

**TOWN OF GARFIELD  
BUILDING NOTIFICATION APPLICATION**

Read the "Town of Garfield Building Notification Ordinance" (Attached), then complete this Building Notification Application and return it along with your payment to the Town Clerk. Contact the Town Clerk if you have questions concerning the Ordinance or this Application

**Application Fee is \$25.00. Make checks payable to; Town of Garfield**

The undersigned hereby requests a Building Notification Application for the work described and located as shown herein. The undersigned agrees that work shall be done in accordance with all requirements of the Town of Garfield, the Jackson County Zoning Ordinance and with all other applicable County Ordinances and the laws and regulations of the State of Wisconsin and the United States Government. **This is not a permit.** The purpose of this application is only for notifying the Town Board and the Town Assessor of your intent to Build. This building notification shall be valid for a period of one (1) year from the date of approval by the Town Board.

**Applicant information:**

Date of Application: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Address City State Zip

**Building Site Information: (If you have not been assigned an E911/Fire number please contact the Town Clerk).**

Fire Number/E911: \_\_\_\_\_ Street/Road Name: \_\_\_\_\_

Building Site (See Plat Book for description): \_\_\_\_\_

**1. Proposed Use:**

- Single Family Residence
- Duplex
- Other New Building (describe) \_\_\_\_\_
- Addition/Alteration (describe) \_\_\_\_\_

**2. Present Use of Land:**

- Existing use: \_\_\_\_\_
- Zoning District (If Applicable): \_\_\_\_\_

**3. Other Required Permits: (The Town *does not* contact the government offices listed below or any other agency on behalf of the applicant. It is the applicant's responsibility to determine if any permits are required.)**

- State Uniform Dwelling Code, (UDC). Call 608-781-0524 or email [dsps@wi.gov](mailto:dsps@wi.gov) for permits or other information.
- Town Driveway (Contact Town Clerk) OR County, State, Federal Driveway (Contact County Highway (715-284-0235)

**4. County, State and Federal Permits (Contact the Jackson County Zoning Office 715-284-0220)**

- Floodplain \_\_\_\_\_
- Sanitary:  
Permit No. \_\_\_\_\_  
Date issued: \_\_\_\_\_  
Date Installed: \_\_\_\_\_
- Well Drilling \_\_\_\_\_

**APPLICANT PLEASE NOTE: This Building Notification Application is for Town use only. It is your responsibility to contact all government and/or any other agencies to determine if permits are needed. The Town Board advises applicants to make these contacts before you began work on your project.**

**5. Building Details:**

Lot Size \_\_\_\_\_ ft x \_\_\_\_\_ ft. and Area \_\_\_\_\_ sq. ft./acres (circle one)

Size of Structure \_\_\_\_\_ ft. x \_\_\_\_\_ ft. Height \_\_\_\_\_ ft. Story(ies) \_\_\_\_\_ Floor Area \_\_\_\_\_ sq.ft.

Cost Estimate \_\_\_\_\_

**Sketch of Proposed Work. Show existing structures, proposed structures of additions, well, septic system, etc.**

Distance from:

Septic Tank \_\_\_\_\_

Side Lot Line \_\_\_\_\_

Navigable Body of Water \_\_\_\_\_

Drain Field \_\_\_\_\_

Front Lot Line \_\_\_\_\_

Well \_\_\_\_\_

Access Road \_\_\_\_\_

Rear Lot Line \_\_\_\_\_

Holding Tank \_\_\_\_\_

**Minimum Highway Setbacks are:**

1. State and Federal Highway – Contact Jackson County Zoning Office (715-284-0220)
2. County Roads – Contact Jackson County Zoning Office (715-284-0220)
3. Town Roads – 75 feet or greater to the centerline of the Town Road.

↑ (If this area is not large enough for sketching, please attach your drawing and check here: \_\_\_  
N

**[Property owners, builders and contractors are responsible for code compliance and reasonable care in construction.]**

**I certify that I have read and understand the Town of Garfield’s “Building Notification Ordinance” and that this “Building Notification Application” is correct to the best of my knowledge.**

\_\_\_\_\_  
**(Signature)** This Application will be properly Noticed and Posted by the Town Clerk for Consideration by the Town Board at a regularly scheduled meeting of the Board. Contact the Town Clerk for the date and time when this Application will be reviewed.

XX

**TOWN BOARD USE ONLY**

Date Noticed/Posted \_\_\_\_\_ (Date)      Application issued \_\_\_\_\_ (date)      Check Number: \_\_\_\_\_

Reasons for denial: \_\_\_\_\_

On-site review (If required by Town Board): Not Required       Review Required       Date of Review \_\_\_\_\_

Remarks: \_\_\_\_\_

**After Board approval, the Clerk will provide signed copies to; 1) Applicant, 2) Town Assessor, 3) Clerks File**

\_\_\_\_\_  
**Town Chair**

\_\_\_\_\_  
**Town Clerk**

**TOWN OF GARFIELD, RESOLUTION NO. 2008-03 (Amended 08/13/2019)**

**TOWN OF GARFIELD BUILDING NOTIFICATION ORDINANCE**

**TOWN OF GARFIELD, JACKSON COUNTY, WISCONSIN**

The Town Board of the Town of Garfield, State of Wisconsin, does ordain as follows:

**SECTION I - TITLE AND PURPOSE**

The title of this ordinance is the Town of Garfield Building Notification Ordinance. The purpose of this ordinance is for the town to have information regarding the type, size, and location of all buildings and structures constructed, reconstructed, remodeled, removed, or demolished after the effective date of this ordinance.

