

# FOLLOW THESE 6 STEPS...

**1** Find out if your proposed addition meets the placement and size requirements.

## Placement

- Additions to your home must meet all principal structure setbacks. Setback requirements are different for each zoning district; please contact the Harrison Planner to find out what the setbacks are for your property. (Typically, the side yard setbacks are 7.5 feet and the rear yard setback is 25 feet from the property line.) The front yard setback depends on where your property is located (a good rule is to not extend beyond the front edge of the house or garage). Check to see if there are any restrictions in your subdivision for setbacks or additions.
- Additions to your detached garage or shed must be at least five (5') feet from all side and rear property lines and must meet the front yard setback from all street property lines (typically the front edge of the house or attached garage or thirty (30') feet, whichever is greater) and must meet the water line setback of the Shoreland Zoning

Ordinance (contact Calumet County Zoning for additional information).

- The Harrison requires that all structures and additions be placed outside any easements, including utility and drainage. Contact Town staff to find out if/where any easements are located or to get a copy of the drainage plan for your lot.
- Any detached structures should be a minimum of ten (10') feet from your house and/or attached garage.
- Consult with Harrison Building Inspector or Town Planner to find out if your proposed addition meets the placement requirements.

## Size

- Harrison Zoning Ordinance sets the maximum lot coverage square footage and impervious surface coverage footage for structures you may have. It is based on the zoning district of your property.
  - **Lot Coverage.** The total square footage, in ground floor area, of all buildings (proposed or existing) may not exceed the following. Swimming pools and decks are excluded from lot coverage calculations.
    - AG Zoning – 10%
    - RS-1 Zoning – 25%
    - RS-2 & RT Zoning – 40%

- **Impervious Surface Coverage.** The total square footage, in ground floor area, of all structures (proposed or existing) may not exceed the following. Swimming pools, decks, driveways and patios are included in the impervious surface coverage.
  - AG Zoning – 30%
  - RS-1 Zoning – 35%
  - RS-2 & RT Zoning – 60%
- For example, if you own a property in a RS-1 zoning district, and your lot is 13,500 sq. ft., you are allowed a total lot coverage of 3,375 sq. ft. If you have an existing house with attached garage and porch of 2,500 sq. ft., the maximum you would be allowed to construct would be 875 sq. ft. ( $13,500 \times .25 = 3,375$  then  $3,375 - 2,500 = 875$ ).

**2** Obtain a permit application. You need a Zoning Permit to construct an addition. You can pick up the permit applications at the Harrison Municipal Building (corner of Hwy 114 & State Park Road) or download one from Harrison website.

**3** Turn in your completed application, site plan, floor plan and one hundred (\$100) fee to Harrison Planner. The site plan should be provided on a

separate 8-1/2" x 11" drawing. The site plan should include the location of the addition and all other structures, its dimensions, its distance from other structures and its distance from all the property lines.

**4** Staff will review your application while you wait for simple projects. More complex projects may take longer. If approved, staff will issue the Zoning Permit, which may include conditions of approval.

You must also apply for and receive a Town Building Permit for additions to your home. For more information, call the Harrison Building Inspector at 920.989.2924.

**5** Start the work that the permit was issued for. Be sure to display the permit where it can be seen from the street for the duration of construction. Call Digger's Hotline at 811 for safety concerns to avoid underground utilities while digging.

**6** Call for inspection, if applicable. When Harrison Building Permit is issued, the Building Inspector will tell you when inspections are required and the phone number to call to request inspections. It is your responsibility to schedule an inspection.

## Still have questions?

Contact the Harrison Planner using one of the methods on the back of this brochure.

## For more information:

### Town and Village of Harrison :

Mark J. Mommaerts, AICP, Planner

Phone 920.989.1062

Fax 920.989.1077

### Email:

mmommaerts@harrison-wi.org

### Mailing Address:

Town and Village of Harrison

Planner

W5298 Hwy 114

Menasha, WI 54952

### Website:

[www.harrison-wi.org](http://www.harrison-wi.org)

This brochure is intended to be a guide and does not supersede any rules, regulations, ordinances, or statutes.

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# ADDITIONS

