

TOWN OF GLENDALE

Monroe County

27337 Mocha Rd | P.O. Box 244

Kendall, WI 54638

Jamie Hyer, Clerk
608-387-9383

Carol Fronk, Treasurer
608-463-7617

Raye Walz, Chairman
608-462-7274

Steve Murray, Supervisor
608-343-7267

Brian Hyer, Supervisor
608-853-1015

“BUILDING PROCEDURE CHECKLIST”

The following information is being provided to assist you in building your new home. Please read through the TOWN OF GLENDALE “Land Use Ordinance” prior to making any improvements (www.townofglendale.com). The list below is the recommended order in which you should proceed with your plan:

1. Purchase a minimum 3 acre parcel of land. (**3 Acres is required**, more is recommended).
2. Complete a **Driveway certificate application** (Town, no charge).
 - Inspection is required before approval.
3. Contact your plumber and the Monroe County Sanitation Dept. for a County sanitary permit. (608-269-8939). **You will not get a Fire Number for a residence if you do not have a sanitary permit!!**
4. **After** Sanitary permit is approved by the County (this is for new homes) Complete a **Construction Certificate Application** and include \$50.00 check made payable to Town of Glendale. Available @ townofglendale.com, the Town Clerk, or at the Town Shop in the display case. Return to Town, for approval (P.O. Box 244, Kendall, WI. 54638) or put in the drop box at the Town Shop.
 - **NO Fire # Application** is needed if a fire number already exists on the property.
5. Return to Town Clerk an **Application for Rural Address Application** and 2 checks, (1) In the amount of \$15.00 made payable to Monroe County Sanitation and Zoning (2) In the amount of \$75.00 made payable to Town of Glendale to cover the cost of the signage and installation.

Receive approval letter from Clerk and actual **Construction Permit** to be posted at the work site in plain view. You are set to begin your project!!

- All Town applications are processed at the regular Town Meeting on the 2nd Monday of each month. Call the Clerk or Chairman to confirm date or townofglendale.com

If you need more information please call Clerk Jamie Hyer (608)387-9383 or Chairman Raye Walz (608)462-7274

REMINDER - BE SURE TO SEND fees with applications!!

Updated
11/2021