**SECTION II - AUTHORITY**

The town board of the town has the authority under §60.61, Wis. stats., and general authority under its village powers under §60.22, Wis. stats., to adopt this ordinance.

**SECTION III - ADOPTION OF ORDINANCE**

The town board, by this ordinance, adopted with a quorum and by a roll call vote by a majority of the town board present and voting provides the authority for the town to require a Building Notification Application for all buildings constructed, reconstructed, remodeled, removed, or demolished as provided in this ordinance.

**SECTION IV - DEFINITIONS**

In this ordinance:

- A. "Building" means any building or structure and any installation constructed, reconstructed, or remodeled, enlarged, altered, removed, or demolished for any use within the town, including but not limited to one- and two-family dwellings, manufactured homes, mobile homes, temporary or seasonal dwellings, garages, agricultural structures, and outbuildings.
- B. "Owner" means any person having a legal or equitable interest in a building. "Owner" does not include any person whose legal or equitable interest in a building is a security interest derived solely from the extension of credit for construction or remodeling of the building or purchase of the building by a third party.
- C. "Town" means the Town of Garfield, Jackson County, Wisconsin, and includes the town's officers, employees, and agents when appropriate.
- D. "Town board" means the Board of Supervisors for the Town of Garfield, or any person designated to act for the town board.
- E. "Town clerk" means the Clerk of the Town of Garfield or his or her deputy or agent.
- F. "Wis. stats." means the Wisconsin Statutes, including successor provisions.

**SECTION V - SUBDIVISION AND NUMBERING OF THIS ORDINANCE**

This ordinance is divided into sections designated by upper case Roman numerals. Sections may be divided into subsections designated by upper case letters. Subsections may be divided into paragraphs designated by numbers. Paragraphs may be divided into subdivisions designated by lower case letters. Subdivisions may be divided into subdivision paragraphs designated by lower case Roman numerals. Reference to a "section," "subsection," "paragraph," or "subdivision" includes all divisions of the referenced section, subsection, paragraph, or subdivision.

**SECTION VI - REQUIREMENT FOR BUILDING NOTIFICATION APPLICATION**

The owner of any building or structure in the town, unless exempt under this ordinance, who constructs, installs, remodels, reconstructs, enlarges, alters, removes, or demolishes any building or structure within the town shall seek and obtain from the town a Town Building Notification Application prior to commencing, or causing the commencement of any construction, installation, remodeling, reconstruction, enlargement, altering, removing, or demolishing of any building.

**SECTION VII - EXEMPTIONS FROM APPLICATION REQUIREMENT**

The requirement in Section VI to obtain a Town Building Information Application shall not apply to any of the following:

- A. Buildings or structures owned by the Town.
- B. Additions, remodeling, reconstruction, enlargement, or alterations to buildings, when the cost of the work, including labor, shall be less than \$10,000 within a 12-month period.
- C. The restoration or repair of building equipment, such as furnaces, central air conditions, water heaters, and similar mechanical equipment without the alteration or addition to the building or structure.
- D. Fences or other similar like enclosures.

**SECTION VIII - OTHER REQUIREMENTS REMAIN APPLICABLE**

The Town Building Notification Application does not relieve the owner from any of the following:

- A. Obtaining any permit that may be required by any other Federal Law, State Law or County and Local Ordinances, including but not limited to any of the following:
  - 1. County sanitary permits.
  - 2. Town, County, or State driveway permits.
  - 3. State one- and 2-family dwelling code permits.
  - 4. Any other applicable permit under Town or County ordinance, Federal or State law.
- B. Complying with any other requirement, ordinance, or law, including, but not limited to, those governing zoning, subdivisions, land division, and setbacks.

**SECTION IX - TOWN BUILDING NOTIFICATION AND FEE**

The Town Board is authorized to approve by resolution a Town Building Notification Application, designate the person or persons authorized to file, maintain and charge a service fee in behalf of the Town.

**SECTION X - PENALTIES**

Any person that fails to comply with the provisions of this ordinance shall, upon conviction, pay a forfeiture of not less than \$25 nor more than \$100, plus the applicable surcharges, assessments and costs for each violation. Each day a violation exists or continues constitutes a separate offense under this ordinance. In addition, the town board may seek injunctive relief from a court of record to enjoin further violations.

**SECTION XI - SEVERABILITY**

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are severable.

**SECTION XII - EFFECTIVE DATE**

This ordinance is effective on publication or posting.

The town clerk shall properly publish this ordinance as required under §60.80, Wis. stats.

Adopted this 13th day of November, 2008 and Amended this 13<sup>th</sup> day of August, 2019.

/s/ Steve Dickinsen, Town Chairman

/s/ Ardy Robertson, Town Clerk