

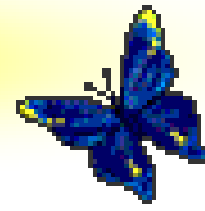
# *Information Guide*



# *Buying A Home or Vacant Land?*



# Table of Contents



Steps to Take Before Purchasing a Home or Vacant Land	3
If You are Looking at Purchasing a Home	4
If You are Looking at Purchasing Vacant Land	4
Steps to BUILD after you have purchased the VACANT LAND	5
Relocating or Starting a Small Business in Monroe County	5
Putting Up Another Building	6
Questions to Consider Asking	6-9
Monroe County Contact Information	9-10
Monroe County Map	11

**This information is intended to provide you answers to some questions and who to contact with any others. It is by no means a complete list of everything you need to know when buying property in Monroe County.**

# Steps to Take Before Purchasing a Home or Vacant Land

(These are some steps to follow and some commonly asked questions about purchasing property in Monroe County. )

1. Check the Deed for the property you are thinking of purchasing to see if there are any easements.

*"Are there any Wetland areas on the property?"*

Have a title search done to see if there are any liens on the property or if any rights have been sold off. (Such as mineral rights, development rights, etc.) If you are purchasing through a lending agency they will usually require a title search. Check to make sure there are no old waste disposal sites or buried fuel tanks on the property. Also check to see if the property is within 1200-ft. of a known landfill site.

2. Check with the Monroe County Land Conservation Dept. to see if all or part of the property you are looking at is enrolled in a

conservation program such as: Farmland Preservation, Non-point Watershed Project, Managed Forest Lands, Easements, etc. Land in these programs has certain restrictions on use and development.

Check with the **County Zoning Dept.** and ask the following questions:

1. Is the property in a Zoned Township? What Zoning District is it in? What does that mean to me? See Town Clerk for local codes and/or ordinances.

2. Does the property meet all size and lot dimension regulations that may apply? Also check to see if your intended use is allowed under the current Zoning District the

property is in.

3. Does the Floodplain or Shoreland Zoning apply to the property? (*These regulations are County-wide. They apply even if the property is in a Township that is not zoned.*)

4. Are there any Wetland areas on the property?

5. Ask about any setbacks that may apply if you are thinking of putting up a building or adding on to an existing one in the future. (*There are different building setbacks depending on which Zoning District the property is in.*)



"Home Inspection"

If the home or property is in a **Subdivision** check with the subdivider to see if there are additional restrictions. (Such as covenants)

## If you are looking at purchasing a HOME

Have an inspection of the **well** and **septic system** done by a properly credentialed person. This inspection will determine if the well and septic are in proper working order.



*"Home Inspection"*

This is a good idea to do **before** you purchase the property. If you are purchasing the property through a lending agency they will most likely

require this before granting the loan. Have the house and other buildings inspected by a properly credentialed person. Again this is something most lending agencies require.

## If You Are Looking at Purchasing VACANT LAND

Have an official Soil and Site Evaluation (Perc Test) done on the property. This test will determine what type of septic system is suitable for the soil on the property. This is a good idea to do **before** you purchase the property to make sure it is buildable. (*Monroe County does not allow holding tanks for new construction.*) A list of State Certified Soil Testers is available at the Sanitation and Zoning Office.

## Steps to BUILD after you have purchased the VACANT LAND

Have your septic system designed. This can be done by a State Certified Septic System Designer, Master Plumber or a Master Plumber Restricted Service. Most plumbers do their own designs or they have a

designer they like to work with, so it might be best to choose a plumber before you have your system designed.

*Make sure all permits are posted according to the instructions*

Apply for a Sanitary Permit. This permit must be signed by the plumber who will be responsible for installing your septic system. Most

plumbers will apply for you, but it is your responsibility to make sure that a permit is obtained **before** installation of your septic system begins.

