TOWN OF GLENDALE
Monroe County
27337 Mocha Rd | P.O. Box 244
Kendall, WI 54638

Jamie Hyer, Clerk		Mary Roets, Treasurer
608-387-9383		608-547-5975

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Nic Betts, Chairman	Steve Murray, Supervisor	Brian Hyer, Supervisor
608-343-0485	608-343-7267	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. Approved at Monthly meeting.

3. Contact your plumber and the Monroe County Sanitation Dept. for a County sanitary permit. Alison Elliott: (608) 269-8939. Address: 777 S Black River Street, Suite 2, Sparta, WI 54656. **You will not get a Fire Number for a residence if you do not have a sanitary permit!! After** the 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.

4. *Complete a **Land Use / Construction Certificate Application and include $50.00 check** made payable to Town of Glendale. Available @ townofglendale.com, request by mail, 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 locked black drop box at the Town Hall / Shop by entry. **NO** Fire Number Application is needed if a fire # already exists on the property.

   - Contact General Engineering Company (GEC) for all other necessary permits, seal, etc. **Town Building Inspector: Matt Carl (608) 617-3358 /** *Email: mcarl@generalengineering.net* General Engineering Company (GEC) / 916 Silver Lake Drive / P.O. Box 340 / Portage, WI 53901 *Building inspection fees are determined and paid directly to the Building inspector.*

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. Applications available at Monroe Co., townofglendale.com, by mail or at Town Hall.

6. After the Town Board meeting, you will receive a letter from the Town Clerk and a yellow **Land Use Certificate** (if approved) to be posted at the work site in plain view.

   - **PRIOR to beginning any construction** contact General Engineering Company (GEC).

*All town applications are processed at the regular town meeting on the **2st Monday of each month**. You must have the completed application and fees to the Clerk or Chairman by the Wednesday prior to the 2nd Monday of the month!! Call the Clerk or Chairman to confirm meeting dates, see posted agenda or view online at townofglendale.com. If you need more information, please call the Town Clerk Jamie Hyer (608) 387-9383 or Chairman Nic Betts (608) 343-0485.