

**Permit Packet**

**Addition/Alteration**



Zoning & Building Permits  
Checklist Form

**Additions, Alterations, & Accessory Structures - Residential**  
(including but not limited to: Additions, Alterations, Attached & Detached Garages,  
Pole Barns, Sheds, Carports, Gazebos, Decks/Porches, Pool/Hot Tub/Spa, Fences,  
Driveways, Sports Courts, and Satellite Dishes/Residential Tower Antennas)

**ALL PERMITS SHALL BE OBTAINED PRIOR TO ANY WORK COMMENCING**

The Community Development Department will only accept a complete permit application submittal that includes the following items:

- 1) \_\_\_\_\_ **FORM: VPP-BI-0031-F "Checklist Form – Additions, Alterations & Accessory Structures – Residential"**  
(THIS FORM, Pages 1 & 2): Please complete, sign and return with your application materials.
- 2) \_\_\_\_\_ **FORM: VPP-BI-0001-F "Standard Application Form"**: Fill out completely including signature.
- 3) \_\_\_\_\_ **FORM: "Cautionary Statement" SBD-5823**: (Page 3 only) Must be signed by the owner of the property.
- 4) \_\_\_\_\_ **CONSTRUCTION PLANS OR BLUEPRINTS**: Submit one of the following:
  - Addition**: Two complete sets of construction plans
  - Alteration**: Two complete sets of construction plans
  - Accessory Structure**: Two complete sets of construction plans OR FORM: VPP-BI-0022-F "Accessory Structure Wall Section"
    - Deck/Porch**: Two complete sets of construction plans
    - Driveway**: no construction plans required
    - Fence**: no construction plans required
    - Pool/Hot Tub/Spa, Above Ground**: copy of all brochures for pool, heater, filter, pump
    - Pool/Hot Tub/Spa, In Ground**: Two complete sets of construction plans
- 5) \_\_\_\_\_ **SITE PLAN OR PLAT OF SURVEY**: Submit one of the following (Not required for Interior Alterations):
  - Site Plan**: See VPP-BI-0033-I "Site Plan Requirements" and VPP-BI-0020-I "Sample Site Plan".

**OR**

  - Plat of Survey**: A Plat of Survey, as prepared by a Wisconsin Registered Land Surveyor, shall be required IF the property is located within or abuts a shoreland, wetland, floodplain, navigable waterway, or if verification of setbacks is questionable.
- 6) \_\_\_\_\_ **FORM: VPP-BI-0005-F "Electric, Plumbing, HVAC, Exterior (Utility) Plumbing Permit Application"**: IF ANY OF THESE WILL BE INSTALLED OR ALTERED, YOU MUST APPLY FOR THE APPLICABLE PERMITS. If the Village is unable to verify contractor certification through the State of Wisconsin, you may be required to provide a copy of each certification card.

NOTE: Fill out a separate form for each sub-contractor/trade:

  - Electrical Permit Application**: Electrical permits will only be issued to a Wisconsin licensed Master Electrician. Submit completed form with appropriate signature.
  - Interior Plumbing Permit Application**: Plumbing permits will only be issued to a Wisconsin Certified Master Plumber. Submit completed form with appropriate signature.
  - HVAC Permit Application**: HVAC permits will only be issued to a Wisconsin Certified HVAC Contractor or HVAC Qualifier. Submit completed form with appropriate signature
  - Exterior Plumbing (Utility Connection) Permit Application**: Exterior Plumbing permits will only be issued to a Wisconsin Certified Utility Contractor, Master Plumber, or Master Plumber-Restricted. Submit completed form with appropriate signature.
- 7) \_\_\_\_\_ **PROOF OF OWNERSHIP**: If the Village cannot verify current ownership through Kenosha County (example: recent purchases, deeds in error, etc) you may be required to provide a copy of recorded warranty deed or quit claim deed.
- 8) \_\_\_\_\_ **ANY OTHER ITEMS AS MAY BE REQUIRED DUE TO COVENANT OR OTHER RESTRICTIONS**:  
May include:
  - Erosion Control Permit, or any other required permits as determined by the Village
  - Kenosha County Sanitary Permit or letter of compliance: IF the property is served by a private on-site sewage disposal system, a permit or compliance statement must be submitted with an application for Additions or Alterations.
  - written approval from Architectural Control Committee or Developer.
  - other ( \_\_\_\_\_ )

