

New Two-Family Residence

Residential Permit
Village of Weston/ETZ



4747 Camp Phillips Rd
Weston, WI 54476

FULL COMPLETION OF THE ONLINE EVOLVE APPLICATION IS REQUIRED

New Two-Family Residence

Two Family Residence – A single structure containing two separate dwelling units, each unit having a private individual exterior access, and with no shared internal access within the building.

ONLINE EVOLVE APPLICATION

All building permits are applied online through the Village of Weston’s online portal, Evolve. You can access this portal at www.westonwi.gov/epermits. You will need to create an account before applying for a building permit.

To apply, you will need to click on “Permit Application” on the left side of the page.

- Under Category, select Residential Building.
- Under Type, select New Home.

BUILDING PERMIT REQUIREMENTS

| | | |
|--|------------------------------|-----------------------------|
| Does the site plan include the components listed below? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has the site plan been uploaded into Evolve? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do the building specifications include the components below? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have the building specifications been uploaded into Evolve? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have the 2009 IECC & 2009 WIUDC ResChecks been uploaded into Evolve? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has the Drainage Specification Worksheet been uploaded into Evolve? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has the Occupancy Surcharge been uploaded into Evolve? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has the drainage plan been uploaded into Evolve? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Site Plan Required. A site plan is an aerial view of the property laying out all structures and dimensions of the lot. The site plan shall show the following features: subject site with lot dimensions, parcel lines, buildings, uses, fences, and other structures; driveways; water ways, wetlands and floodplain boundaries; existing front, interior, rear yard setbacks; and distance from house.

Building Specifications including the cross sections for the wall, trusses and headers, grade beam details, concrete slab specifications or footings; floor plans showing all windows and doors, siding and roofing material, elevations.

| Zoning District | Front Setback (ft) | Street Side Setback (ft) | Interior/Rear Setback (ft) | Hard Surface Interior/Rear Setback (ft) | Hard Surface Front/Street Setback (ft) | Minimum Building Separation (ft) | Maximum Building Floors & Height (ft) |
|-----------------|--------------------|--------------------------|----------------------------|---|--|----------------------------------|---------------------------------------|
| 2F | 30 | 30 | 6 | 3 | 5 | 10 | 2.5/35 |
| MF | 30 | 30 | 8/20 | 6 | 10 | 10 | 4/50 |

PERFORMANCE STANDARDS

Two-Family Residence:

1. Each Two-Family Residence constructed or expanded as defined by Section 94.10.02 after March 18, 2015 shall meet performance standards 1 through 8 in subsection (1) above, except where otherwise allowed by conditional use permit.
2. The structure must be in compliance with the Wisconsin Uniform Dwelling Code (UDC).
3. Where side by side, a building code-required, fire rated wall must separate the two dwelling units from the lowest level to flush against the underside of the roof.
4. Individual sanitary sewer and public water laterals and utility meters are required for each dwelling unit.

5. The minimum gross floor area of each dwelling unit shall be 700 square feet, exclusive of attached garages, carports, and open decks/porches.
6. If in a subdivision platted after March 18, 2015, shall meet the single-family and two-family housing variety standards in Section 94.10.02.
7. Each unit within each new Two-Family Residence shall be served by a separate driveway, or minimum driveway width for any shared driveway shall be not less than 30 feet at the front lot line.
8. No carport may be attached to a Two-Family Residence after July 26, 2017.
9. Minimum Required Off-Street Parking: 2 outdoor spaces per dwelling unit, such as in a driveway, plus spaces in garage(s). All motor vehicles shall be parked on a hard surface, or on a graveled surface if such surface was permitted before January 1, 2014 and completed within one year of issuance.
10. Zero Lot Line Structures. For buildings containing two separate dwelling units constructed side-by-side, with each unit located on a separate lot, having a private individual exterior access, and no shared internal access within the building, the following additional standards shall apply:
 - a. The duplex shall meet the front, side, and rear setbacks required for the applicable zoning district, except that the shared wall shall have no minimum setback requirement.
 - b. The builder shall provide, with the zoning permit or building permit application, an agreement or covenant specifying maintenance standards for the common wall, maintenance and replacement standards for exterior surfaces of the building to maintain a neat and harmonious appearance over time, maintenance standards for any common sewer lateral and any other common features, and restrictions against construction of detached single family residences on any of the affected lots in the event either or all sides of the zero lot line construction dwelling are destroyed. Such agreement or covenant shall also provide that it may not be terminated, amended or otherwise altered without the approval of the Village Board. Such agreement shall be subject to Zoning Administrator approval, and then recorded by the builder against all affected properties prior to occupancy of the dwelling as a zero-lot line structure.

Did you forget to upload a document into Evolve? You can add more items to your permit by logging into your account and clicking on 'My Permits' on the left side of the page. Click on the appropriate permit. Under Documents, click 'Upload New Document'. Upload any missing documents.

Any questions? Call 715-241-2613 or email plandev@westonwi.gov