

**NOTE:** These are the land owner's responsibilities and may apply to your project.

Rev 5-11

1. Always check your lot or CSM for easements as they must be honored.
2. Always check with the County and Town for requirements and permits.
3. If more than one (1) acre of land is disturbed, check with the DNR for a NR216 permit.
4. Shoreland is one thousand (1000) feet from a pond or lake and three hundred (300) feet from a stream or river. Chippewa County Zoning issues these permits.

**There will be NO excavating or construction until ALL permits are obtained from the county, state and Tilden.**

## **I WANT TO:**

### **DEVELOP A SUBDIVISION PLOT**

Minimum of one (1) acre lots per county ordinance and Tilden Code of Ordinances Chapter 15, even in shore land **1.** Developer goes to the county for approval and permits; especially of shore land which is 1000 feet from a pond or lake; 300 feet from a stream or river, and storm water management. AND city of Chippewa Falls, if extraterritorial jurisdiction applies. **2.** Go to the DNR for a NR216 permit if more than one acre of soil is disturbed. **3.** Follow Chapter 22, the Road Standards of the Tilden Code of Ordinances. **4.** Submit a plat for approval by the Town Board.

### **DIVIDE A ONE ACRE LOT**

1. Requires a Certified Survey Map (CSM)
2. Minimum of **one (1) acre** lots per county ordinance and Tilden Code of Ordinances, chapter 15 even in shoreland.
3. Developer goes to the county for approval and permits.
4. Chippewa Co. Highway Dept. contacted to see if driveway access will be granted if lot is on a county road, Tilden if it is a town road. ALL driveways must abide by town regulations to aid emergency services.
5. Submit CSM for approval by the Town Board. Must be signed by the Chairman.

### **PUT IN A DRIVEWAY**

ALL driveways must abide by town regulations to aid emergency services.

1. To see if driveway access will be granted contact: Chippewa Co. Highway Dept. if lot is on a county road and Tilden if it is a town road.
2. Apply for a 911 addressing permit (County)
3. Town of Tilden Driveway Permit.
4. Meet with chairman on site. (He will sign both forms at the same time.)
5. Payment of required fees to clerk for town permit to be issued. (911 Addressing goes back to the county.)

### **BUILD A NEW DWELLING**

### **BUILD ANY ADDITION TO AN EXISTING HOUSE BUILT AFTER 6/15/1980**

Includes additions, garages, decks, patios, lean-to's, etc

### **MOVE ANY HOUSE INTO THE TOWN** Includes modular, manufactured and trailer houses.

*Uniform Dwelling Code (UDC) Inspections required.*

1. Citizens go to the county zoning for ALL required permits as needed: Such as septic, well, 911 addressing, flood plain and shore land which is 1000 feet from a pond or lake; 300 feet from a stream or river.
2. Obtain a Town Driveway Permit and meet driveway specifications of Chapter 21 to aid emergency services.
3. Fill out state application for UDC Inspections and Plot Plan application that will include a scale drawing according to Chapter 16
4. One set of the blue print to go to the building inspector, including heat loss calculations and erosion control
5. Payment of the required fees when the permit is issued.

Inspector will be notified and arrangements made to deliver blue prints and application. The inspector will approve the plan. *There will be NO excavating or construction until ALL permits are obtained.*

**ROOF, RESIDE, REPLACE WINDOWS, FINISH INTERIOR SURFACES AND INSTALL CABINETS.** No permits needed if there are no major changes in mechanical, plumbing or electrical. When

in doubt, call and ask.

### **MOVE ANY HOUSE INTO THE TOWN**

Includes modular, manufactured and trailer houses. Must abide by Chapter 19 of the "Code."

1. Citizens go to county Zoning for ALL required permits as needed: Such as septic, well, 911 addressing, flood plain and shore land which is 1000 feet from a pond or lake; 300 feet from a stream or river.
2. Obtain a Town Driveway Permit and meet driveway specifications of Chapter 21 to aid emergency services.
3. Fill out state application for UDC Inspections and Plot Plan Application that will include a scale drawing according to Chapter 16
4. One set of the blue print to go to the building inspector including heat loss calculations and erosion control
5. Apply for a moving permit.
6. Payment of the required fees when the permit is issued.  
Inspector will be notified and arrangements made to deliver blue prints and application. The inspector will approve the plan. *There will be NO excavating or construction until all permits are obtained.*

### **BUILD AN OUTBUILDING (ANCILLARY) OR ADDITION TO AN OUTBUILDING.**

**See notes, shore land permit may be needed from Co Zoning.**

\_\_\_\_\_ (Such as an unattached garage, shed, dog kennel, agricultural building, tower, barn, silo, etc.)

*There will be NO excavating or construction until ALL permits are obtained.*

1. Fill out an application form(s).
2. Submit a scale or measurement drawing of the planned improvements according to Chapter 16.
3. If needed, obtain a 911 Address, Town Driveway Permit and meet driveway specifications, Chapter 21.
4. Get on agenda for Town Board approval, if building is 50 feet by 100 feet or larger. 5. Pay the required fee.

### **MOVE AN OUTBUILDING INTO THE TOWN** See notes as shore land may apply.

*There will be NO excavating or construction until ALL permits are obtained.*

1. Fill out an application form(s).
2. Submit a scale or measurement drawing of the planned improvements according to Chapter 16.
3. If needed, obtain a 911 Address, Town Driveway Permit and meet driveway specifications, Chapter 21.
4. Pay the required fee.

### **BUILD AN ADDITION OR IMPROVEMENTS TO AN EXISTING HOUSE BUILT BEFORE 6/15/1980** *There will be NO excavating or construction until ALL permits are obtained.*

This includes garages, decks, patios, lean-to's, etc

1. Citizens go to the county for ALL required permits as needed: Such as septic, well, flood plain and shore land which is 1000 feet from a pond or lake; 300 feet from a stream or river.
2. Submit a scale drawing of the planned improvements according to Chapter 16.
3. Payment of the required fees.

### **A COMMERCIAL, INDUSTRIAL OR MULTI-FAMILY DWELLING**

1. Get on agenda for the Town Boards approval.
2. Submit a scale drawing of the planned improvements according to Chapter 16.
3. Citizens go to the county for ALL required permits as needed: Such as septic, well, 911 addressing, flood plain and shore land which is 1000 feet from a pond or lake; 300 feet from a stream or river.
4. Obtain a Town Driveway Permit, chapter 21 and meet driveway specifications or follow the Road Standards, Chapter 22 of the Tilden Code of Ordinances.
5. Payment of the required fees.

### **SELL AN EXISTING DWELLING / BUILDINGS ON A SEPARATE LOT**

1. Submit a CSM of the planned division according to Chapter 16 of the Tilden Code of Ordinances.
2. Get on the agenda for the Town Board meeting for approval.
3. There are required set backs.
4. Follow the Chippewa County Land Division Ordinance. If under 20 acres, it must be surveyed