**Checklist for Additions, Alterations & Accessory Structures (Continued)**

I, \_\_\_\_\_ (Print Name), understand that all work shall be done in accordance with the conditionally approved plans and all other local, State or Federal regulations that may be amended from time to time and furthermore I understand the following:

\* Each applicant (Owner and Contractor) is charged with the knowledge of Village Zoning Ordinances, Village Municipal Ordinances, and other County, State or Federal requirements related to the proposed project. Copies of the text of the Village Ordinances or portions thereof are available for sale, copying, or inspection upon request. Any statements made, assurance given, or permit erroneously issued contrary to the relevant Ordinances are null and void.

\* All applications shall have zoning, building, sanitary, and erosion control approval before a zoning or building permit can be issued.

\* All special assessments shall be satisfied before a zoning or building permit can be issued. Contact the Village Treasurer at the Village of Pleasant Prairie.

\* Building and zoning permits may require up to ten (10) working days to be processed. 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 contractor/owner will be contacted and the 10 day review period will re-start when all required information is received.

\* It is the responsibility of the contractor to call the Village of Pleasant Prairie, Building Inspection Department for required inspections. (Minimum of 2 business days notice required.) A re-inspection fee will be charged each time an inspection is required once the inspector has made two (2) previous inspections and the inspection has failed for a second time.

\* It is illegal for anyone to occupy a structure, including people residing or placing/storing any personal property within the structure, until a Final Inspection passes. (Maximum fine \$500.00 per day.) All structures shall be inspected and approved prior to issuance of Final Certificate of Compliance for Occupancy.

\* All related Fees (permits, etc) shall be tripled for work that has commenced prior to issuance of permits.

\_\_\_\_\_  
Signature (Owner/Contractor)

\_\_\_\_\_  
Date

(Part of Ply 4 for Applicants)

### **Cautionary Statement to Owners Obtaining Building Permits**

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 Building 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 and will comply with those standards.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Contractor Credential Requirements**

All contractors shall possess an appropriate contractor credential issued by the Wisconsin Division of Industry Services. Contractors are also required to only subcontract with contractors that hold the appropriate contractor credentials.



# Zoning & Building Inspection Permits Standard Permit Application

(PLEASE PRINT NEATLY)

Job Address: \_\_\_\_\_ Tax Parcel No.: \_\_\_\_\_

Subdivision, CSM, Lot #: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Owner acting as General Contractor (must sign and submit Cautionary Statement Form)  
--OR--

General Contractor (Company Name: \_\_\_\_\_)

Company Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

\*Contractor's Wisconsin Certification # \_\_\_\_\_ (\*Required for all Residential Additions, Alterations, and attached Accessory Structures)

### 1) Proposed Project:

- ACCESSORY STRUCTURE: (please circle all that apply)  
garage / shed / deck / porch / gazebo / pool / hot tub / fence / driveway / residential communication structure/ other: \_\_\_\_\_
- ADDITION
- ALTERATION OR REMODEL
- OTHER: \_\_\_\_\_

### 2) Brief Project Description: (ex. sunroom addition, basement finish, new fence, replace driveway, etc.)

3) Estimated Cost of Project: \$ \_\_\_\_\_

4) Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

### 5) Proposed Dimensions:

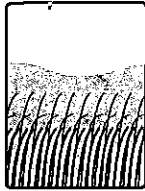
Building Size (Length x Width) \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft. Building Height \_\_\_\_\_ ft.

Fence Height \_\_\_\_\_ ft. Fence Material: \_\_\_\_\_ Above Ground Pool Height \_\_\_\_\_ ft.

NOTE: ANY WORK STARTED WITHOUT THE REQUIRED PERMITS OR CONNECTION FEES MAY RESULT IN TRIPLED PERMIT FEE AMOUNTS. The undersigned hereby makes application for this permit to do the work herein described and as shown on the attached Plat of Survey/Site Plan and construction plans, and hereby agrees that all of the work will be done in accordance with all applicable codes and ordinances of the State of Wisconsin, the County of Kenosha and the Village of Pleasant Prairie.

