



## TOWN OF LEEDS

Applications for Sanitary, Zoning and ERN permits are available in the Planning & Zoning Office located in the Columbia County Administration Building (Court House). Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. All permit forms, fee schedules and supplementary information are available at the Planning & Zoning Department website.

The building process including County and Town Permits must occur in the order shown below. Before any permit can be issued, the property **must** be recorded at the Register of Deeds indicating you are the owner of record.

### DETERMINE ZONING DISTRICT of PROPERTY and FLOOD PLAIN STATUS

- Verify the Zoning District of the property through the Planning & Zoning Dept. and Floodplain Status ([www.fema.com](http://www.fema.com)) to determine if your lot is buildable

### SOIL TEST

- Contact a Certified Soil Tester for a soil evaluation. The test results will dictate the type and size of septic system that is suitable for the property. (A list of Certified Soil Testers is available at the Planning & Zoning Dept.)

### DRIVEWAY PERMIT

- If property is on a town road (e.g. Johnson Drive), contact General Engineering Company, (608) 697-4070 to obtain a Driveway Permit.
- If property is on a county highway (e.g. County Highway "U"), contact the County Highway Office at (608) 429-2156 to obtain a Driveway Permit.
- If property is on a state highway contact Scott Hinkle, (608) 246-5334 to obtain a Driveway Permit
- Existing driveways may require a current permit. Please consult with appropriate contact listed above.

### SANITARY PERMIT

- Obtain application for County Sanitary Permit. The Master Plumber you contract with should have this form on hand.
- The application form and plans for the septic system will be prepared by a person licensed by the State of Wisconsin as a Master Plumber or Designer. (A list of Master Plumbers is available at the Planning & Zoning Dept.)

### ZONING PERMIT

- Obtain an application for County Zoning Permit.
- The Zoning Permit may either be completed by the owner or by the builder/contractor.
- The owner's original signature is required.
- All pages of the application must be completed accurately and permit fee received prior to processing.

### ERN PERMIT

- Obtain and complete County Emergency Response Number (ERN) form.
- An Emergency Response Number (ERN) is required when address is not assigned to property.
- A Driveway Permit is required in order to receive an Emergency Response Number.

### UNIFORM DWELLING CODE REQUIREMENTS

- Obtain Town Building Permit/UDC Building Permit and Uniform Dwelling Code Requirements  
Contact: General Engineering Company  
916 Silver Lake DR., PO Box 340  
Portage, WI 53901  
(608) 745-4070

### TOWN CONTACT:

Alan Kaltenberg, Planning Chair  
(608) 635-8708

*It is the responsibility of the property owner and builder/contractor to ensure that all permits have been obtained prior to construction.*

## **MINIMUM SETBACK REQUIREMENTS**

The **minimum** required setback for any building from the center line of the road or right-of-way (R.O.W.) is as follows:

Town Road..... **63 feet** from the center line or 30 feet from the R.O.W.  
County Trunk ..... **75 feet** from the center line or 42 feet from the R.O.W.  
State or Federal..... **110 feet** from the center line or 50 feet from the R.O.W.

**\*NOTE\*** The greater distance from the road must be used. For example you measure your proposed garage to be 65 feet from the center line of a Town Road and 25 feet from the R.O.W. You must move your proposed garage back an additional 5 feet to be at least 30 feet from the R.O.W. The opposite can also happen, for example you measure your proposed house to be 63 feet from the center line of a town road and 35 feet from the R.O.W. You would not be able to move your house closer to the R.O.W because you are already at the minimum setback of 63 feet.

**Height**--No building can exceed a height of 35 feet. Garages on Single Family/Recreational zoned lands have 18' height restriction.

**Floor Area**-- No buildings used for residential purposes can be under 900 square feet or be under 24' wide and have a roof slope less than 3:12

**Lot Area**-- New lots must contain at least 20,000 square feet and a minimum average width of 100 feet

**Rear Yard**-- Not less than 25 feet in depth from the main building to the rear property line

**Side Yards**--For single family dwellings, the aggregate width of the side yards should not be less than 25 feet, and no single side yard should be less than 10 feet wide.

For lots less than 75 feet wide, the aggregate width of the side yards should be the equivalent of 4 inches for each foot of lot width and no single side yard should be less than 40% of the aggregate width. (See "Minimum Setbacks" sheet.)

All structures including decks must be built **75 feet** from the ordinary high water mark of a lake, stream or river. A lesser setback may be permitted when done in accordance with Section 16-5-41 of the Columbia County Shoreland-Wetland Protection Ordinance. If building a boathouse, see handout sheet "Guidelines for Construction of Boathouses".

Other setback distances that must be considered when planning to build are:

Your **Treatment Tank** for your septic system must be at least:

- 5 feet from the house (all structures)
- 2 feet from the property line
- 10 feet from any underground water supply system
- 25 feet from a well, lake, stream, or pond

Your **Soil Absorption Area** for your septic system must be at least:

- 10 feet from any building
- 50 feet from any well, lake, stream or pond
- 5 feet from the property line

Your **Well** (private water systems) must be at least:

- 2 feet from the eaves of any building
- 25 feet from all treatment tanks
- 50 feet from the soil absorption area