

## VILLAGE OF WHITE LAKE ZONING OR REMODELING PERMIT GUIDELINES

- Complete and sign the attached application. Complete plot plan or attach a sketch to application.
- Submit completed application to Village Clerk. Application must be complete with plot plan attached as applicable and original signature of property owner. Any incomplete forms will be returned to the property owner or agent for completion and a new review period will begin after completed form is returned to clerk.
- Your signature on the application states:
  - That you agree to allow the Village to enter upon and inspect the property as needed to obtain information for completion of the approval process
  - That all proposed work will be done in accordance with all requirements of the Zoning Ordinance and all other applicable ordinances of the Village of White Lake and all laws and regulations of the State of Wisconsin. \*See note below.
- Clerk will submit the form/s to the Village Trustees responsible for reviewing and approval of permits. The proposed construction site must be staked out prior to any onsite visit by the Village Board that may be necessary to obtain information
  - The onsite visit may result in additional conditions placed on the application that may require corrective action by the owner or agent. These conditions may also require review from the Village Board and may delay the application process until the next regular scheduled village board meeting.

### **Time line for Application Process and Permit Issue:**

- If proposed construction site meets all requirements the application can be approved immediately. Trustees will return necessary paperwork to Clerk and permit can be issued within one {1} to two {2} business days. **Applicable Fees are due at this time.**
- If proposed construction site requires corrective action the approval will be delayed until corrective action is completed by owner or agent.
- If the conditions required for approval cannot be met or are disputed by property owner the application request will be put on the agenda and reviewed by the Village Board at the next scheduled Village Board meeting. This may delay the application process thirty {30} to forty-five {45} days.
- Permits expire within 6 months of issuance if proposed construction has not commenced. Village may approve a one {1} time extension at no charge if requested prior to expiration date. Proposed construction must be substantially completed within two {2} years from original permit issue date.\*\*
- Permits allowed to expire past 6 months from issue date without commencement of work and no extension request will require a new application payment of fee as applicable and approval.

**\*Note:** Some items may require additional permits such as building or sanitary permit. These permits are not approved or administered by the Village and it is the responsibility of the owner or agent to obtain any required permits prior to commencement of proposed work. Contact Duff Leaver, County Zoning Administrator.

\*\*Exterior must be shelled in and finished with weather resistant material.

**FEE SCHEDULE** (to be paid upon approval or obtaining permit):

**Forty {\$40} dollar application fee required:**

- New construction to include main living quarters, attached garage, or any detached building or structure, i.e., garage, storage sheds or units.
- Enlargement (additions), or anything that alters existing structure or floor plan to include porches, decks, and patios. (Decks if attached to existing structure)
- New or replacement of concrete for a garage approach, porch, patio, or slab.
- Asphalt paving of new or existing driveways.
- Installation of heating or ventilation.
- Moving or demolition of buildings or structures.
- Anything that affects the fire hazards or safety of a building or structure.

**No-Charge Applications:**

- Sidewalks to include repair or replacement of existing.
- Replacement of an existing porch, deck or patio with same structure/design.
- Driveways to include new or any entrance from street to the lot or premise.
- Roof: re-shingle of existing to include tear off or shingle over existing roof (only 2 layers of shingle are allowed before tear off is required).
- Replacing the exterior material on buildings (i.e., vinyl or other siding, wood, brick, stone or other).
- Tree removal if lake shoreline property

**Note:** This schedule does not reflect all situations in the Village of White Lake ordinances but is meant as a guideline for the more common situations.

**If unsure if permit is required or not please contact the Village Clerk for more information.**