Owner/Contractor Name (PLEASE PRINT): \_\_\_\_\_

Owner/Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**PLEASANT PRAIRIE**

Parent A/P # (if applic) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Permit A/P # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Permit Application for Single Family and Two-Family Residential Electric, Plumbing, HVAC, or Exterior (Utility) Plumbing**

PLEASE FILL OUT A SEPARATE FORM FOR EACH CONTRACTOR

(PLEASE PRINT)

Job Address: \_\_\_\_\_ Tax Parcel No.: \_\_\_\_\_

Sub, CSM, Lot #: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Electric  Plumbing  HVAC  Utility (Exterior Plumbing) ESTIMATED VALUE: \$ \_\_\_\_\_

WISCONSIN LICENSE # \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

ELECTRIC	INTERIOR PLUMBING	HVAC	EXTERIOR (UTILITY) PLUMBING
<input type="checkbox"/> New Electric Service for a new home _____ amp new home (SFR): \$180.00 each new home (2FR): \$360.00 each  <input type="checkbox"/> Additional Electric sub-panel \$50.00 per panel  <input type="checkbox"/> Generator & Transfer Switch _____ amp \$50.00 per set  <input type="checkbox"/> Electric Service Update: FROM _____ amp TO _____ amp And/or: FROM: _____ OH _____ UG TO: _____ OH _____ UG \$100.00 per panel  <input type="checkbox"/> Electric Service Repair \$50.00  <input type="checkbox"/> Electric Wiring Extension / Rewiring: _____ sq ft being remodeled or added \$ .10/sq ft, min. \$50.00  <input type="checkbox"/> Electric for Swimming Pool, Hot Tub, or Pond \$50.00	# Water Closet/Bidets: _____ # Hose Bibs: _____ # Dishwashers: _____ # Tubs/Showers: _____ # Laundry Trays: _____ # Clothes Washers: _____ # Ejector Pit: _____ # Garbage Disposals: _____ # Sinks: _____ # Floor Drains: _____ # Water Heaters: _____ # Water Softeners: _____ Lawn Sprinkler (AVB): _____ # Other ( ): _____  <input type="checkbox"/> TOTAL FIXTURES: _____ \$10.00 per fixture: new home (SFR): min \$150.00 new home (2FR): min \$300.00 existing home: min \$50.00  <input type="checkbox"/> City of Kenosha Temporary Water Card \$100.10 each, plus above listed Total Fixture fee.	<input type="checkbox"/> New Heating Unit(s) for a new home BTU: _____ new home (SFR): \$150.00 new home (2FR): \$300.00 plus \$25.00 each additional heating unit  Existing Home: <input type="checkbox"/> Additional Heating Unit BTU: _____ \$50.00 per unit Describe: _____  <input type="checkbox"/> Furnace BTU: _____ \$50.00 per unit  <input type="checkbox"/> Heating Pipe Extension: _____ sq ft being remodeled or added \$.10/sq ft, min. \$50.00  <input type="checkbox"/> Air Conditioner \$50.00 per unit	<input type="checkbox"/> Road Opening/Work in the Right-of-Way \$150.00  <input type="checkbox"/> Water Lateral \$75.00 each  <input type="checkbox"/> Sanitary Sewer Lateral \$75.00 each  <input type="checkbox"/> Storm Sewer Lateral \$75.00 each  <div style="border: 2px solid black; padding: 5px;">                     Special Assessment Connection Fees:                       Property Record Maintenance Fee: (applies to HVAC &amp; PLUMB/ Electric not associated with a construction permit)   <input type="checkbox"/> \$15.00                       Sump grant #: _____   <b>TOTAL FEES DUE:</b> </div>

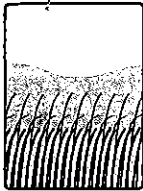
Re-inspection fee \$50. Failure to call for inspection fee \$75. Triple permit fee for work started without permit.

**Permits may require up to ten (10) working days to be processed.**

NOTE: The undersigned Wisconsin Certified Contractor makes application for this permit on behalf of the property owner and therefore takes responsibility for all work for which this permit is issued for in accordance with all applicable State of Wisconsin Codes and all Village of Pleasant Prairie Codes.

