



VILLAGE OF JACKSON

"Small Town Living / World Class Technology"

GENERAL PROJECT APPLICATION

APPLICATION DATE _____, 20____ PERMIT # _____ - _____

PROJECT ADDRESS _____ Unit #: _____ Jackson, WI

OWNER INFORMATION

Name(s) _____

Phone (____) _____ - _____ Cell/Home Email _____

Mailing Address _____

City _____ State _____ Zip _____

CONTRACTOR INFORMATION (If owner put "SELF")

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Primary Contact _____ Office Phone (____) _____ - _____

Mobile Phone (____) _____ - _____ Email _____

*WI Contractor Lic. #: _____, Exp: _____ *WI Qualifier Lic. #: _____, Exp: _____

**License Information is required for contractors wanting to obtain a permit for work on a 1 or 2 Family Dwelling ONLY*

****SUBMIT 2 sets of plans for residential and 4 sets of plans for commercial****

PROJECT INFORMATION

Project Description _____

Size of Building (or remodeled area) _____

TOTAL Cost of Project _____

Cost of Building, HVAC and Labor **ONLY** _____

Do NOT include the cost of plumbing, electrical, landscaping, etc.

By signing below, applicant agrees to comply with the applicable requirements of Village of Jackson Code of Ordinances and to obey any and all lawful orders of the Building Inspector and all state laws regarding the construction, alteration, repair, removal and safety of buildings and other structures.

Applicant Signature: _____ Date: _____

***** FOR OFFICE USE ONLY *****

Permit Fee: \$ _____ Date: _____ Receipt #: _____ CH / CC / CASH

Mailing Address
P.O. Box 637

W194 N16660 Eagle Drive
Jackson, Wisconsin 53037

Phone: (262) 677-9696
Fax: (262) 677-8770



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Fence Permit

1. **A GENERAL PROJECT APPLICATION must be completed and submitted with ALL information and/or documents listed below.** Failure to provide ALL information will delay the permit review and issuance process. The Building Inspector may request additional information as required. Permits are typically processed within five (5) working days, but at peak construction times, processing may take longer.
2. **Plat of Survey or Plot Plans:** Provide two (2) Plats of Survey (surveys) or Plot Plans showing the proposed location of the fence on the site. Where a Plat of Survey or Plot Plan cannot be located, a scaled drawing on 8 ½" x 11" paper or larger shall be provided and include exact dimensions of the entire parcel and all existing buildings, driveways, easements, etc. The scale used shall be indicated on plans.
3. **Location and Approval Requirements:** Fence may be installed on the property line provided all of the abutting neighbor(s) have signed a Fence Waiver Form (See reverse side). Where a neighbor does not consent to the fence being placed on the property line, the fence must be located a MINIMUM of three (3) feet inside of the property line. Fences shall not obstruct intersection vision triangles or right-of-way site lines as established in Village Ordinance Sections 45-54 and/or 8-127.

Owners of a property located within or affected by a Homeowner Association or similar entity shall obtain and provide written approval from the Association PRIOR to a permit being reviewed or approved.

4. **Design Requirements: Provide brochure, photograph or drawing showing fence style and material.**
 - a. All fences shall be self-supporting and designed to resist applicable wind loads.
 - b. Structural members such as posts, horizontal supports, etc., shall face the interior/owner side.
 - c. Fence materials shall be consistent throughout. (*Barbed wire or electric fences are prohibited unless used for agricultural purposes and approved by the Village.*)
 - d. Back to Back fences are not permitted. (*Minimum three (3) feet between fences is required.*)
 - e. Maximum fence height. (*Measured from grade.*)
Rear & Side Yard Areas = Six (6) feet **Front Yard Area** = Three (3) feet (*Max. post height = 42"*)
 - f. Privacy fences may be installed in rear and side yard areas ONLY.
 - g. Front yard fences shall not appear to be a total screen when viewed at a 90-degree angle to the fence. Corner properties shall be construed as having two front yard areas.

- 4.) **Fence Maintenance:** The owner of the fence shall maintain the fence on both sides, unless otherwise agreed upon in writing and placed on file with the Village.

NOTE: Plats of Surveys are recorded at the County Register of Deeds. You may check the County GIS system or contact the Register of Deeds office directly. (Taxkey or Parcel numbers are required prior to calling or searching.)

Mailing Address

P.O. Box 637
Jackson, WI 53037

Physical Address

W194 N16660 Eagle Drive

Contact Information

Phone: (262) 677-9696
Fax: (262) 677-8770



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FENCE WAIVER FORM

A SIGNED WAIVER FORM IS REQUIRED FROM EACH ABUTTING PROPERTY OWNER

(Please PRINT)

PROJECT ADDRESS: _____
Address where fence will be constructed

APPLICANT / OWNER: _____

APPLICANT ADDRESS: _____

ABUTTING NEIGHBOR INFORMATION:

NAME(s): _____

ADDRESS: _____ Jackson, WI

PHONE: _____ Home / Mobile / Office

EMAIL: _____

I/We have reviewed the submitted site plan identifying the fence location and fence design and hereby **APPROVE / DO NOT APPROVE** (circle one) of the proposed fence.

SIGNATURE: _____ **DATE:** _____

SIGNATURE: _____ **DATE:** _____

If you do not approve of this proposal, please state the reason(s) in the space below:

Return Completed Form to:

Jackson Building Inspection Dept.

Phone: (262) 677-9696

Email: collin.johnson@villageofjackson.com

Notice to Applicant & Abutting Property Owner(s): All waiver forms **MUST** be submitted along with the completed building permit application. Failure to submit all necessary forms will delay processing and issuance of the permit.