

4. Planning staff and the Building Inspector will review your applications. If approved, a Zoning Permit and a Building Permit will be issued, which may include conditions of approval.

5. Start the work that the permits were issued for.

Display the permits where they can be seen from the street for the duration of construction. Remember to call Digger’s Hotline at (800) 242-8511 to avoid underground utilities while digging.

6. Call for an inspection, if applicable.

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

Questions?

Contact:

Assistant Planner:

Phone: (920) 989-1062 x 2
jsherman@harrison-wi.org

Address:

Village of Harrison
Assistant Planner
W5298 State Hwy 114
Menasha, WI 54952

Harrison-wi.org

Allow 7-10 days for processing.

WE Energies Right-of-Way Analyst:
(414) 221-2750

Diggers Hotline:
(800) 242-8511

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

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Additions



FOLLOW THESE 6 STEPS...

1. Determine if your proposed addition meets the placement and size requirements outlined in this brochure.

Placement:

Additions to your home must meet all principal structure setbacks. Setback requirements are different for each zoning district. Typically, the side yard setbacks are 5 ft. or 7.5 ft. (based on zoning) and the rear yard setback is 25 ft. 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). Contact the Harrison Assistant Planner for setback requirements and any restrictions in your subdivision for setbacks or additions.

Additions to your detached garage or shed must be at least 5 ft. from all side and rear property lines and must meet the front yard setback from all street property lines.

The Village of Harrison requires all structures and additions to be placed outside any easements, including utility and drainage. Contact Village Planning staff to find where any easements are located or to get a copy of the drainage plan for your lot.

Detached structure should be a minimum of 10 ft. from your house and/or attached garage.

Consult with the Building Inspector or Village Assistant Planner to ensure your proposed addition meets placement requirements.

Size:

Harrison Zoning Ordinance sets the maximum lot coverage and impervious surface coverage for any 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 structures (proposed or existing) may not exceed the following:

- AG zoning - 20%
- RS-1 & RR zoning - 25%
- RS-2 & RT zoning - 40%

Swimming pools and decks are excluded from lot coverage calculations.

Impervious Surface Coverage:

The total square footage, in ground floor area, of all structures proposed or existing may not exceed the following:

- AG zoning - 50%
- RS-1 zoning - 35%
- RS-2 & RT zoning - 60%

Swimming pools, decks, driveways and patios **are included** in impervious surface coverage.

***Lot coverage 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 both a Zoning Permit and a Building Permit to construct an addition.

Permit applications are available in the following formats:

- In-Person at the Harrison Village Hall Monday - Friday 7:30 am - 4:00 pm.
- Call the Harrison Assistant Planner at (920) 989-1062 x 2 to have permits emailed to you.
- Download off the Harrison website at www.Harrison-wi.org

3. Turn in completed applications, site plan, project plan, and required fees to the Harrison Assistant Planner at the Village Hall.

The site plan should be provided on a separate 8.5" x 11" page and include the following:

- Location of the addition
- The addition's dimensions
- The distance of the addition from all property lines