

TOWN OF GLENDALE

Monroe County

27337 Mocha Rd | P.O. Box 244

Kendall, WI 54638

Jamie Hyer, Clerk
608-387-9383

Mary Roets, Treasurer
608-547-5975

Nic Betts, Chairman
608-343-0485

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**. Applications **MUST** be received by the **Wednesday prior** to the monthly meeting to be added to the meeting agenda!! Call the Clerk or Chairman to confirm date or view at www.townofglendale.com If you need more information please call Clerk Jamie Hyer (608)387-9383 or Chairman Nic Betts (608)343-0485.

REMINDER – Be sure to SEND the appropriate fees along with your applications!!

Updated
09/2023