

## Projects may also require engineering review for the following:

- Traffic Impacts, Access and Circulation (See Chapter 480 of the Monona Code of Ordinances/MCO)
- Stormwater and Erosion Control (See Chapter 216 of the MCO)
- Utilities (See Chapters 443, 360, 388, 175, 216 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](http://www.mymonona.com) for:
  - the Monona Code of Ordinances/MCO
  - City plans
  - Redevelopment District maps
  - Urban design guidelines
  - Plan Commission meeting dates
- Chapter 480 of the MCO (Zoning)
- Chapter 232 of the MCO (Fire Prevention)
- Chapter 216 of the MCO (Erosion & Stormwater Runoff Control)
- Contact the City Zoning Administrator Douglas Plowman at 608-222-2525 or [dplowman@ci.monona.wi.us](mailto:dplowman@ci.monona.wi.us)

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5211 Schluter Road  
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## 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 **Chapter 480** of the Monona Code of Ordinances (MCO).

### How do I get a zoning permit?

(See **Chapter 480-52**)

#### 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 Chapter 216 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.