



Village of Harrison

W5298 Hwy 114
Menasha, WI 54952
Phone: 920-989-1062

HOUSE MOVING & RELOCATED BUILDING APPLICATION

Applicant Information			
Applicant Name (Indiv., Org. or Entity)		Authorized Representative	Title
Mailing Address		City	State Postal Code
E-mail Address		Telephone (include area code)	Fax (include area code)
Landowner Information (if different than Applicant)			
Name (Organization or Entity)		Contact Person	Title
Mailing Address		City	State Postal Code
E-mail Address		Telephone (include area code)	Fax (include area code)
Project or Site Location			
Site Address / Location:		Location ID(s):	Plat / CSM / Lot No.:
Quarter: <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE		Section:	Township: N Range: E
Legal Description:			
Current Zoning:		Current Use:	
Lot Dimensions: Front: Side: Rear: Side:		Lot Area: <input type="checkbox"/> acres or <input type="checkbox"/> square feet	
Project Information and Required Submittals (attach separate document if needed)			
Type of building to be moved: <input type="checkbox"/> House/Business/Principal Building <input type="checkbox"/> 400 sq ft or larger <input type="checkbox"/> Accessory Building <input type="checkbox"/> less than 400 sq ft, 18 ft height, 14 ft wide		Final Destination: <input type="checkbox"/> within Harrison <input type="checkbox"/> not within Harrison	
For House/Business/Principal Building: <input type="checkbox"/> Photographs from 2 or more angles (if final destination is within Harrison). <input type="checkbox"/> Photographs of lot for final destination, with adjacent lots and structures (if final destination is within Harrison). <input type="checkbox"/> Map depicting route. <input type="checkbox"/> Report from Village Building Inspector concerning structural soundness and improvements needed. <input type="checkbox"/> Report from Village Public Works concerning road conditions prior to moving. <input type="checkbox"/> \$50,000 Performance Bond. <input type="checkbox"/> Proof of \$1,000,000 Public Liability Insurance.		For Accessory Buildings less than 400 sq ft: <input type="checkbox"/> Map depicting route. <input type="checkbox"/> Report from Village Public Works concerning road conditions prior to moving. <input type="checkbox"/> \$50,000 Performance Bond. <input type="checkbox"/> Proof of \$1,000,000 Public Liability Insurance.	
Conditions of Approval:			
<ul style="list-style-type: none"> • Movement of building shall be continuous. • Within 24 hours after move notify the Village of Harrison so that the streets can be inspected. If damage is noted mover shall repair as soon as possible. If not repaired within 10-days, the Village shall have repairs completed and payment to be taken from bond. • If final destination is within Harrison owner shall within 6-months of move have building completed and habitable/usable. • Prior basement/foundation from which the building was moved shall be filled in or removed to the satisfaction of the Village. 			
Certification & Permission			
Certification: I hereby certify that I am the landowner of the property which is the subject of this Application. I certify that the information contained in this form and attachments is true and accurate. I understand that failure to comply with any or all of the provisions of the ordinances and/or permit may result in notices, fines / forfeitures, stop work orders, permit revocation and cease & desist orders. Permission: As landowner of the property, I hereby give the permit authority permission to enter and inspect the property to evaluate this application, to determine compliance with the ordinances and to perform corrective actions after issuing proper notice to the landowner.			
Applicant Signature		Date Signed	
Landowner Signature (required)		Date Signed	

LEAVE BLANK – FOR MUNICIPAL USE ONLY			Inspections:
Date Complete Application Received:	Permit No.:	Date Approved:	

Ordinance V15-11: Relocated Buildings.

- 1) Relocated Building Permit. Before any building of more than 400 square feet is moved onto a lot, from a lot, or through the Village, a Relocated Building Permit must be secured, in addition to the applicable Zoning Permit and Building Permit. These requirements do not apply to construction sheds or other temporary structures to be located on a lot for 18 months or less.
 - a) Permit Required. The applicant shall submit photographs taken from two (2) or more angles of the structure to be moved and photos of the lot on which the structure is to be located together with adjacent lots and structures, and a route along which the structure will be moved. The Building Inspector shall submit to the Planner a report concerning structural soundness and improvements that shall be made if the building is relocated. The Public Works Director (Director) shall submit to the Planner a report concerning the road conditions of the roads along the route that the structure will be moved and any other pertinent information. The Planner shall submit these reports to the Plan Commission and Village Board for review.
 - b) Board Approval. The Plan Commission shall report to the Village Board whether the structure will be compatible with other development in the area. The Village Board may withhold issuance of a permit for such relocation if the Plan Commission or Village Board determines that such structure would depreciate the area into which it is to be moved. The Village Board may place any number of conditions on the permit in order to protect the health, safety, general welfare, and property values of the area. This paragraph does not apply to moving of garages and sheds.
 - c) Bond & Insurance. Before a permit is issued to move any building over any public way in the Village, the party applying therefore shall give a \$50,000 performance bond to the Village Clerk. Such bond is to be returned upon meeting the above requirements and those set forth in subsections (e), (f) and (g) below, to the satisfaction of the Director. Should the conditions set forth in this section not be met by the permittee, the Director shall have the same done to his satisfaction, charging the cost thereof to the performance bond.
 - i) The Director shall require in addition to said bond, public liability insurance covering injury to one person in the sum of not less than One Million (\$1,000,000) Dollars and for one accident in a sum not less than Five Hundred Thousand (\$500,000) Dollars together with property damage insurance in a sum not less than Fifty Thousand (\$50,000) Dollars. If the performance bond is not sufficient to cover the costs of repairs or nuisance abatement of this section, then the additional cost will be assessed to the property and collected on the tax bill as a special charge.
 - d) Moving. When a permit is issued the movement of the building shall be a continuous operation during all hours of the day and night until such movement is fully completed.
 - e) Barriers. The permittee shall erect adequate barriers around the exposed excavation or foundation, either from the removal of the building from its foundation or around a foundation waiting for a building to be placed on it.
 - f) Streets. Every person receiving a permit to move a building shall within one (1) day after said building reaches its destination report to the Director who shall inspect the streets and highways over which said building has been moved and ascertain their condition. If any damage is reported, the person to whom the permit was issued shall forthwith place them in good repair as they were before the permit was granted. On the failure of said permittee to do so within ten (10) days thereafter to the satisfaction of the Director, the Director shall authorize to have the repairs of such damage done to Village owned property and shall hold the permittee responsible for the payment of same from his bond, as provided for in subsection (c) above.
 - g) Completion and Nuisance Determined. Every person receiving a permit to move a building shall within six (6) months after said building reaches its destination have the building complete and habitable if it is a home or complete and usable if it is a structure other than a home, to the satisfaction of the Building Inspector. Failure to do so shall constitute a nuisance and the Building Inspector, along with the Planner, shall proceed with abatement or remove the nuisance. The cost of such abatement shall be charged against the bond, as provided for in subsection (c). The prior basement/foundation from which the building was moved shall be filled in or removed to the satisfaction of the Village.
- 2) Moving of Small Buildings. Buildings of less than 400 square feet and less than 18 feet in height and less than 14 feet wide, including cornice, may be moved on a truck or trailer equipped with pneumatic tires. Such building may receive a permit from the Public Works Director. All conditions required for the moving of buildings shall be met. A police escort may be required at the cost of the mover.