Apply for a Zoning Permit. This is a **County** permit. Check to see if your property is in a Zoned Town or if where you are building is in a Zoned region of the County, such as **Shoreland** or **Floodplain**. You will need to obtain this permit **before**



construction begins. *A Sanitary Permit is required before a Zoning Permit may be issued.* If your property is not in a Zoned Town or a Zoned region of the County then a Zoning Permit is not needed.

Apply for a Building Permit. This is a **Town** permit. Contact your Town Clerk to obtain contact information for that Town's Building Inspector.

Make sure all permits are

posted according to the instructions on the permit. Permits must be displayed at all times during construction or installation. **THIS INCLUDES MOBILE HOMES!**

## Starting or Relocating a Small Business in Monroe County

Check with the **County Zoning Dept.** and ask the following questions:

1. Is the property in a Zoned Town? What Zoning District is it in? What does that mean to me? See Town Clerk for local codes and/or ordinances.
2. Will a change of zoning be needed? Depending on the type of

business a change of zoning may be required.

3. What type of permits will be needed? A Conditional Use Permit may be needed. These permits have application deadlines and can take up to 3 months to process. Check with the Zoning Dept. for details.



# Putting up another Building, Questions to consider asking:

**I am thinking of putting up another building. Do I need a permit? What else do I need to consider?**

There are several things to consider when putting up another building. The first thing you will want to do is contact the Sanitation and Zoning Office. Ask the following questions

1. Is the property located in a zoned township?
2. Does the floodplain or shoreland zoning apply to the property?
3. Are there any wetland areas on the property?
4. Ask about any setbacks that may apply. (There are different building setbacks depending on which Zoning District the property is in.)

Depending upon the answer to the above questions you may or may not need a permit. A county permit is required if the property is located in a **zoned township**. A county permit is required in the

proposed building site is located within **shoreland and floodplain** areas. If the proposed building site is located in a **wetland** area a permit from the

Wisconsin Department of Natural Resources is required as well as a county permit. Some Towns also require a building permit. Check with the town clerk to see if a permit is required from the town.

If you are adding onto or altering a house you might have to reevaluate the size of your current septic system. Additions or alterations may affect the size of the septic system. Check with the Sanitation and Zoning office for more information.

**How do I know if my property or potential building site is in the *Shoreland Zoning*?**

Shoreland zoning is **county-wide** and includes even unzoned Towns. Shoreland is defined as: Land within the following distances from the ordinary high-water mark of navigable waters: **1000-ft.** from a

lake, pond or flowage; and **300-ft.** from a river or stream or to the landward side of a floodplain, whichever distance is greater.

A navigable stream is defined by the Wisconsin DNR as: A waterway that has a bed and banks and it is possible to float in a canoe or other small craft at some time of the year — even if only during spring floods.

If your property or potential building site is located within this region contact the Sanitation and Zoning Office to find out building setbacks and what permits are required.

*It is best to check and see if a permit can be obtained for your intended use before purchasing any wetland property..*

**How do I know if my property or potential building site is located in a floodplain?**

Floodplain maps and information may be obtained from the Sanitation and Zoning Office. An official Floodplain Survey may be required to determine floodplain boundaries in some instances. Check with the Sanitation and Zoning office for special requirements and permits required when building in a floodplain.



*“Flooded Home -- Don’t let this happen to you”*

**How do I know if my property or potential building site is located in a Wetland?**

Wetland maps and information may be obtained from the Sanitation and Zoning Office. Permits from the Wisconsin DNR are required when doing anything in a wetland. *It is best to check and see if a permit can be obtained for your*

*intended use before purchasing any wetland property.*

**What should I consider when choosing a site for my house?**

These are just some of the things that you might take into consideration when choosing the exact location of your house; Towns may have additional ordinances or recommendations for siting a house and/or driveway.

1. **VEIW.** Stand in your chosen building site and look around. Think about what room you and your family will spend most of their time in. What do you want to see out the windows of that room?

2. **SUN.** What rooms in your house do you want exposed the most? The least? What times of day do you want or not want the sun in those rooms?



