If an application includes more than one structure type on the same lot, only the highest fee applies. | | | |
|---|------------|--------------|-------|
| PROJECT CLASS | ZONING FEE | BUILDING FEE | TOTAL |
| One and Two Family | \$50 | \$30 | \$80 |
| Multi-Family | \$100 | \$30 | \$130 |
| Small Commercial/Industrial (up to 20,000 sf) | \$100 | \$30 | \$130 |
| Large Commercial/Industrial (Over 20,000 sf) | \$100 | \$30 | \$130 |



ZONING PERMIT

Submit electronically to planning@cityofmiddleton.us.

No structure shall be erected or altered without first obtaining a Zoning Permit pursuant to Section 10.10.41 of the City of Middleton Zoning Ordinance as well as the appropriate Building Permit(s).

| | |
|----------------|-------|
| PERMIT #: | _____ |
| PERMIT FEE: \$ | _____ |
| APPROVED BY: | _____ |
| APPROVAL DATE: | _____ |

ADDRESS OF PROPERTY:

| | |
|--|-------------------------------|
| APPLICANT NAME (PROJECT REP, CONTRACTOR, ETC.) | OWNER NAME |
| BUSINESS NAME (IF APPLICABLE) | CO-OWNER NAME (IF APPLICABLE) |
| ADDRESS | ADDRESS |
| CITY, STATE, ZIP | CITY, STATE, ZIP |
| PHONE | PHONE |
| E-MAIL | E-MAIL |

WORK CONSISTS OF:

| PROJECT CLASS (SELECT ONE) | SINGLE-FAMILY | TWO-FAMILY | MULTI-FAMILY | SMALL COMMERCIAL/INDUSTRIAL (UP TO 20,000 SF) | LARGE COMMERCIAL/INDUSTRIAL (OVER 20,000 SF) |
|---|---------------|------------|--------------|--|---|
| STRUCTURE TYPE (SELECT ALL THAT APPLY) | FENCE | | | SHED | |

I, the undersigned, do hereby certify that the above information is correct and agree that in the performance of this work I will be bound by and submit to all statutes of the State of Wisconsin, conform to all applicable codes and ordinances of the City of Middleton, and abide by all other applicable rules and regulations. Furthermore, I understand that the City of Middleton is not responsible for enforcing neighborhood covenants, and any granted zoning variances apply only for the specific structure(s) reviewed by the Zoning Board of Appeals. I understand that the City may remove any structure or landscaping feature placed within or upon a public utility easement, and that any repair or restoration work will be at property owner expense.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

| STAFF REVIEW – TO BE COMPLETED BY PLANNING AND ZONING OFFICIALS ONLY | | | |
|--|---|--|-----------|
| ADDRESS | | REVIEWED BY | |
| ZONING | PDD NAME (IF APPLICABLE) | REVIEW DATE | |
| PERMITTED USE YES NO CONDITIONAL USE RECEIVED ON: _____ | | FLOODPLAIN YES NO UNCLEAR | |
| LOT AREA (SF) | CORNER LOT YES NO | FEE CATEGORY ACCESSORY | |
| ZONING REQUIREMENTS | | YES | NO |
| RESIDENTIAL SHED REGULATIONS (TOOL/LAWN STORAGE STYLE) <ul style="list-style-type: none"> - MINIMUM SETBACK FROM PROPERTY LINES: 3 FT - MAXIMUM BUILDING HEIGHT: 15 FT OR 22 FT IF THE BUILDING ADHERES TO THE PRINCIPAL BUILDING'S SETBACKS - PLAN REVIEW REQUIRED FOR ANY SHED OVER 70 SF - CONSTRUCTION METHODS MUST MEET RESIDENTIAL STYLE CONSTRUCTION OF MAIN DWELLING - SHEDS LOCATED 10 FT OR LESS FROM THE DWELLING UNIT MUST HAVE ¾ HOUR FIRE PROTECTION | | | |
| RESIDENTIAL FENCE REGULATIONS – 10.06.40 <ul style="list-style-type: none"> - LIMITED TO A HEIGHT OF 6 FT, INCLUDING POSTS IN THE SIDE OR REAR YARD - MAXIMUM OF 50% OPACITY AND MAXIMUM OF 3 FT IN HEIGHT IN THE FRONT OR STREET YARD FOR CORNER PROPERTIES - MAXIMUM OF 3 FT IN HEIGHT BETWEEN THE LAKESHORE AND THE REAR OR SIDE YARD FACING THE LAKE - SHALL MEET VISIBILITY STANDARDS IN 10.06.05 | | | |
| COMMENTS: | | | |
| CONDITIONS OF APPROVAL <ol style="list-style-type: none"> 1. DURING CONSTRUCTION, ALL LOT CORNER MONUMENTS MUST BE VISIBLE OR INDICATED BY STAKES. 2. COMPLIANCE WITH CONDITIONS OF APPROVAL STIPULATED BY: <ol style="list-style-type: none"> a. PLAN COMMISSION MINUTES OF _____ b. ZONING BOARD OF APPEALS MINUTES OF _____ | | | |

We will need a site plan for Zoning to review your project.

If you need help getting an image of your property with a site plan, I recommend using either:

DCiMap: <https://dcimapapps.countyofdane.com/dcmaviewer/>

City's GIS map at (use the Property Information App): <https://middleton.maps.arcgis.com/home/index.html>

Contact information for zoning is Daphne Xu at dxu@cityofmiddleton.us

Below is what information should be included on a site plan.

