



# ZONING PERMIT

## CITY OF MIDDLETON CHECKLIST

### REQUIREMENTS PER [SECTION 10.10.41](#)

#### APPLICATION REQUIREMENTS

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

- Completed and signed Zoning Permit application (this form).
- The location and use of all existing and proposed structures on-site. For non-residential projects, also provide the total amount of on-site employees (if applicable)
- Site Plan submitted in accordance with [Section 10.10.43](#). See also the [Site Plan Checklist](#).
- 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 or <https://www.diggershotline.com/>
- Some properties in the city require the approval of a Neighborhood Architectural Review Committee or Homeowner’s Association that is separate from the City’s 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 the zoning ordinance (Chapter 10).

<b>FEES:</b> 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	PRINCIPAL STRUCTURE	ADDITIONS	ACCESSORY STRUCTURES
One and Two Family	\$300	\$100	\$50
Multi-Family	\$500	\$250	\$100
Small Commercial/Industrial (up to 20,000 sf)	\$500	\$250	\$100
Large Commercial/Industrial (Over 20,000 sf)	\$1,000	\$250	\$100



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Submit electronically to [planning@cityofmiddleton.us](mailto: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)
PROJECT SCOPE (SELECT ALL THAT APPLY)	NEW STRUCTURE		ADDITION		ALTERATION
STRUCTURE TYPE (SELECT ALL THAT APPLY)	PRINCIPAL STRUCTURE		DECK	FENCE	OTHER:
	GARAGE		SHED	POOL	
SITE DATA:	LOT AREA	IMPERVIOUS SURFACE AREAS		EXISTING	PLANNED
ZONING		STRUCTURES (INCLUDE ALL OVERHANGS)		SF	SF
		DRIVEWAYS, PARKING AREAS, WALKWAYS		SF	SF
		OTHER FLAT SURFACES (PATIOS, DECKS, ETC.)		SF	SF

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 PRINCIPAL                      ADDITION                      ACCESSORY

**ZONING REQUIREMENTS**

SETBACKS	ALLOWED BY CODE (IN FEET UNLESS OTHERWISE INDICATED)		COMPLIANCE?		COMMENTS
	MIN	MAX	YES	NO	
FRONT					
REAR					
LEFT					
RIGHT					
MAXIMUM BUILDING HEIGHT	FEET	STORIES			
MAXIMUM IMPERVIOUS SURFACE	PERCENT	AREA			
FRONT-LOADED ATTACHED GARAGE	STREET FAÇADE WIDTH	GARAGE WIDTH			
DRIVEWAY REGULATIONS	MIN	MAX			
	TAPER				
PERMITTED PROJECTIONS (LIST, IF ANY)					
ACCESSORY STRUCTURES (LIST, IF ANY)	SETBACKS	HEIGHT			

**CONDITIONS OF APPROVAL**

1. DURING CONSTRUCTION, ALL LOT CORNER MONUMENTS MUST BE VISIBLE OR INDICATED BY STAKES.
2. COMPLIANCE WITH CONDITIONS OF APPROVAL STIPULATED BY:
  - a. PLAN COMMISSION MINUTES OF \_\_\_\_\_
  - b. ZONING BOARD OF APPEALS MINUTES OF \_\_\_\_\_