

**TOWN OF HAY RIVER
ZONING/BUILDING PERMIT PROCESS**

FROM: Town of Hay River (715) 632-2525
Michelle Drury, Clerk
E4039 1210th Ave
Boycevi11e, WI 54725

RE: Township Permit
Requirements

Please review the permitting process for building & remodeling projects in the Town of Hay River.

NEW HOME or NEWLY DEVELOPED SITE

(Includes any building, well or sewer on a previously undeveloped or vacant property)

1. Permits for newly developed sites (new homes...) must be presented to the Town Plan Commission prior to any other steps pursuant to Town Land Use Planning and Zoning. The Commission typically meets the first Monday of each month. To get on their agenda, please call Russ Hitz at 715-632-2143. Once the local plan commission grants their approval, you will be instructed to contact Dunn County Zoning as in step 2.

HOME REMODELING, NEW or REMODELED OUTBUILDINGS, OTHER

2. Contact Dunn County Zoning Division of the Environmental Services Department at 231-6521 or go to their office at 3001 US Why 12 E, Suite 240A. This office issues the **Zoning Permits** necessary to begin building & remodeling projects in the Town. This step is necessary as the Town adopted Dunn County's Comprehensive Zoning Ordinance several years ago. **County Zoning Permits** are good for 2 years, so it may be wise to include any projects that you plan to do in that time frame. A permit poster will be issued. This office also issues the **Sanitary Permits** necessary prior to installing any septic systems. They also handle placement **fire numbers**. They will charge their current fees.

REMINDER: You must get approval from the local plan commission for new homes or newly developed sites prior to seeking a County Zoning permit. See #1.

3. After you have completed the necessary steps above, as warranted by your project, and been issued a County Zoning permit you must contact the Clerk to obtain your **Township Local Administrative Permit**. There is a fee which must be submitted with the Permit Application. Permits are required to help track changes for the assessor and building inspector. The fee is \$25.00 for a standard permit (any other than a new home) and \$100.00 for a new home or newly developed site. There are no posters issued for this permit. REMINDER: All dwelling projects must comply with the WI UDC code. See #5.

4. If you are on a Township Road and need to install a new driveway you must obtain a **driveway permit** from the Clerk. There is a \$50.00 fee for this which must accompany the application which is obtained from the Clerk. At least one member of the Town Board will inspect the proposed driveway location to be sure that it complies with the

Town Driveway Ordinance. A determination will be made regarding culvert placement... Please note that the Town roads for inappropriate use, this would include damage to a road caused by driving off the road through a ditch. Any driveway shared by two or more homes must be built to Town Road Standards per Town Ordinance. Access from Country Roads will require you obtain a permit from the County.

5. UNIFORM DWELLING CODE

The Town has adopted the State of Wisconsin Uniform Dwelling Code. This means that all dwellings build in the Town must meet State building standards. It is your responsibility to contact the building inspector prior to your building project to notify him and begin the process. He will inspect your project during the building process to make sure it complies. You are responsible for his fees. The Town **Building Inspector** is Fred Weber and his phone number is **(715)-556-0066**. The Inspector will issue a Building Permit Poster for you to display on your property with the County Zoning Permit Poster. Failure to have your buildings inspected may result in occupancy not being allowed and further action may be taken.

6. SOME BASIC INFORMATION:

- a. 5 acre minimum parcels are required through the County Ordinance
- b. All homes, including manufactured homes, must be on a full or partial basement or be on a slab equal to the size of the dwelling.
- c. There is an additional Ordinance pertaining to Manufactured Home Courts.
- d. Manufactured Home must be 1976 model or newer.
- e. If the County does not require a Zoning Permit you must still contact the Town.

FAILURE TO OBTAIN PERMITS PRIOR TO THE BEGINNING A PROJECT CAN RESULT IN FINES FROM DUNN COUNTY AND THE TOWN OF HAY RIVER.

It is suggested that all permit posters issued for a project be posted together in a location that can be easily viewed from the road. Note the county Zoning office may place the zoning permit poster if they inspect the property prior to issuing their permit.

Notes:

Thank you for your attention to this matter.