

# FOLLOW THESE 6 STEPS...

**1** Find out if your proposed addition meets the placement and size requirements.

## Placement

- Additions to your home must meet all principal structure setbacks. The side yard setbacks are 10 feet and the rear yard setback is 25 feet from the property line. The front yard setback depends on where your property is located (a good rule is to not extend beyond the front edge of the house or garage). Check to see if there are any restrictions in your subdivision for setbacks or additions.
  - 25 feet from the property line for a property in a platted subdivision with curb and gutter.
  - 30 feet from the property line for a property in a platted subdivision without curb and gutter.
  - For a property not in a platted subdivision, contact the Town Planner to find out the front yard setback. The front yard setback varies depending on the type of road frontage (Town road, County Highway or State or Federal Highway).

- Additions to your detached garage or shed must be at least six (6) feet from all side and rear property lines and must meet the front yard setback from all streets (typically the front edge of the house or attached garage) and must meet the water line setback of the Shoreland Zoning Ordinance (contact Calumet County Zoning for additional information).
- The Town requires that all structures and additions be placed outside any easements, including utility and drainage. Contact Town staff to find out if/where any easements are located or to get a copy of the drainage plan for your lot.
- Any detached structures should be a minimum of 10 feet from your house and/or attached garage.
- Consult with the Town Building Inspector or Town Planner to find out if your proposed addition meets the placement requirements.

## Size

- Calumet County Zoning Ordinance sets the maximum lot coverage square footage for structures you may have. It is based on whether your property is sewered or unsewered.
  - Sewered lots. The total square footage, in ground floor area, of all structures (proposed or existing) may not exceed 20% for sewered lots and 15% for

unsewered lots. Above-ground pools, decks and gazebos are excluded from lot coverage calculations.

- For example, if you own a property in a sewered area, and your lot is 13,500 sq. ft., you are allowed a total lot coverage of 2,700 sq. ft. If you have an existing house with attached garage and porch of 2,000 sq. ft., the maximum you would be allowed to construct would be 700 sq. ft. ( $13,500 \times .20 = 2,700$  then  $2,700 - 2,000 = 700$ ).

**2** Obtain a permit application. You need a Land Use Permit to construct an addition if the value of materials and labor is over \$1,000. You can pick up a permit application at the Town Hall (corner of Hwy 114 & State Park Road).

**3** Turn in your completed application, site plan, floor plan, and \$150 fee to the Town Planner. The site plan should be provided on a separate 8-1/2" x 11" drawing. The site plan should include the location of the addition and all other structures, its dimensions, its distance from other structures, and its distance from all the property lines.

**4** Staff will review your application while you wait for simple projects. More complex projects may take longer. If approved, staff will issue the Land Use Permit, which may include conditions of approval.

You must also apply for and receive a Town Building Permit for additions to your home. For more information, call the Town Building Inspector at 920.989.2924.

**5** Start the work that the permit was issued for. Be sure to display the permit where it can be seen from the street for the duration of construction. Call Digger's Hotline at 811 for safety concerns to avoid underground utilities while digging.

**6** Call for inspection, if applicable. When the Town Building Permit is issued, the Building Inspector will tell you when inspections are required and the phone number to call to request inspections. It is your responsibility to schedule an inspection.

### Still have questions?

Contact the Town Planner using one of the methods on the back of this brochure.

### For more information:

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Town Planner

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# ADDITIONS



This brochure is intended to be a guide and does not supersede any rules, regulations, ordinances, or statutes.