



Building Inspection Department  
PO Box 13 Merton, Wisconsin 53056  
Phone: 262-538-0820 Fax: 262-538-4981

Office location: W282N6996 Main Street  
Office Hours: Mon-Thu 3:00-6:00pm  
[www.villageofmerton.com](http://www.villageofmerton.com)

**Zoning Permit Application Village of Merton**

Permit No \_\_\_\_\_

**Instructions**

Applications are to be filed in duplicate with the Village Zoning Administrator, and he shall refuse applications that are not complete or that are not legible.

**Information**

Please list names, addresses and phone numbers.

Applicant \_\_\_\_\_

Owner of site \_\_\_\_\_

Architect \_\_\_\_\_

Professional Engineer \_\_\_\_\_

Contractor \_\_\_\_\_

**Description of site**

Address of site \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Metes and bounds description \_\_\_\_\_

Zoning district classification \_\_\_\_\_

Description of the existing operation or use \_\_\_\_\_

Description of the proposed operation or use \_\_\_\_\_

Number of employees' \_\_\_\_\_

Type of structure \_\_\_\_\_

(see reverse side)

**Attachments**

The following required items shall be attached to this application:

**Plat of Survey**-prepared by a registered land surveyor showing the location, boundaries, dimensions, elevations, uses, and size of the following: subject site: existing and proposed structures; existing and proposed easements, streets, and other public ways; off-street parking, loading areas and driveways; existing highway access restrictions; existing and proposed street, side, and rear yards; the high water one or any stream or lake on which the property abuts; the location of any existing and/or proposed septic systems and well, including those within fifty (50) feet of the property lines; the location and results of any percolation tests and soil borings on the individual property. In addition, the plat of survey shall show the location, elevation, and use of any abutting lands and their structures within forty (40) feet of the subject site.

**Proposed Sewage Disposal Plan** This plan shall be approved by the Waukesha County Department of Parks and Land Use Division of Environmental Health in writing that satisfactory, adequate and safe sewage disposal is possible on the site as proposed by the plan in accordance with applicable local, county, and state agencies.

**Proposed Water Supply Plan** Satisfactory evidence that a safe and adequate supply of water is to be provided, and the location of any well for that purpose on the property.

**Additional Information** may be required by the Village of Merton Plan Commission, Village Engineer, Zoning Inspector, Building Inspector, Plumbing Inspector, Electrical Inspector, or Health Inspector.

**CERTIFICATE**

I here by certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Applicant \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

**Approval or Refusal**

Date permit (issued or denied) \_\_\_\_\_

Zoning Administrator \_\_\_\_\_

**Notes**

**Permit may be revoked** Without notice if misrepresentation of any of the above information or attachments is found to exist.

**Permit shall expire** within six (6) months unless substantial work has commenced.

**Permit is null and void** if issued in error. It is understood that any permit issued on this application will not grant any right or privilege to erect any structure or to use any premises for any purpose that is prohibited by the Village of Merton Zoning Ordinance or any other state or local laws.

**Changes** in the plans or specifications submitted in the original application shall not be made without prior Written approval of the Zoning Inspector.