

**GRANT COUNTY**  
**CONSERVATION, SANITATION AND ZONING DEPT**  
150 West Alona Lane, Suite #1, Lancaster, WI 53813 608/723-6377 X4  
[www.co.grant.wi.gov](http://www.co.grant.wi.gov)

**Zoning Permit Application Process**

- ✓ Is your project a permitted use?
  - Contact our department to inquire if any other permits are needed for your project (ex. Rezone, conditional use permit, special exception permit etc.)
  
- ✓ Is the structure going to have internal plumbing (running water)?
  - A sanitary permit is needed prior to the issuance of a zoning permit (Refer to the “Sanitary Permit Process” document)
  
- ✓ Are you building on a land-locked parcel?
  - Land-locked parcels must have an easement width of at least 66 feet wide for a zoning permit to be issued.
  
- ✓ Are you proposing to build in a shoreland or floodplain zone?
  - Shoreland zoning applies to all land within 300 feet of a navigable waterway. The measurement is made from the ordinary high water mark and vertical distance has no implications on being in or out of the shoreland zone.
  - Floodplain zones are defined by FEMA.
  - If you are located in either or both zones, applications for these are needed. Contact our department so we determine if you or in either of these zones.
  
- ✓ Complete the zoning permit application
  - Sign and date the bottom of the application on the front page
  - Include the correct fee. The zoning permit fee is the project cost/\$1,000. If the project is not greater than \$50,000, then the permit fee is \$50.
  - Complete the plot plan (second page) correctly.
    - Include items such as patios, decks, porches, retaining walls, etc. that will be part of the structure you are applying for.
    - State how far the structure will be located from the property lines, center of the nearest road, septic tank, drainfield, and well.

- Mark out the footprint with stakes/flags prior to construction so we can visit the site and ensure that setbacks will be met.
  - If staff aren't able to determine if a project will meet setbacks, a survey will be required prior to construction.
- ✓ Does your new building have living quarters?
- If yes, a building permit is needed which is obtained from a building inspector. Contact our department so we can give you the building inspectors' contact information.
  - The building inspector needs the sanitary and zoning permit numbers.
- ✓ Are you going to be creating a new driveway/access point?
- A driveway permit is needed from the Township.
- ✓ **PLEASE NOTE: All zoning permits issued in Muscoda Township need to be approved by the Muscoda Town Board.**