**WI Certified Contractor Name (PLEASE PRINT):** \_\_\_\_\_

**WI Certified Contractor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**PLEASANT  
PRAIRIE**

Parent A/P # (if applic) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Permit A/P # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Permit Application for Single Family and Two-Family Residential  
Electric, Plumbing, HVAC, or Exterior (Utility) Plumbing**

PLEASE FILL OUT A SEPARATE FORM FOR EACH CONTRACTOR

(PLEASE PRINT)

**Job Address:** \_\_\_\_\_ **Tax Parcel No.:** \_\_\_\_\_

**Sub, CSM, Lot #:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

Electric  Plumbing  HVAC  Utility (Exterior Plumbing) ESTIMATED VALUE: \$ \_\_\_\_\_

**WISCONSIN LICENSE #** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

ELECTRIC	INTERIOR PLUMBING	HVAC	EXTERIOR (UTILITY) PLUMBING
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**WI Certified Contractor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**PLEASANT PRAIRIE**

Parent A/P # (if applic) \_\_\_\_\_ Permit A/P # \_\_\_\_\_

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Job Address: \_\_\_\_\_ Tax Parcel No.: \_\_\_\_\_

Sub, CSM, Lot #: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Electric  Plumbing  HVAC  Utility (Exterior Plumbing) ESTIMATED VALUE: \$ \_\_\_\_\_

WISCONSIN LICENSE # \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

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**WI Certified Contractor Name (PLEASE PRINT):** \_\_\_\_\_

**WI Certified Contractor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**VILLAGE OF PLEASANT PRAIRIE  
DESIGN STANDARDS FOR SINGLE FAMILY RESIDENTIAL DISTRICTS**

ZONING DISTRICT	1st Floor Area (sq ft)	Total Floor Area (sq ft)	Building Height (ft)	Width of the dwelling (ft)	Street Setback* (ft)	Shore Setback (ft)	Wetland Setback** (ft)	Side Setback*** (ft)	Rear Setback (ft)	Driveway Setback (ft)	# of detached Accessory Struct. allowed
R-1, Rural Residential	1500	2000	35	28	65/40	75	25/10	25	50	5	3
R-2, Urban Single Family	1500	2000	35	28	65/40	75	25/10	25	50	5	3
R-3, Urban Single Family	1000	1400	35	28	65/30	75	25/10	10/15	25	5	3
R-4, Urban Single Family	1000	1400	35	28	65/30	75	25/10	10/15	25	5	3
R-4-5, Urban Single Family	1000	1400	35	26	65/30	75	25/10	10/15	25	5	3
R-5, Urban Single Family	900	1200	35	24	65/30	75	25/10	10/15	25	5	3
R-6, Urban Single Family	700	1200	35	24	65/30	75	25/10	8/15	25	5	2