3. **EROSION.** Will your chosen building site cause erosion of the soil while the house is being constructed? How will you deal with this?

4. **SURFACE & SUBSURFACE WATER MOVEMENT.** Think about how the water will run across and through your building site. Is your proposed building site in a drainage way? Will putting the house where you want it cause a blockage of water runoff during rainstorms? How can you prevent or change this? Will you have any seepage or water table problems?

5. **ACCESS.** Will you have easy access to your chosen building site? Will emergency and other service vehicles be able to get to your house easily? Think about all seasons and weather conditions. Check with your township to find out who is responsible for snow removal on your road.

6. **DRIVEWAY LOCATION.** Some roads have regulations on where a driveway can enter the road. Does the placement of your driveway entrance correlate with your chosen building site? Also think about the length and turning radius of some emergency vehicles when considering curves in

your driveway.

7. **ODOR.** Will rural odors be a concern to my location plans? Rural odors for example are from farms with herds of cattle, farmers spreading manure on fields, etc.

*What do I do with my garbage and recyclables?*

8. **Ft McCoy.** Monroe County is home to the military base Fort McCoy. Will the noise from the Fort be a concern to my location plans? See the Ft McCoy website for more information about the mission there.

**Do I need a Driveway Permit?**

Yes, most Towns require a driveway permit. This is a permit issued by the Town. Contact your Town Clerk or Chairman to apply. If you are on a County Road you will need a permit from the Monroe County Highway Dept.

**Are there any regulations about modular or mobile**

**homes?**

Yes, most Towns have regulations on mobile and modular homes. If the Town is zoned the oldest mobile home that can be used is 1977 model.

Towns also have other regulations on these types of homes including more restrictive age requirements.

Check with the Town Clerk or

Chairman to find out what regulations apply.

**How do I get my well?**

There are several well drillers in Monroe County. Check the Yellow Pages for listings. State Permits are required within 1200-ft. of a landfill (closed or current).

**How do I get my address?**

Applications for new addresses can be obtained from the Sanitation and Zoning Office. If you have had a Soil and Site evaluation (perk test) done on the property an address application will automatically be sent to you once the Zoning and Sanitation Office has the original copy of the

soil and site evaluation. This application is then submitted to your town clerk. The process takes approximately 3-4 weeks to assign an address to a home as long as all the correct information is received.

**How do I get electric hookup?**

Contact the local electric provider to make the proper arrangements. The seller or realtor should be able to tell you what company provides service to the property.



**How do I get a telephone hooked up?**

Call the local telephone company to make proper arrangements. CenturyLink is the company that provides most of the phone service to Monroe County.

**How do I get LP or Natural Gas service?**

Check with the seller or realtor to see what type of service has been provided in the past and who provided it. If you do not want to continue using the current



type of fuel or provider check the Yellow Pages for a listing of companies that provide gas and tanks to Monroe County.

**What do I do with my garbage and recyclables?**

The Monroe County Solid Waste Department is the state designated "Responsible Unit" for recycling. In Monroe County all municipalities participate in the County Solid Waste Program. Contact your local Town official or the County Solid Waste Dept. for details relative to your property location.

**Do I need a permit to burn?**

Yes, a burning permit is required for most types of burning. Check with the Town Clerk or Chairperson to obtain the name of the Fire Warden in your area. There are certain times of the year and certain conditions that do not require a permit. There are also certain conditions in which burning is banned. It is a good idea to check with the Fire Warden



in your area each time you wish to burn. *This includes campfires!*

**Where do I go to Vote?**

The Town Chairperson or Clerk should be able to direct you to the location of the polls assigned to your area.

**What emergency services zone (fire department, ambulance first responder, etc.) am I located in?**

To find out what fire department, law enforcement agency, ambulance service or first responder agency responds to your town contact the Emergency Management Department.

