



# INSTRUCTIONS FOR ZONING COMPLIANCE APPLICATION & CERTIFICATE

**A ZONING COMPLIANCE CERTIFICATE (aka Land Use Permit) MUST BE OBTAINED  
BEFORE BEGINNING CONSTRUCTION**

**A WARREN COUNTY BUILDING PERMIT MAY ALSO BE REQUIRED BEFORE  
BEGINNING CONSTRUCTION**

**Requirements:** INCLUDE with the application:

1. Copy of Plot Plan drawn to scale showing:
  - a. Dimensions of the lot to be built upon
  - b. The size and location of the building to be erected or altered
  - c. Street names and other physical landmarks
  - d. All structures on lot
  - e. Setback distances from Road, Sides, Rear, and Shoreline – taken from roof overhangs
2. Three (3) Complete construction drawings to scale:
  - a. *The County will need two (2) of these drawings signed and stamped by the Zoning Administrator, the Zoning Office will retain the third set.*
  - b. *Structures 114 SF or less, construction drawings are not needed.*
3. Batter boards must be placed showing proposed new construction location(s).

**Also May Be Required:**

- Septic Permit for new homes and bedroom additions to existing homes
- Driveway Permit Application for work on a Town Road
- Warren County DPW Permit to Work in the Right-of-Way of a County Road
- A property Deed may be requested by this office.
- Review the list of State Agencies - A permit may be required. It is the property owner's responsibility to secure all permits needed for your project.
- Any other helpful information with this application.

**Submit** the completed Zoning Compliance Certificate Application to Town of Horicon Zoning and Planning Office with the Appropriate Fee. (See Fee Schedule) If Application is granted you will be issued a Zoning Compliance Certificate. If Application is denied you will be referred to the Zoning Board of Appeals (ZBA).



# Zoning Compliance Application & Certificate

Tax Map Number: \_\_\_\_\_ Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone No(s): \_\_\_\_\_ Email Address: \_\_\_\_\_

Contractor/Agent:(if applicable): \_\_\_\_\_

Contractor/Agent Phone No(s): \_\_\_\_\_ Email Address: \_\_\_\_\_

Zoning District Symbol: \_\_\_\_\_ Parcel Size (acreage or sq. ft): \_\_\_\_\_

Shoreline? Yes No If Yes, indicate frontage (in feet): \_\_\_\_\_

Wetlands? Yes No If Yes, indicate distance from project: \_\_\_\_\_

APA Permit Needed? Yes No If Yes, have you applied? \_\_\_\_\_

Flood Plain/zone? Yes No If Yes, indicate elevation: \_\_\_\_\_

## **PROPOSED CONSTRUCTION**

## **SKTECH OR COMMENTS**

New Home: \_\_\_\_\_X\_\_\_\_\_X\_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Stories: 1, 1.5, 2, 3

New Garage: \_\_\_\_\_X\_\_\_\_\_ Stories: 1, 1.5, 2

New Shed: \_\_\_\_\_X\_\_\_\_\_ Stories: 1, 1.5, 2

New Barn: \_\_\_\_\_X\_\_\_\_\_ Stories: 1, 1.5, 2

New Boathouse: \_\_\_\_\_X\_\_\_\_\_

New Deck or Porch: \_\_\_\_\_X\_\_\_\_\_X\_\_\_\_\_

Type of Deck or Porch: \_\_\_\_\_

HEIGHT of structure from lowest grade to the highest point of the structure: \_\_\_\_\_

OTHER New Construction-(Fence, Sign, Solar, Swimming Pool, etc.): \_\_\_\_\_

ADDITION to an Existing Home or Structure: \_\_\_\_\_X\_\_\_\_\_ Describe \_\_\_\_\_

ALTERATIONS to Structure, other than additions (describe): \_\_\_\_\_

DEMOLITION (describe what will be demolished): \_\_\_\_\_

SETBACKS from the overhang of proposed structure(s), including steps, porches, and decks.

Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Right: \_\_\_\_\_ Left: \_\_\_\_\_ Shoreline: \_\_\_\_\_



# Zoning Compliance Application & Certificate

*The undersigned hereby applies for a Certificate of Compliance to do the following work in accordance with the description, plan, specifications and such special conditions. I, We hereby authorize The Town of Horicon, it's employees and authorized agents access to the property for purpose of inspection.*

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

## For Office Use Only

If Application is granted this document will serve as a Zoning Compliance Certificate, if denied you will be referred to the ZBA to seek an Area or Use Variance.

Denied: \_\_\_\_\_

Reasons: \_\_\_\_\_

Granted: \_\_\_\_\_

Conditions: \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_

## ZONING COMPLIANCE CERTIFICATE #



# PROPERTY OWNER AUTHORIZATION FORM

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I, \_\_\_\_\_, the owner of the premises  
located at \_\_\_\_\_ in the Town of **Horicon**,  
Tax Map # \_\_\_\_\_ in this application hereby empower,  
\_\_\_\_\_ to act as my agent regarding  
my Permit Application(s) and representative in conducting presentations to the necessary  
board(s) and in deliberations with the board(s). As my agent, They are empowered to act  
on my behalf in full.