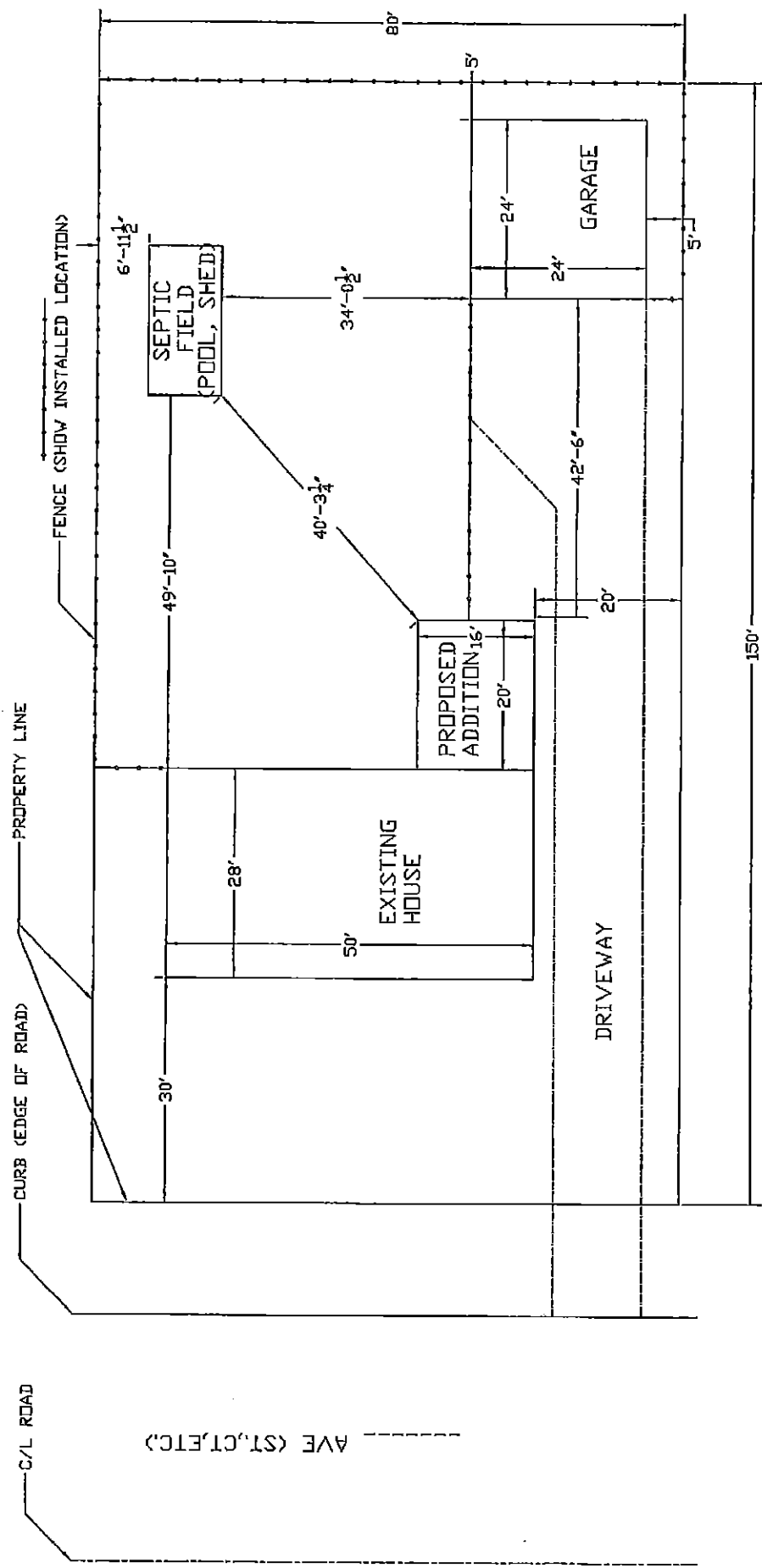
**Single-Family Dwelling Standards**

- No building or parts of a building shall exceed 35 feet in height, except as provided in the Village Zoning Ordinance
- The minimum floor area of a dwelling excludes the garage, decks, porches and basements.
- 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 unit 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.
- For all one (1) story dwellings, the length to width ratio of the 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 minimum width of the short side of a dwelling unit shall not be less than listed above.
- 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 one (1) foot.
- Permitted roof surface materials (including accessory garages and carports) includes: wood shakes, asphalt, fiberglass, composition or wood shingles, clay tiles, concrete tiles, slate or other appropriate roofing material as approved by the Village Zoning Administrator.
- Permitted exterior materials (including accessory garages and carports) includes: brick, stone, wood, masonry, concrete, stucco, aluminum or vinyl siding or other appropriate siding material as approved by the Village Zoning Administrator. The exterior siding shall extend to the top of the foundation and be within 6 inches above the final grade.
- The front facade of the structure shall be placed parallel to the street property line, unless otherwise approved by the Zoning Administrator.

**Setbacks**

- \*Street setback** – the first number is the setback from the structure to the right-of-way of all Federal, State and County Trunk highways and the second number is from the structure to all other public right-of-ways or private roads as measured from the outer edge of the gravel shoulder or back of curb; except as provided for in the Zoning Ordinance.
- Shore setback** - not less than 75 feet as measured from the structure to the ordinary high water mark of any navigable water, except as provided for in the Zoning Ordinance.
- \*\*Wetland Setback**- not less than 25 feet as measured from the structure to the wetlands on the same property and not less than 10 feet as measured from the structure to the wetlands on adjacent properties (setback includes all structures, driveways, parking areas).
- \*\*\*Side setback** – the first number is measured from the structure to the side property line. If an attached garage is not constructed, then at least one side yard setback shall be 15 feet to allow for adequate room for a driveway to a future detached garage.
- Rear setback** – as measured from the structure to the rear property line.
- The entire length of a driveway shall be setback a minimum of 5 feet from the property line, except as provided for in the Zoning Ordinance.

# EXAMPLE ONLY



**VILLAGE OF PLEASANT PRAIRIE**  
**EXAMPLE SITE PLAN**

DATE: OCTOBER 2004  
 REVISED:

DRAWN BY: KEN ROBERS

SCALE: 1" = 1'

VPP-BI-0020-1



## Plat of Survey Requirements Information Sheet

The Plat of Survey must be prepared by a Wisconsin Registered Land Surveyor and shall comply with the requirements of Section 236.34 of the Wisconsin Statutes, as amended from time to time and all the requirements of the Village Ordinances.

