

Projects may also require engineering review for the following:

- Traffic Impacts, Access and Circulation (See Title 13 of the Monona Code of Ordinances/MCO)
- Stormwater and Erosion Control (See Title 15 of the MCO)
- Utilities (See Titles 9 and 15 of the MCO)

Fees for engineering consultant review are charged to the applicant.

Where can I get more information?

- Visit the City of Monona website at www.mymonona.com for:
 - the Monona Code of Ordinances/MCO
 - City plans
 - Redevelopment District maps
 - Urban design guidelines
 - Plan Commission meeting dates
- Title 13 of the MCO (Zoning)
- Title 4 of the MCO (Fire Prevention)
- Title 15, Chapter 4 of the MCO (Erosion & Stormwater Runoff Control)
- Contact the City Zoning Administrator Sonja Reichertz at 608-222-2525 or sreichertz@ci.monona.wi.us

City of Monona
5211 Schluter Road
Monona, WI 53716
608-222-2525
www.mymonona.com

Revised May 2011

**Guide to
Zoning Permits and
the Application &
Review Process**





When do I need a zoning permit?

- New construction, substantial enlargement, or substantial relocation of a building or structure
- Any new use of or substantial change in use of land, water, building or structure
- Discontinuation of use of land, water, structure, or building for six months or more
- For zoning permits for single-family and two-family dwellings, see "Residential Zoning Permit Process"

A zoning permit certifies that a proposed use, structure or building complies with the standards and procedures of Title 13 of the Monona Code of Ordinances (MCO).

How do I get a zoning permit?

(See Title 13-1-183)

1. Pre-application Review

The applicant meets with the Zoning Administrator to propose their project, discuss the application review process, review applicable codes, and get other information as needed.

2. Submittal of Application and Plans

Applicant completes a zoning permit application and submits plans and information to the Zoning Administrator. Staff coordinates review of plans by department heads and determines if an engineering review may be required.

3. Pre-hearing Conference with Plan Commission

A pre-hearing conference is held to familiarize the Plan Commission with the proposal, and to provide feedback to the applicant. The Plan Commission may require revisions or additional plans. A public hearing is often held during this time.

4. Formal Hearing before Plan Commission

The applicant shall submit any required revisions or additional materials, for review by City staff and the Plan Commission. A formal hearing is then held, including a public hearing. The Plan Commission may take action to approve the permit at this meeting.

5. Issuance of Zoning Permit

If a zoning permit is approved, the Zoning Administrator will issue the permit with any conditions of approval required by the Plan Commission.

What do I have to provide?

- Completed zoning application form and applicable fee
- Letter of application
- Letter of authorization from property owner (if applicant is not property owner)
- Two copies of as-built or record drawings upon completion of construction as discussed

Please submit the following plans in both electronic and paper format (18 copies required):

- Building elevations, if applicable
- Site plans at 1"=20' scale (or other suitable scale) on 11" x 17" paper [Note: See requirements for parking, landscaping and lighting in Title 13 Appendix A of the MCO]
- Stormwater and Erosion Control plans (if required under Title 15 of the MCO)
- Other plans as required

Submit completed applications two weeks before Plan Commission meeting.

Plans and building elevations may not be required for a "change of use" for commercial buildings.