

**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

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Matt Graewin, Chairman  
608-487-0382

Steve Murray, Supervisor  
608-343-7267

Brian Hyer, Supervisor  
608-853-1015

## **NEW DWELLING PROCEDURE CHECKLIST**

The following information is being provided to assist you in building your new dwelling / home or cabin. Please read through the **TOWN OF GLENDALE Land Use Ordinance No. 99-01** prior to making any improvements ([www.townofglendale.com](http://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). Complete a **Driveway certificate application and include \$40.00 fee** made payable to the Town of Glendale. Town board inspection is required before approval. If driveway is off of a County Road please apply and /or supply a copy of your approved Monroe Co. driveway app.
2. Contact your plumber and the Monroe County Sanitation Dept. to obtain the required 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 dwelling / residence if you do not have a sanitary permit!! **A Sanitary Permit is REQUIRED!!**
3. \*Complete a **TOWN OF GLENDALE Land Use & Occupancy / Construction Permit Application and include the appropriate fee**, made payable to Town of Glendale. Available @ [www.townofglendale.com](http://www.townofglendale.com), call the Town Clerk to request by mail, or pick up outside at the Town Hall / Shop in the glass display case. Return to the Town, for approval (P.O. Box 244, Kendall, WI 54638) or place in the locked black drop box at the Town Hall / Shop, by the entry. **NO** Rural address Application is needed if a rural address / fire # already exists on the property.
  - **Contact General Engineering Company (GEC) for all other necessary building permits!!**  
**Town Building Inspector: Matt Carl (608) 617-3358 / Email: [mcarl@generalengineering.net](mailto: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.*
4. Complete and return to Monroe Co. an **Application for Rural Address Application** and the appropriate fees made payable to **Monroe County Sanitation and Zoning**. Applications available at Monroe Co., [www.townofglendale.com](http://www.townofglendale.com), call the Town Clerk to request by mail, or pick up at the Glendale Town Hall. Please call if you would like the Town Patrolman to install your sign for a fee.
5. 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 **2<sup>st</sup> Monday of each month**. You must have the completed application and fees to the Clerk or Chairman by the Wednesday prior to the 2<sup>nd</sup> Monday of the month!! Call the Clerk or Chairman to confirm meeting dates & times, see posted agenda or view online @ [townofglendale.com](http://townofglendale.com). If you need more information, call the Town Clerk Jamie Hyer (608) 387-9383 or Chairman Matt Graewin (608) 487-0382.