### A Plat of Survey shall include the following:

1. Property site boundaries and adjacent lands that accurately identify the site location including a graphic scale and north arrow. Names and addresses of the applicant, owner of the site, and Wisconsin Registered Land Surveyor.
2. Existing and proposed road right-of-way lines and road names on site and adjacent to the site. Location of Lakes, streams, wetlands, shore lands, channels, ditches and other water courses and/or the 100-year floodplain on and immediately adjacent to the site, where applicable.
3. Location and dimensions of storm water drainage systems and/or direction of natural drainage patterns on and immediately adjacent to the site, including utility easements and the location of any wells, septic fields or holding tanks and their distances from lot lines and structures.
4. Existing and proposed elevations at the property corners and at all corners of the proposed structure(s), and benchmark elevation.
5. All existing and proposed street, side, rear, shore yard and wetland setbacks from all existing or proposed structures to the lot lines or ordinary high water mark. All street yard setbacks of structures on adjacent lots shall be shown to determine building site lines.
6. The location of the permanent residential driveway with setbacks to the side property lines. The driveway shall be a minimum of 5 feet from the property line and shall not be placed over sanitary sewer and water lines that may be brought to the house.
7. Location of construction entrances (graveled driveway) including the location of on-site parking area for construction vehicles (graveled and paved parking area) if different from the residential driveway.
8. The location of all existing and proposed structures with grades as required by following Village of Pleasant Prairie Municipal Code.
  - a. Existing grade levels at property lines will not be altered or changed to an appreciable extent in relation to grade levels of adjoining property. Grade is defined as the highest elevation taken at top of foundation wall. Finish grade assumed to be .66 feet below top of wall elevation.
  - b. Plat of Survey for new residential dwellings will reference the following elevation points: 1) Crown of road at center line of lot; 2) Existing elevations at new dwelling corners; 3) Highest point of proposed foundation; and 4) Finish grade at foundation of abutting residential structures (finished first floor elevations are also acceptable).
  - c. Top of Foundation elevations will conform to the following: 1) Foundation elevation shall be one to two feet above centerline of roads; 2) Foundation may be set higher where existing lot grade is more than two feet above road grade by the Village Building Inspector; and 3) Where abutting dwellings are above and below proposed elevations, and average of two existing grades will be used to set new structure grade.

EXAMPLE: Existing Dwelling #1 = 650'  
Existing Dwelling #2 = 656'  
Grade for new Dwelling = 653'
  - d. Elevation may be set by the Village Building Inspector, with the approval of the Community Development Director, in certain cases.
9. Any additional information that may be required by the Village Board, Plan Commission, Building Inspection or Community Development Departments.

VILLAGE OF



PLEASANT  
PRAIRIE

## Contact Information

### Village of Pleasant Prairie

#### Village Hall

9915 39<sup>th</sup> Ave

Pleasant Prairie, WI 53158

(262) 694-1400

[www.pleasantprairieonline.com](http://www.pleasantprairieonline.com)

Community Development Department  
Planning and Zoning  
(262) 925-6717

Inspection Department  
(262) 694-9304

Assessors Office  
(262) 925-6707

Tax Information  
(262) 925-6725

Special Assessment Payments  
(262) 925-6703

Utility Billing  
(262) 925-6705

Village Administrator's Office  
(262) 925-6721

### Village of Pleasant Prairie

#### Roger Prange Center

8600 Green Bay Rd

Pleasant Prairie, WI 53158

(262) 694-1403

Public Works Department  
(Streets, Engineering)  
(262) 925-6765

Utilities, Clean Water  
(262) 925-6777

Garbage & Recycling  
(262) 925-6700

### Kenosha County Center

#### Office of Planning & Development

19600 75<sup>th</sup> St

Bristol, WI 53104

(262) 857-1895

Sanitarian's Office  
(262) 857-1895

### Wisconsin Department of Commerce

#### Safety & Buildings Division

PO Box 7082

Madison, WI 53707-7082

S & B Credentialing Unit  
(608) 261-8500

[www.commerce.wi.gov](http://www.commerce.wi.gov)