

# VILLAGE OF OCONOMOWOC LAKE

West Pabst Road Oconomowoc, Wisconsin 53066

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## BUILDING PERMIT PROCEDURES

No structure shall be erected, moved, reconstructed, extended, enlarged, or have its exterior altered or changed without the Architectural Control Board approval. If a structure is to have interior changes or remodeling, no Architectural Control Board approval is needed – proceed to step 4. The Architectural Control Board has been established for the purpose of promoting compatible development, aesthetics, stability of property values, and to prevent impairment or depreciation of existing developments.

1. Follow the procedures outlined for obtaining a Certified Survey Map (CSM). If one has already been done, proceed to step 2 after reading the information below.

NOTE: Before proceeding, if you are not serviced by municipal sewer, you will have to check with the Waukesha County Department of Environmental Health regarding your plans to see if they are feasible and what effect they may have on your present septic system. The Department of Environmental Health may advise that a change in your septic system may be necessary to obtain a building permit from the Village.

You must check with the Waukesha DNR Water Regulation and Zoning to see if a Chapter 30 or a NOI (Notice of Intent) permit is required for the project.

Waukesha County Department of Parks and Land Use Division of Environmental Health 1320 Pewaukee Road Room 260 Waukesha, WI 53188-3868 Phone: 262-896-8300
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2. The Architectural Control Board must review all building permit applications pertaining to exterior changes. Submit three (3) copies of the building plans and PDF files of your plans along with the CSM and/or site plan and any applicable fees to the Village a minimum of fifteen (15) days prior to the meeting date of the Architectural Control Board, which is usually the fourth Monday of the month. The Village will advise of the next meeting date upon application. (See Architectural Control Board submission requirements.)
3. The Architectural Control Board will hold a public meeting. Notifications will be made by the Village to all parties of interest in the vicinity of the property for which the request is being made, usually those within 100 feet of your property. Your assistance in identifying these property owners may be required.
4. After approval by the Architectural Control Board and County Department of Environmental Health for exterior changes or for any interior changes, please contact the Village Hall (262-567-5301) to obtain the

Application for Zoning Permit. After the completed application is received, along with an appropriately signed Affidavit of Cost and the necessary permit fees are paid, Thomas Marks, the Village Building Inspector, will approve the application and the building and zoning permit will be issued.

The fees for building permits for new construction include the permit charge of \$7.00 per \$1,000.00 of construction value (based on the entire project cost), with a minimum fee of \$200.00, and any expenses incurred by the Village in the form of attorney or engineering fees to review your plans. The fees for remodeling permits are \$7.00 per \$1,000.00 of construction value (based on the entire project cost), with a minimum fee of \$200.00. A permit for upgrading or installing new electrical service is \$75.00. Entire project costs for remodeling and new construction include the cost of razing, grading, construction, and landscaping.

5. An erosion control plan shall be submitted for all construction projects. Please verify with the Village Zoning Administrator if this requirement can be waived. See Ordinance 130 of the Village ordinances for requirements.

#### OCCUPANCY BOND REQUIRED

- (a) Deposit required. No building or razing permit shall be issued by the Village of Oconomowoc Lake for the construction or demolition of a building or construction of an addition to or remodeling of an existing building on any land if the project is subject to Architectural Review Board approval or has a projected dollar amount greater than of \$20,000.00 until a cash deposit, based on the of the total amount of all estimated costs of all proposed improvements to include but not limited to construction and landscaping costs in the amount of the greater of 5% or \$5,000.00 and shall not be more than \$100,000.00. The bond cost for a razing permit shall be \$5,000. The deposit shall be paid to the Village of Oconomowoc Lake at the time an application is made for issuance of the building permit.
- (b) Deposit returned.
  - (1) The sums deposited shall be retained by the Village of Oconomowoc Lake until such time as the treasurer receives written notice from the Village Administrator to refund some or all of the money deposited. The Village Administrator shall not authorize any refund of the money deposited until after grading and landscaping of the premises has been completed with grass established, certification that the construction or demolition of a building or construction of an addition to a remodeling of an existing building to the satisfaction of the Village Administrator has been completed, construction debris removed, all applicable ordinances have been complied with and occupancy has been granted. All Construction as well as Landscaping shall be concluded in accordance with those plans that had been originally submitted to and previously approved by the Village of Oconomowoc Lake Architectural Control Board.
  - (2) In the event damage is done to Village roads or to the road ditch adjacent to the property as a result of construction activities, the deposit shall be used to pay any cost incurred by the Village, to repair such damage. In the event the deposit is insufficient to cover all costs incurred by the Village, the property owner shall be liable to the Village for payment of any excess costs and no occupancy permit shall be issued for the property until such costs are paid. The balance of the deposit, after deducting such expenses incurred by the Village to repair the damage, or alternatively, the entire deposit in the event no such damage has occurred, shall be disbursed to the then-current owner of the subject property by the

treasurer after receipt of written note from the building inspector as noted in subsection (b)(1) of this section.

