

# Town of Hayward Building Permit Ordinance Ordinance # 10--2010

## INTRODUCTION.

Town of Hayward Ordinance #22 adopted on March 6, 1990 and amended on March 21, 2006 refers only to new one- and two-family dwellings. This Ordinance pertains to all other types of construction, whether new or additions to existing structures, following all permit requirements of Sawyer County.

## I. PURPOSE AND INTENT.

Through the adoption of this Ordinance, the Town of Hayward requires that a building permit must be obtained from the Town of Hayward before proceeding with any construction or pre-construction activities. The intent is not to discourage construction or improvements but instead to provide the Town the opportunity to ensure orderly procedures are followed and any new construction adheres to the Town's current Comprehensive Plan, and if pertinent, the Subdivision Ordinance and/or the Highway Overlay District Ordinance.

## II. REQUIREMENTS.

(A) Structures under 1000sq ft such as but not limited to Garages, Residential Additions, and Outbuildings:

- (1) Copy of all documents submitted to and approved by Sawyer County Zoning to include lot size, road & property line setbacks and
- (2) Sign a statement declaring any construction will not affect or interfere with Town of Hayward or neighboring properties drainage patterns.
- (3) Payment of fee established by the Town Board

(B) Commercial, Industrial, & structures noted under (II-A) in excess of 1000 sq ft:

- (1) The following, unless waived in part or whole, are required:
  - a) Site plan, drawn to scale of not less than one inch to 100 feet, and showing and labeling the date of preparation and revisions; land owner's name; north arrow; lot dimensions; adjacent public streets and rights-of-way; easement labels and locations; existing and proposed structures and their dimensions; parking and loading areas; any outdoor storage or dumpster areas; visual clearance triangles; distances between structures and lot lines, and between structures and other structures; distances between structures and the centerlines of abutting streets and highways; floodplain(s); wetland(s); shoreland zone boundaries; distance between structures and the ordinary high water mark of any abutting watercourse and the watermark as of the day of the sketch.

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- (b) Landscape plan, showing an overhead view of all existing and proposed landscaping on the site. The location, species, size at time of planting, and mature size shall be indicated for all new plantings.
- (c) Grading and drainage plan, showing existing and proposed surface elevations, and proposed erosion control and storm water management provisions. Soils information may also be required.
- (d) Utilities plan, showing existing and proposed locations and types of private well and on-site waste treatment systems, or connections to public sanitary sewer, water, and/or storm sewer.
- (e) Building elevations, showing the dimensions, colors, and materials used on all exterior sides of the building(s).
- (f) Sign plan, showing the location, height, dimensions, colors, materials, lighting and copy area of all signage.
- (g) Lighting plan, showing the location, height, type, orientation, and power of all proposed exterior lighting.

(2) To be eligible for consideration the above documents must be available to the Town of Hayward Planning Commission 1 calendar week prior to regularly scheduled meetings. There is no cost for regular meetings. Special meetings will cost a minimum of \$500.00. Action by the Planning Commission will only be a recommendation to the Town Board of Supervisors. Any approval may contain conditions necessary to comply with the intent of this ordinance.

(C) After the enactment date of this Ordinance, any construction or pre-construction, i.e. site clearing, utility work, etc, without a Town of Hayward building permit will be in violation of this ordinance and will be subject to penalties.

### (III) FEES.

The building permit fee shall be determined by the Town Board.

### (IV) SEVERABILITY.

The provisions of this ordinance are severable, and the invalidity of any section, subdivision, paragraph, or other part of this ordinance shall not affect the validity or effectiveness of the remainder of the ordinance.

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(V) ENFORCEMENT.

The Hayward Town Board will be responsible for enforcement.

(VI) PENALTIES.

Possible revocation of building permit and/or monetary fines up to but not to exceed 5% of total project cost.

*Signed by Town Board August 10, 2010 – effective 30days later  
The Original Ordinance is on file at the Town of Hayward*