

## New Home Construction Permit Application Manufactured Residential Homes

<b>Permit #</b>	
<b>Date</b>	

Owner \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Parcel # \_\_\_\_\_ Zoning \_\_\_\_\_

Contractor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

License # \_\_\_\_\_ Contact Person: \_\_\_\_\_

Housing Type      Single Family      Two Family

Project Description:	
Square Footage	Cost \$

Fee Schedule- Manufactured Home		
Base Fee		\$200.00
Electrical Service		\$100.00
Electrical		\$75.00
Plumbing		\$75.00
Erosion Control		\$75.00
Additional Fee Schedule		
Escrow	Returnable upon occupancy	\$300.00
Driveway/ Culvert-Road Access		
Land Use Permit	<b>Total Cost X \$.001</b>	
<i>Note* Land Use minimum of \$50.00</i>		
<b>Total</b>		
Additional Permits May Be Required		
Sanitary Permit - Sheboygan County- If Applicable		
Shoreland Zoning- Sheboygan County- If Applicable		

### Make Check Payable to:

Town of Greenbush

### Return Application and Check to:

Witkowski Inspection Agency, LLC  
621 Sixth St. P.O. Box 98  
Kiel, WI 53042

### For Inspections Call:

Witkowski Inspection Agency, LLC  
Brian Witkowski  
Office: 920-286-6133  
Cell: 920-912-0832

**Culvert Specs:** To be Determined by Town Board  
Contact Road Supervisor

### Inspections Required

_____ Footing	_____ Electrical Service	_____ Erosion Control	_____ Insulation
_____ Foundation	_____ U-G Plumbing	_____ Rough-In**	_____ Final

Rough-In\*\* includes: Construction; HVAC; Electrical & Plumbing Inspections



**Erosion Control Application**

Owner's Name \_\_\_\_\_

Address of Project \_\_\_\_\_

City/ Village \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

**Contractor's Name** \_\_\_\_\_

Address \_\_\_\_\_

City/ Village \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Type of Erosion Control to be Installed \_\_\_\_\_ Separate Site Plan Included Yes \_\_\_\_\_  
No \_\_\_\_\_

Silt Fence \_\_\_\_\_ Bales \_\_\_\_\_ Vegetation \_\_\_\_\_ Erosion Mat \_\_\_\_\_

I, the undersigned Owner/ Contractor, do hereby agree to comply with SPS 321.125 & 321.126 of the Wisconsin Department of Safety & Professional Services building code viewable at [dpsps.wi.gov/sb/SB-DIVCodesListing.html](http://dpsps.wi.gov/sb/SB-DIVCodesListing.html)

Signature of Homeowner \_\_\_\_\_ Date \_\_\_\_\_

or

Signature of Contractor \_\_\_\_\_ Date \_\_\_\_\_

<b>Manufactured Home Required Checklist Items</b>
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### County Required Items if in Shoreland Zoning

- \_\_\_\_\_ Completed County Land Use Permit
- \_\_\_\_\_ Site Plan from County with all houses & garage dimensions
- \_\_\_\_\_ Address from County if not in a sub-division

### Town Required Items

- \_\_\_\_\_ Copy of Sanitary Permit
- \_\_\_\_\_ Completed Wisconsin Uniform Building Permit- Online
- \_\_\_\_\_ 2 Sets of Building Plans showing all house dimensions
- \_\_\_\_\_ Completed Energy Worksheet
- \_\_\_\_\_ Completed Erosion Control Application
- \_\_\_\_\_ Completed Site Plan showing all Erosion Control
- \_\_\_\_\_ Culvert Permit if Applicable
- \_\_\_\_\_ Read and Sign the Town of Greenbush Permit Attachment
- \_\_\_\_\_ Read and Sign the Conditions of Approval Sheet
- \_\_\_\_\_ Site Plan for Town with all houses and garage dimensions

## Driveway/ Culvert Permit Application- Town Road

**Type of Driveway being applied for:**

\_\_\_\_\_ 20' to 30' New Residential Driveway  
\_\_\_\_\_ Relocation of an Existing Driveway

