Town of Kickapoo
447 E Kickapoo Street
Readstown WI 54652
(608) 629-5848

Site Improvement Application

Important Information ➤ Please read carefully:

The Township issues a site permit indicating that what you plan to do will improve the value of your property and is allowable. Access to your building site must be approved prior to permit approval for structural changes. Please note that all structures in which a person could sleep, even if only for one night in a year period, must also obtain a building permit from Vernon County. All structural changes to a property must follow County Ordinances for structure, property line guidelines and utilities. After receiving Town of Kickapoo Permit approval, owner must contact Vernon County Zoning before any construction begins.

Permit Application will be processed within 30 days of Application. Applicant has one year to complete project. Note there will be a penalty for starting a project prior to receiving proper permits.

Return completed Application to Clerk at Town of Kickapoo for processing. Include $100 Application Fee made out to "Town of Kickapoo".

Application Date: _____

Property Owner Information:

Name: _____

Email Address: _____

Phone Number: _____

Mailing Address: _____

City/State/Zip: _____

Applicant Signature:_____ **Date** _____

Description of proposed Site Improvement: _____

_____

Type of Site Improvements

Mark only one:

☐ New Construction: Residential Dwelling

☐ New Construction: Addition/Alteration to Existing Building

☐ New Construction: Accessory/Industrial Building/Any Other

☐ Replacement of damaged/deteriorating structures

☐ Other: please describe: _____

Processing Fees:

Improvement Permit:	$100
Driveway Application Permit:	$75
Fire Number (Address Application:	$75

Contacts:

Town of Kickapoo Office

Email: clerk@tn.kickapoo.wi.gov
Town Website: www.tn.kickapoo.wi.gov
Phone: 608-629-5848
Clerk: Dana Lee

Town Building Inspector

Brad Smircina: 608-799-6229

Note: A UBC Permit is required for new dwellings.
https://www.generalengineering.new/service.building-inspections

County Zoning Department

Vernon County Zoning Department: 608-637-5270

Please check with Vernon County to complete their Permit Forms. A written verification from the County Zoning Department that the proposed site improvements are in compliance with county floodplain, shoreland and wetland ordinances, and other state mandated and county ordinances that might be relevant, is required.

Diggers Hotline: 800-242-8511 or Dial 811