**Is it safe to dig or do I need to call someone?**

Always call Digger's Hotline at least 3 business days prior to digging: Toll free Dial 1 & then 800-242-8511

**When I'm done building my home where would I place my mailbox?**

To find out where you would place your mailbox you will need to contact your local US Postmaster. If you do not know which post office district you are in, this

information can be obtained from the Emergency Management Department.

**Do dogs need to be licensed?**

Yes, every dog in Monroe County needs to be licensed. Dog owners must obtain a license for each dog yearly. There are license notices and applications sent out in the tax bill every year in most municipalities. Licenses can also be obtained from various other places. At certain times of the year the Town Treasurer can issue licenses. Licenses can be obtained year round at the Sanitation and Zoning Office, County Dog Shelter located just east of Sparta on Highway 16 or at certain Veterinarians. Written proof of a current rabies vaccination is required for licensing. This paperwork can be obtained from the Veterinarian that gave the shot. Some Towns have a limit on the number of dogs per household. The Town Clerk or Chairperson should be able to tell you if there is such a rule.



# Monroe County Office Contact Information

County Website: [www.co.monroe.wi.us](http://www.co.monroe.wi.us)

Sanitation and Zoning Office  
14345 County Highway B, Suite 5  
Sparta, WI 54656  
Phone: 608-269-8736  
Fax: 608-366-1809  
E-mail: [alison.elliott@co.monroe.wi.us](mailto:alison.elliott@co.monroe.wi.us)

Emergency Management Department  
112 S Court Street Room 107  
Sparta, WI 54656  
Phone: 608-269-8711  
Fax: 608-269-8985  
E-mail: [cindy.struve@co.monroe.wi.us](mailto:cindy.struve@co.monroe.wi.us)

Monroe County  
Solid Waste Management  
20448 Junco Road  
Norwalk, WI 54648  
Phone: 608-269-8783  
Fax: 608-269-8783  
E-mail:  
[gail.frie@co.monroe.wi.us](mailto:gail.frie@co.monroe.wi.us)

Real Estate Property Listing  
Administrative Center  
202 S K Street Room 3  
Sparta WI 54656  
Phone: 608-269-8623  
Fax: 608-269-8958  
E-mail: [jeremy.erickson@co.monroe.wi.us](mailto:jeremy.erickson@co.monroe.wi.us)

Monroe County Highway Department  
803 Washington St.  
Sparta, WI 54656  
Phone: 608-269-8740  
Fax: 608-269-8831  
E-mail: [jack.dittmar@co.monroe.wi.us](mailto:jack.dittmar@co.monroe.wi.us)

Monroe County  
County Clerk  
Administrative Center  
202 S K Street Room 1  
Sparta, WI 54656  
Phone: 608-269-8705  
Fax: 608-269-8747

Monroe County  
Police Department  
Courthouse Annex  
210 W Oak Street  
Sparta, WI 54656  
Phone: 608-269-2117  
Fax: 608-269-8889