- (3) The property owner shall pay and reimburse the Village promptly upon billing for all fees, expenses, costs and disbursements which shall be incurred by the Village work contemplated by or to enforce the building permit or razing permit including without limitation by reason of enumeration, design, engineering, review, supervision, inspection and legal, administrative and fiscal work. Any such charge not paid by property owner within thirty (30) days of being invoiced may be charged against the deposit held by the Village pursuant to this agreement or assessed against the subdivision land as a special charge pursuant to 66.0627, Wis. Stats.
  - (4) The property owner is solely responsible to claim disbursement of the deposit from the treasurer. If the work contemplated by the building permit or razing permit is fully complete, including landscaping, removal of construction debris, compliance with ordinances and an occupancy permit has been granted, and the property owner makes no claim for recovery of the deposit within 24 months of such completion, the deposit shall be automatically and irrevocably forfeited to the Village. Upon such forfeiture, the treasurer is directed to place the deposit into the Village general fund.
- (c) Time to pay. The Village shall give each property owner billed for payment of any excess costs a period of time not to exceed 30 days to pay and, thereafter, if that charge remains unpaid, the clerk shall automatically charge that delinquent bill against the deposit on file with the Village and/or charge the current or next tax roll as a delinquent tax against the property as provided by law. In the event the statement rendered to the property owner or the time given for the property owner to pay is too late in the current year for the charge, when it becomes delinquent, to be extended on that year's tax roll, then the delinquent charge shall be extended to the following year's tax roll.
- (d) Appeal. Any person who wishes to dispute the amount of refund may contact the clerk and request to appear before the Village Board at the upcoming regular Village Board meeting and may, at that time, present the matter to the Village Board for resolution. Appeal from the decision of the Village Board shall be by writ of certiorari to circuit court.

The owner is responsible to contact the Village Building Inspector, Thomas Marks, at 262-490-0513, for all state-required inspections.

The owner, or his agent, agrees to observe and maintain the legal requirement of front, side and rear yards, height and area as provided by Chapter 17 of the Zoning Code for the Village of Oconomowoc Lake. Any changes to approved plans must be submitted to the Village for review and for possible resubmittal to the Architectural Control Board.

Building and zoning permits shall expire if the work authorized is not commenced within six (6) calendar months from the date of issuance of such permit, or is suspended or abandoned for a period of 90 days at any time after the work is commenced, or if the work authorized by the Architectural Control Board and all conditions imposed as part of said authorization are not completed within 24 months from the date of issuance of such permit. (See Chapter 17.16(4) of the Zoning Code for more detail)

Please check with the Village prior to the completion of construction if an occupancy inspection and permit are necessary.

**NOTE:** During your project, you must adhere to the restrictions addressed in Ordinance 228 and Ordinance 300: “Activities shall not begin before 7:30 a.m. between Monday and Saturday and activities shall not continue beyond 5:00 p.m., and no such activities will take place on Sundays or holidays.”

**ANY CONSTRUCTION/GRADING/LANDSCAPING CHANGES made during construction not approved by the Village will result in forfeiture of the Occupancy Bond. All costs incurred by the Village to bring the building and plans into compliance will be passed on the owner, applied against the occupancy bond at a cost of 125% of those costs. It is imperative that any changes be reviewed and approved by the Village before proceeding.**

**Submittal Worksheet:**

- 1. 3 sets of Plans and PDF file of the plans**
- 2. Site plan with tree locations, grading and topography map if applicable**
- 3. Erosion Control plan**
- 4. Color chart for siding, soffit, fascia, windows, and trim**
- 5. Schedule of materials list**
- 6. Septic approval from Waukesha County if applicable**
- 7. Samples of building materials shall be furnished unless waived by the Zoning Administrator. This should include siding, roofing, trim, including soffit and fascia, and stone and/or brick.**