

# TOWN OF LOWELL PLANNING COMMISSION

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(IMPORTANT) Do NOT start any building until permit is issued

Some building projects require inspection permits, enclosed is the application for a non-inspection permit. If after review of this application it is determined that an inspection permit is required, you will be directed to the building inspector, John Moosreiner at 262-490-0277, for an application.

Please fill out both sides of the form. Site plans are required for all applications.

Please include: distances from highway right-of-way and to side and rear lot lines. If any of the distances exceed 300 ft. the measurement may be estimated to indicate that the distance is greater than 300 ft. These distances are necessary even if it isn't a new building but changes to an existing building. The site plan does not have to be to scale but dimensions have to be accurate. If you don't know your parcel number I can fill that in. Please return to:

Brandon Soldner  
Planning Commission Clerk  
N4298 County Road JK  
Lowell, WI 53557

OR

Email Application to: [townoflowellplanning@gmail.com](mailto:townoflowellplanning@gmail.com)  
(please mail check to the address above)

A separate application is needed for each individual building. You may send payment with each application and if application is denied your check will be returned, or else you may send application and send payment upon notification that application will be approved upon receipt of payment. If you have any questions please call me at 920-927-3373.

You must also check with the Dodge County Land Resources & Parks Department to see if a County Land Use Permit is required, and if so a building permit will not be issued until the County Land Use Permit is obtained.

Thank you,  
Brandon Soldner  
Town of Lowell  
Planning Commission Clerk

Date: \_\_\_\_\_

# Town of Lowell

W8906 W. O'Sixteen Rd

Application no. \_\_\_\_\_

Reeseville, WI 53579

(Office use only)

## Application for Non-Inspection Building Permit

I, the undersigned, hereby apply for a permit to do work herein described below. The undersigned agrees that all work will be done in accordance with the zoning and land development ordinance and all other ordinances of the Township of Lowell, Dodge County, and with all the laws of the State of Wisconsin applicable to said Premises.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### Location of work address

Tax parcel number: \_\_\_\_\_ (computer #, top right hand corner of tax bill)

### Work consists of: (Check one)

New structure \_\_\_ Addition \_\_\_ Alterations \_\_\_ Moving \_\_\_ Removing \_\_\_

Other (describe) \_\_\_\_\_

### Structure Purpose: (Check one)

House \_\_\_ Garage \_\_\_ Shed \_\_\_ Barn \_\_\_

Other (describe) \_\_\_\_\_

### Size:

Feet Wide: \_\_\_\_\_ Feet Long: \_\_\_\_\_ Square feet in area: \_\_\_\_\_

Height in Feet: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Complete the site plan on back of application to show the location of new building or the location of affected existing structure.

**Fee: \$120.00**

\*\*\*Please include check made out to *Town of Lowell* with application and return to\*\*\*

Brandon Soldner  
Town of Lowell Planning Commission Clerk  
N4298 County Road JK  
Lowell, WI 53557

Upon approval of permit, receipt of payment and permit will be sent.

## **INSTRUCTIONS:**

- INDICATE north and enter the dimensions of the property
- SKETCH the location of the well, septic system (tank, field) and all other buildings present on the property
- SKETCH the location of the proposed project (include dimensions)
- SHOW the shortest distance from the project to the:

- Well
- Adjacent buildings
- Edge of lake/stream/wetland
- Septic tank & drain field
- Rear & side property lines
- Center(line) of road/highway
- Right-of-way of road/highway

**NOTE:** When showing distances less than 300 feet, please measure and show distance to the “nearest foot” (do not estimate). Distances over 300 feet, may be estimated.

- LABEL all abutting, roads, highways, lakes, streams or wetlands
- LABEL the use of all buildings shown
- MARK driveway location & length & width on site plan



Width \_\_\_\_\_

Name of Road or Highway \_\_\_\_\_