



# Natural Resources Department

Public Agency Center  
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West Bend, WI 53095-2003  
(262) 335-4445  
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## Do I need a Permit from the County? Landowner/Contractor Self-Certification Instructions

The county PERMIT APPLICABILITY MAP and PERMIT SIGNOFF SELF CERTIFICATION is primarily used to verify that you, as the landowner or contractor, reviewed the map and in answering the questionnaire determined that a County Permit is not needed for a proposed project. The proposed project must:

- 1) Not create a new access/driveway to a County Highway or construction take place in the right-of-way;
- 2) Lie outside of the jurisdictional Shoreland, Wetland, Floodplain Zoning areas;
- 3) Have proper setback distances from the septic system or have an impact on the system's design; and
- 4) Does not need an Erosion Control or Stormwater Management or a Nonmetallic Mining Permit.

A website, PERMIT APPLICABILITY MAP, has been created to provide you with the information needed to complete the SIGN-OFF SELF CERTIFICATION.

If you answer NO to all of the regulatory areas, the Signoff Self Certification form, and preferably the printed map, may be brought to your local municipality (town/village). The local municipality will review and have you apply for any of their permits and provide approvals before starting your project. If a county permit or approval is needed, by answering YES, review your project with County Staff and they will help guide you through the County permit process.

Visit the Mapping Application at: [Permit Applicability Map](#)

This application contains pop-ups. Having Trouble? Please turn off your pop-up blocker.

- 1) **Locate your Project:** First, find your property by typing in your name, address or tax key in the "Search" area – Upper part of your screen. Select the correct information from the search box to ZOOM into the parcel. In this example, the owner's name was typed as "WASHINGTON COUNTY"

### Step 1: Locate your Project

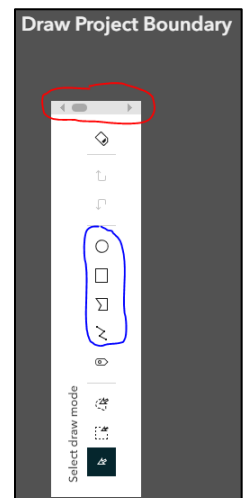
Search by Address, Owner, Taxkey

Study the aerial photograph of your property to get a good understanding of existing features (trees, fields, fence lines, buildings, etc.) so you are able to correctly identify the location of your proposed project. If you click within your property boundary a Property Details box will pop up your parcel will be highlighted in blue. You will need to close the Property Details box for the next step.

- 2) **Draw Project Boundary:** Next, use the Draw Project Boundary drawing tools to outline where your proposed project will be located on your property. This can also be done by hand after printing the map. Please draw or place a shape of your project as close to scale as possible. If you hover your mouse over any of the drawing options, a tool tip will appear identifying the type of shape you can draw. The typical drawing tools are circled in blue.

There are additional options for formatting the drawing shape you selected, note the slide bar at the top, circled in red.

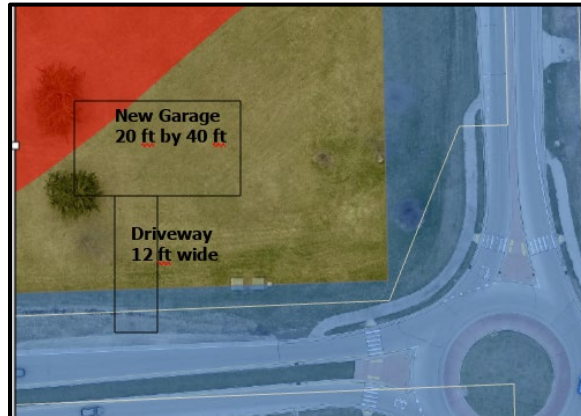
Using the map, you should be able to determine if your project lies within the following areas:



**DISCOVER. CONNECT. PROSPER.**

**Highway Access or working within the Right-of-Way.** If your project is located within or close to the blue shaded area or will need a new driveway, or even if you plan to use an existing farm field access, you are advised to contact the Highway Department to obtain permits or approvals before proceeding with any Town, Village, or City permits.

