



CITY OF OCONOMOWOC PROCEDURES FOR OBTAINING A CERTIFICATE OF ZONING COMPLIANCE

1. **What is a Certificate of Zoning Compliance?** A Certificate of Zoning Compliance is a certification that a development is in conformance with the City of Oconomowoc Zoning Ordinance. It may be obtained following a construction project, but is more often required when an existing business place, manufacturing place, or place of residence changes tenants or owners. A Certificate of Zoning Conformance is required when:
 - Unoccupied space in an existing building is occupied
 - Occupancy in an existing building changes to a different use
 - Vacant land is occupied
 - Occupancy of vacant land changes
 - Occupancy or use of a nonconforming use or building and use in combination changes
2. **Exemption.** Every application for a Building Permit shall also be deemed to be an application for a Certificate of Compliance for a new building or for an existing building which is substantially altered or enlarged.
3. **Application.** An application for a Certificate of Zoning Compliance shall include the following:
 - a. **The Site Plan** shall consist of a map, preferably not larger than 11" X 17", that shows lot dimensions and bearings, lot owner's name and address, street names and rights-of-way, railroad rights-of-way, utility easements and their widths (sanitary sewer, storm sewer, water, electricity, gas, telephone, cable TV), location and dimensions of structures, parking, landscaping and fences. Natural features such as surface water, wetlands, floodplains and steep slopes should also be shown. A **building floor plan** and dimensions should also be included showing how the building is, or will be, occupied. All plans should be drawn to scale and indicate the direction of North. Site and building plans may be on one or more sheets. *The Zoning Administrator may waive the inclusion of any detail if it is determined that such detail is not necessary to meet the requirements of the Zoning Ordinance.*
 - b. **The Plan of Operation** should be a written statement in reasonable detail indicating the type of business or activity (including lists of products manufactured or sold, and services rendered); numbers of employees; operational characteristics such as water use; equipment that may produce noise, vibration, odor or dust; and hours of operation. Undesirable characteristics such as hazardous or toxic materials use or storage, and contingency plans for handling spills or leaks of such materials should also be identified.

4. **Building Permits, when required.** A building permit is required to install, alter or repair a building; an electrical system; a plumbing system; a heating, ventilation or air conditioning (HVAC) system; or site signage. Minor repairs (such as replacing a faucet or clearing a stoppage in a pipe) do not require a permit. The overall enforcement responsibility of the Building Code is shared by the Building Inspector and the Fire Inspector. Building permits shall be issued prior to the work being started. No remodeling work shall begin until the Certificate of Zoning Compliance Certificate is issued by the Planning Department. If any building permits are issued, the business may not open to the public until the final occupancy permits are granted by the Fire and Building Inspection Departments.

5. **Procedures for obtaining Certificate of Zoning Compliance:**
 1. Bring / Mail one copy of the completed Development Application Form, Fee of \$50 (payable to the: City of Oconomowoc), Site Plan and Plan of Operation to the City Planning Department, City Hall, 174 E. Wisconsin Avenue, Oconomowoc, WI , 53066. Contact **Jason Gallo**, City Planner / Zoning Administrator. Phone (262) 569-2166. e-mail jgallo@wppisys.org.
 2. Applicant to contact the City of Oconomowoc Fire Department to schedule walk through inspection. Contact **Glenn Leidel**, Deputy Chief. Phone (262) 569-3223. e-mail gleidel@sbcglobal.net.
 3. Applicant to contact the City of Oconomowoc Building Inspection Department to schedule a walk through inspection. Contact **Archie Stigney**, Building Inspector. Phone (262) 569-2195. e-mail bldginsp@wppisys.org.
 4. Address all applicable concerns of Fire Department and Building Inspection Departments. Receive final approvals from these Departments.
 5. Take the applicable paperwork received from the Fire Department and Building Inspection Department back to the Planning Department.
 6. Planning Department issues Certificate of Zoning Compliance.
 7. Applicant may proceed with remodeling. See Building Inspector.
 8. After final inspection, occupancy permit may be issued by Building Inspection Department. See Building Inspector.
 9. Applicant may open for business once all permits have been obtained.

Process Flow Chart

