

TOWN OF GLENDALE

Monroe County

27337 Mocha Rd | P.O. Box 244

Kendall, WI 54638

Mary Roets, Treasurer

608-547-5975

Jamie Hyer, Clerk

608-387-9383

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 and include \$40.00 fee** made payable to the Town of Glendale.
 - Town Board 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 **Land Use / Construction Certificate Application and include \$50.00 check** made payable to Town of Glendale. Available @ townofglendale.com, the Town Clerk, or at the Town Hall / Shop in the display case. Return to Town, for approval (P.O. Box 244, Kendall, WI. 54638) or place in the drop box at the Town Hall / Shop.
 - **NO Fire # Application** is needed if a fire number already exists on the property.
5. Complete and return to Monroe Co. an **Application for Rural Address Application** and a check, in the amount of **\$20.00** made payable to Monroe County Sanitation and Zoning. Return to the Town a **copy** of your completed rural address application and a **\$75.00** check made payable to the **Town of Glendale** to cover the cost of the signage and installation.
6. Receive approval letter from Clerk and **Land Use Certificate** (yellow) to be posted at the work site in plain view.
 - Contact information for the Town’s Building Inspector will be included in approval letter.

All Town applications are processed at the regular Town Meeting on the **2st Monday of each month**. Call the Clerk or Chairman to confirm date or view at townofglendale.com . If you need more information please call Clerk Jamie Hyer (608)387-9383 or Chairman Raye Walz (608)462-7274

You are set to begin your project!!

Updated
09/2022

REMINDER – Be sure to SEND fees with applications!!