**Shoreland, Wetland and Floodplain Zone.** If your project is located within or close to the red shaded area or will need a Permit from this office, you will need to obtain this permit before proceeding with any Town, Village, or City permits.



**Private Onsite Wastewater Treatment System.** If your project is a new home, business or will have plumbing that will be connected to a septic system, a Sanitary Permit is required, contact this office for more information.

Otherwise, you will need to determine if your project will have any impact on the property's septic system. In some cases, the existing system was GPS surveyed when installed, if that is the case you will be able to see the layout already on the map. If it is not visible, click on your property again in the Mapping Application to bring up the Property Details box, click the link named "POWTS Information (ASCENT)". This will bring up the Washington County Ascent Land Records Suite, by scrolling down on this page click on the bar that states: Permits.

TOWN OF TRENTON

Property Details: T11\_009000A

**Owner(s)** WASHINGTON COUNTY

**Owner Address** 333 E WASHINGTON ST SUITE 2300 PO BOX 2003 WEST BEND, WI 53095-2003

[POWTS Information \(ASCENT\)](#)

Zoom to

[Return to search results](#)

Owner Id: WASHINGTON COUNTY	Location: NW.Sect. 5, T11N,R20E NE.Sect. 5, T11N,R20E	
Mailing Address: WASHINGTON COUNTY PLANNING AND PARKS DEPT 333 E WASHINGTON ST SUITE 2300 PO BOX 2003 WEST BEND, WI 53095-2003	School District: 6307 - WEST BEND SCHOOL	
Tax Parcel ID Number: 009000A	Tax District: T11-TOWN OF TRENTON	Status: Active
Alternate Tax Parcel Number:	Government Owned: 02-19-1974	Acres: 257.1900

Description - Comments (Please see Documents tab below for related documents. For a complete legal description, see recorded document):  
PT OF NE+NW V559 P36

Site Address (es): (Site address may not be verified and could be incorrect. DO NOT use the site address in lieu of legal description.)  
2064 WALLACE LAKE RD WEST BEND, WI 53090

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Permit #	System Type	Issued Date	Last Service Date
289247	In-Ground Pressure	4/20/1998	10/10/2023
43493	Conventional	9/29/1976	No Service Performed
SAN55007	Conventional	4/17/2018	11/10/2021



Within this “Permits” section tab, you will find existing **Permits** (Sanitary) and **LAND USE** (Zoning) **PERMIT**, the **PERMIT #** colored in **RED** will link you to the details of that Sanitary Permit. For this example, we clicked on permit # **289247**. This screen contains information about the Sanitary System. To view the Permit and Site Plans - CLICK ON THE **“DOCUMENT”** BUTTON near the bottom right of your screen.

The screenshot shows a web form titled "Permit" with a "Return to search results" link. The form contains several fields: Permit Type (Sanitary), Permit No. (289247), Application No., State Transaction, County No. (0), Permit Subtype (Other Modifications), Additional Types, Building Type (<None>), Addl. Explanation, Original Applicant (WASHINGTON SANDY KNOLL RESTROOM), Additional Info, WI Fund Date, WI Fund Amount (0), ISD checkbox, Application Date, Issued On (4/20/1998), Expires On (4/19/2000), Permit Status (Unknown), Permit Issuer (None), Contact Phone, and Contact Email. A red button labeled "Document" is circled in red at the bottom right.

The sanitary documents have been scanned as TIF or PDF images. The file labeled “site plan” will be the overview of your septic system, please review these documents to ensure your project will meet the minimum setback requirements. If you DO NOT meet the minimum distances identified below, potential damage could occur to the septic tank or drain field causing the system to fail and it is recommended to move your project to ensure a safe distance or discuss the details of your project with County Staff for possible approval.

