



# Town of Monroe

981 County Rd Z  
Arkdale, WI 54613  
Phone: 608-564-7271  
Fax: 608-564-2283



## Building Application

Non-Refundable Fee: **\$25.00**

[TownOfMonroe@mwwb.net](mailto:TownOfMonroe@mwwb.net)

[www.TownOfMonroeAdamsCoWI.com](http://www.TownOfMonroeAdamsCoWI.com)

**DATE:** \_\_\_\_\_

### Applicant Contact Info

**Name** \_\_\_\_\_

**Phone #s**

Site Address: \_\_\_\_\_

Site # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home # \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell # \_\_\_\_\_

**Contractor's Name:** \_\_\_\_\_

# \_\_\_\_\_

### Required Specifications

**A. Square footage** \_\_\_\_\_ Minimum **950** Square feet

**B. Roof Slope** \_\_\_\_\_ Minimum **3/12** pitch

**C. Plat Map** Attach Found online at: [www.adamscountygis.com](http://www.adamscountygis.com)  
Or obtain from staff at Adams County Planning & Zoning

**D. Sketch map showing Building location** Attach Include lot lines showing distance to existing buildings, driveway and any future buildings.

**NOTE:** Further items including soil / slope analysis (12% max) may be requested  
This application is necessary for any structure (permanent or portable) over **150** square feet.  
*See Building Ordinance for more information*

### Application Process

1. Applicant to complete application; include all supplemental information; pay fee and either bring in or send all paperwork to the Town Clerk.
  2. Town Clerk may approve if Application meets Town of Monroe required specifications.
  3. If not, Town Clerk will add application request to Town Planning Commission meeting agenda.
  4. Planning Commission can give final approval if guidelines met, or forward to Town Board.
  5. Recommendation from Planning Commission presented to Town Board for final approval.
- ~ Process could take one or more meetings.

**Town Clerk**  
App'd \_\_\_\_\_

**Planning Commission**  
App'd \_\_\_\_\_ Denied \_\_\_\_\_

**Town Board**  
App'd \_\_\_\_\_ Denied \_\_\_\_\_