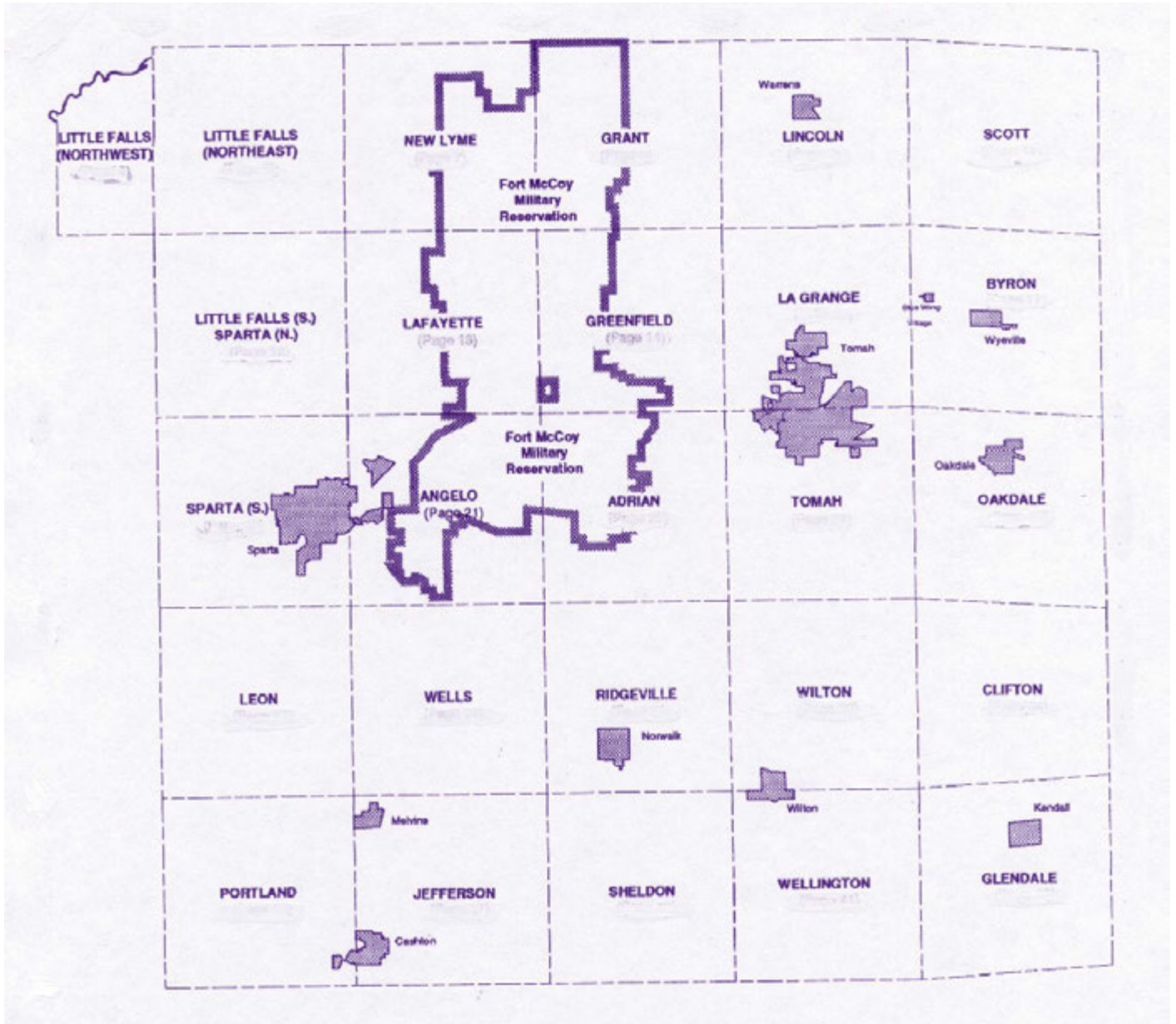
Monroe County  
County Treasurer Office  
Administrative Center  
202 S K Street Room 3  
Sparta, WI 54656-2187  
Office: 608-269-8710  
Fax: 608-269-8958

UW-Extension Office  
14345 Co Hwy B, Rm. 1  
Sparta, WI 54656  
Phone: 608-269-8722  
Fax: 608-269-8767

Land Conservation Department  
820 Industrial Drive Suite 3  
Sparta, WI 54656  
Phone: 608-269-8974  
Fax: 608-269-4394

Register of Deeds  
Administrative Center  
202 S K Street Room 2  
Sparta WI 54656  
Phone: 608-269-8716  
Fax: 608-269-8715





# Monroe County Municipal Towns, Villages and Cities Map

*The information contained within is to aid those who are looking to purchase property or a home in Monroe County and was created with the collaboration of various departments and agencies first published on February 12, 2001. Updated on October 16, 2012.*

*We're on the WEB  
[www.co.monroe.wi.us](http://www.co.monroe.wi.us)*



*Monroe County Courthouse  
112 S Court Street  
Sparta WI 54656*