In so doing I, the owner applicant, understand that I am bound by any conditions imposed  
on my project and agreed to by my agent or by conditions or restrictions imposed by my  
agent as part of the presentation.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

## SECTION 6.10 - SCHEDULE OF INTENSITY & DIMENSIONAL REQUIREMENTS

District Symbol	Structure Setbacks -- Minimum Requirements				Road Frontage	Shoreline Lot Width	Intensity: Lot Size per Principal Building
	Front Yard (from the centerline of the road)	Side Yard	Rear Yard	Shoreline from MHWM			
CR-20,000	50 feet	10 feet	20 feet	50 feet	100 feet	50 feet	20,000 SF
CR-3.2	60 feet	15 feet	50 feet	75 feet	250 feet	125 feet	3.2 acres
R1-20,000	50 feet	10 feet	20 feet	50 feet	100 feet	50 feet	20,000 SF
R1-1.3	60 feet	15 feet	50 feet	50 feet	100 feet	100 feet	1.3 acres
R1-2	60 feet	15 feet	50 feet	75 feet	200 feet	100 feet	2 acres
R1-10	60 feet	15 feet	50 feet	100 feet	400 feet	125 feet	10 acres
R1A-3.2	60 feet	15 feet	50 feet	75 feet	250 feet	125 feet	3.2 acres
R1A-5	60 feet	15 feet	50 feet	75 feet	300 feet	125 feet	5 acres
R2-2	60 feet	15 feet	50 feet	75 feet	200 feet	100 feet	2 acres
R2-3.2	60 feet	15 feet	50 feet	75 feet	250 feet	125 feet	3.2 acres
R2-5	60 feet	15 feet	50 feet	75 feet	300 feet	125 feet	5 acres
R2-10	60 feet	15 feet	50 feet	100 feet	400 feet	125 feet	10 acres
LC-10	60 feet	15 feet	50 feet	100 feet	400 feet	125 feet	10 acres
LC-42	60 feet	15 feet	50 feet	100 feet	500 feet	200 feet	42 acres
RRD-3.2	60 feet	15 feet	50 feet	150 feet	250 feet	125 feet	3.2 acres
RRD-5	60 feet	15 feet	50 feet	150 feet	300 feet	125 feet	5 acres
RRD-10	60 feet	15 feet	50 feet	150 feet	400 feet	125 feet	10 acres
I - Industrial	none prescribed						
All subdivisions shall be in accordance with both the minimum lot size and intensity requirements.							
Lots that include shoreline shall be subject to the additional restrictions in Article 9							
Maximum Lot Coverage - see Section 6.40				Maximum Structure Height - see Section 6.50			



# ZONING & PLANNING FEE SCHEDULE

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**STRUCTURE(S) Up to 600 Square Feet - \$36**

**PLUS \$6.00 per 100 SF or portion thereof above 600 SF, not to exceed \$500.**

Including, but not limited to: Homes (including Modular and Mobile), Additions, Dormers, Commercial Building, Garages, Barns, Pole Barns, Sheds, Decks, Porches (covered, enclosed, screened, etc.), Carports, Boathouses, Ground Mounted Solar Panels, etc.

**DOCK: \$50**

**SIGN, FENCE, SOLAR PANELS (roof mounted), SWIMMING POOL (including fence): \$15**

**SEPTIC PERMIT: \$80 (New Construction or Major Repair)**

**SHORT-TERM RESIDENTIAL RENTAL PERMIT: \$200 for a 2-year permit**

**VARIANCE (AREA, USE, SEPTIC): \$100**

**AFTER-THE-FACT Variance Surcharge: \$150 (additional to regular fee)**

**AFTER-THE-FACT Zoning Compliance Certificate Surcharge: \$150 (additional to regular fee)**

**ZA SITE REVIEW: \$35 (Special Circumstance only)**

**BOUNDARY LINE ADJUSTMENT, CONDITIONAL USE, or SITE PLAN REVIEW: \$100**

**SUBDIVISIONS:**

**Pre-Application for Minor or Major Subdivision: No fee**

**Preliminary Application for Major Subdivision: \$100 (To be deducted from total fee if/when a Major Final Subdivision application is submitted).**

**Total number of parcels being created including remaining parcel, open space, roads, etc.:**

- **Minor Final Plat (2 - 4 Lots): 2 lots = \$100 / 3 lots = \$150 / 4 lots = \$200**
- **Major Final Plat (5 - 20 Lots): \$250.00 initial fee + \$25.00 Per Lot**

All Fees may not be included on this schedule and are all subject to change without notification.

**Make checks payable to: TOWN OF HORICON**

*Effective: December 21, 2018*