The screenshot shows the "Washington County Image Retrieval Application" interface. It includes a logo for Washington County, WI, and the title "Image Results". Below the title, it states: "Each record below represents an image that has been found. Click the 'Open' button next to the record to view the desired image. Please be patient while your request is being processed." A table lists the search results:

	Doc Type	Description	Pages	
3724519	SAN	sanitary permit	16	Open
3725352	SANDOCs	289247 site plan.pdf	1	Open
3725354	SANDOCs	289247 sanitary oversized.pdf	1	Open

Washington County, WI

- a. A structure should be at least 15 feet from the drainage field, especially down slope from a mound.
- b. A swimming pool must be at least 15 feet away from the drainage field.
- c. A Structure, including deck posts should be more than 5 feet away from a septic tank or holding tank.

Please Note: We do not have plans on septic systems identified as “INV-“, these systems were typically installed prior to 1970.

**Remodeling and adding a Bedroom?** Depending on your circumstances and the design of your property’s sanitary system, adding a bedroom may not require physical changes to your septic system. It is best to discuss your remodeling plans with County Staff to determine the best path forward with your remodeling project.

**Erosion Control and Stormwater Management.** The project limits are listed for any developments that exceed these limits a permit is typically required. In some cases, County staff can issue technical waivers depending on your specific site conditions and scope of your project. Remember to check and compare the 2000 aerial photo for impervious surface changes.

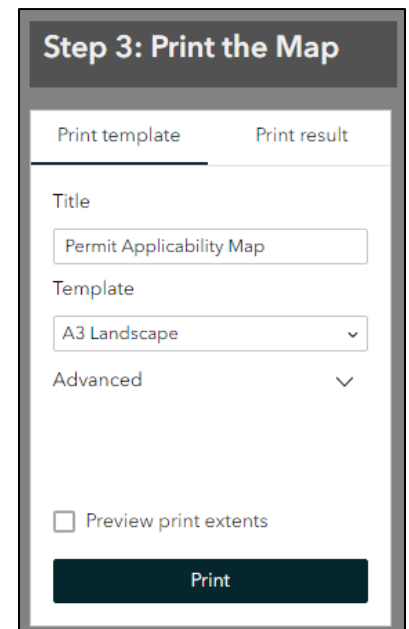
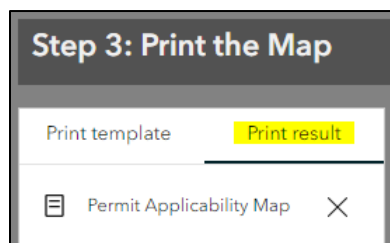
If your property is within a **City or Village**, or the **Townships of Jackson, Kewaskum, or Wayne** please contact those municipalities for requirements.

**Nonmetallic Mining.** If your project is a proposed Nonmetallic Mine, please contact your local government first to discuss zoning or land use changes prior to reaching out to County staff.

- 3) **Print the Map: It is recommended to print a copy of the map with your project location from the PERMIT APPLICABILITY MAP program and complete the PERMIT SIGNOFF SELF CERTIFICATION form before talking to your local government.**

The print dialog box allows you to change the Title of the map, set paper size and orientation, and under the Advanced settings allows you to set the scale, and other settings.

Hitting the “Print” box, will create your map which will show up under the “Print results” tab, where you can view and print your map.



Remember if you answered YES to any of the questions on the Self-Certification, a Permit or Approval may be required by the County prior to or in conjunction with your local government permit. If your project involves the County Highway please contact the Highway Department at (262) 335-4435 or visit them at 900 Lang St., West Bend. All other County Permit inquires contact the Land Resources Office at (262) 335-4445 or visit them at 333 E. Washington St., Ste 2300, West Bend.

If you have any questions or concerns that your project may need a County Permit it is best to ask County Staff before proceeding with your project. You can also send your questionnaire, map and any attachments to: [PermitAR@co.washington.wi.us](mailto:PermitAR@co.washington.wi.us) and staff will review your proposal and determine if permit(s) are indeed needed from the County. Thank You.