**Location of Driveway you are applying for:**

- Name of the nearest intersection of Town, County, or State Roads: \_\_\_\_\_
- Driveway location is approximately \_\_\_\_\_ ( Miles) \_\_\_\_\_ ( N, E, S, W) of said intersection
- Looking both ways down the road, is vision clear for 600'( Feet) \_\_\_\_\_ Yes \_\_\_\_\_ No
- This driveway will result in how many driveways serving this property? \_\_\_\_\_

**\*\* Applicant shall place stakes in ditch line where he/she wants to place the driveway so the proposed location will be inspected and has been approved by the Town or Designees.**

### Owner's Covenant

- A. Any grading, special ditching, alteration of slope or any other disturbance of any portion of the road right-of-way shall be restored by and at the expense of the applicant, to the condition existent prior to such disturbance and to the satisfaction of the Town Board or its designated appointee.
- B. The entire cost of the driveway construction or installation shall be the obligation of the applicant.
- C. Applicant shall keep driveway/ culvert free of debris and obstructions to provide proper drainage along the road
- D. Maintenance and upkeep of driveway on or over Town Road right-of-way shall be the responsibility of the applicant
- E. Applicant may not develop any driveway with-in the setbacks set by the Town. The setback shall be measured parallel to the pavement edge.
- F. The centerline of the driveway lying on the county right-of-way shall be at approximately right angles to the pavement except as topography may make angular placement necessary.
- G. Driveway width is measured at the ditch line and is equal to the actual drivable width.
- H. Culvert materials are restricted to: Corrugated Steel, Concrete, and/or Corrugated Polyethylene pipe meeting AASHTO M 294, Type 5 Specifications, with a minimum of 12" inches of granular cover
- I. The permittee, his/her successors or assigns, agree to hold harmless the Town of Greenbush and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the issuance or exercise of this permit.
- J. All new driveways are to be constructed to have permanently vegetated sloped sides, unless the road/ street has curb and gutter. Such construction shall be accomplished using only soil materials. The side slopes of the driveway shall be sloped at no more than a length to height ratio of 2.5:1 All slopes shall be seed or sodded by the owner.
- K. Construction needs a negative grade as to not drain onto the road

I, hereby certify that I have read the Owner's Covenant and understand and agree to abide by the following special regulations and provisions of this permit and all applicable provisions and restrictions which are shown on this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Note\* Diameter of culvert to be determined by Town Board

		For Town Use Only	
Culvert required under driveway	YES	NO	Diameter _____ Length _____
Conditions	_____		
Permit Approved by	Date _____		

## Mailbox Size & Construction Standards

A mailbox with the Postmaster General's (PMG) seal of approval meets USPS size and construction standards.

If you build your own or buy a custom-made one, it must meet the PMG Standards. Show your local postmaster your mailbox plans or your custom-made box for approval.

### Where to Place the Mailbox ( Roadside/ Curbside)

Here are some helpful guidelines to follow when placing your mailbox:

- Position your mailbox 45" to 47" from the road surface to the bottom of the mailbox or point of entry.
- Place your mailbox 8" to 10" back from the curb/ road edge.
- Put your house number on the mailbox.
- If your mailbox is on a different street from your house, put your full address on the mailbox.

### Installing the Mailbox Post

The Federal Highway Administration recommends:

- A 4 x 4 wooden support or a 2" diameter standard steel or aluminum post
- Avoid unyielding and potentially dangerous supports like heavy metal pipes, concrete posts, and farm equipment ( e.g.- milk cans filled with concrete)
- Bury your post no more than 24"

### Maintenance

Mailboxes take a beating from the weather, so we recommend an annual mailbox checkup to avoid damage to your mail or difficulty identifying your address.

- Tighten loosen hinges on the door
- Take care of rusty or loosen parts
- Replace missing or fading house numbers
- Keep the path to your mailbox clear

**NOTE\* PLEASE SEE YOUR LOCAL POSTMASTER FOR RULES AND REGULATIONS FOR INSTALLATION OF MAILBOX**

This picture represents the correct size for the mailbox.