



Columbia County

# ERN Application

Emergency Response Number

Planning & Zoning Department

Pursuant to Columbia County Ordinance 18.1

Phone: (608) 742-9660

[www.co.columbia.wi.us](http://www.co.columbia.wi.us)

112 E. Edgewater St.

Portage, WI 53901

-----Shaded Area For County Use Only -----

Parcel #: \_\_\_\_\_ Assigned ERN: \_\_\_\_\_



\$75.00

Emergency Response Number

Make checks payable to "Columbia County Treasurer". Credit Cards accepted. We do not issue refunds.

Note: This application must be completed accurately before the issuance of a Zoning Permit and ERN. Please do not estimate the distance between drives. An accurate measurement is needed to ensure a uniform numbering system and quick emergency services. You will need to provide distances from 2 surrounding neighbors' ERN addresses.

**A copy of your approved driveway permit must be attached to this application prior to submitting.**

**1. Closest Neighbors Address/ERNs:** Complete the chart below with accurate information-see page3 for directions.

	ERN/Address	Road Name	Distance from new driveway	Direction from new driveway (circle one)	Side of Road (circle one)
Neighbor #1			ft.	North East South West	Same Opposite
Neighbor #2			ft.	North East South West	Same Opposite

**2. Your Driveway Location Site Plan:** (see next page for site plan example)

I certify that the above information is true, accurate and complete.

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

----- For County Use Only -----

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Logged: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Mailed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Mapped: \_\_\_\_/\_\_\_\_/\_\_\_\_



# Columbia County General Information

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## 1. Contact Information

### Property Owner Information

Property Owner Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### Applicant/Contractor Information (if different than Property Owner)

Applicant Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## 2. Property Description (parcel information can be obtained at [www.co.columbia.wi.us](http://www.co.columbia.wi.us))

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

Town of \_\_\_\_\_

Section \_\_\_\_\_ Town \_\_\_\_\_ N Range \_\_\_\_\_ E

Subdivision \_\_\_\_\_ CSM \_\_\_\_\_ Lot \_\_\_\_\_

Parcel # \_\_\_\_\_ Acreage \_\_\_\_\_

Mail Permit(s) to: ☐ Owner ☐ Applicant/Contractor or Pick Up Permit(s): ☐ Owner ☐ Applicant/Contractor

A permit issued by the Planning & Zoning Department is issued reflective of the information and statements provided by the applicant. The provision of false, misleading, or fraudulent statements may cause a permit to be later revoked. With this understanding, I certify that all information provided in support of my application is true, accurate, and complete to the best of my knowledge.

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

----- Shaded Area For County Use Only -----

Existing Zoning: \_\_\_\_\_

Permit # (s): \_\_\_\_\_

STAMP

Wetland Status: \_\_\_\_\_

Flood Plain Status: \_\_\_\_\_

Septic Permit #: \_\_\_\_\_ Evaluation? Yes No

Driveway Permit #: \_\_\_\_\_ Town Permit: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

NOTES:

Department Signature \_\_\_\_\_ Date: \_\_\_\_\_



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A permit issued by the Planning and Zoning Department may not encompass all matters necessary to be permitted in regards to the project. It is the applicant's sole responsibility to comply with applicable law and to review whether a permit(s) from any other Federal, State, County, Town (or other Municipality), or other applicable regulatory agency may be required. In addition, all applicants should contact their Town governments to review whether any additional building or UDC permits are required.

The owner hereby authorizes access to the property described herein, by authorized representatives of the Planning & Zoning Department, for the purpose of gathering or verifying information relating to the application, and for verifying compliance with any approval or permit that may be granted. The applicant further agrees that the site is staked and an inspection of such proposed structure may be made by the Columbia County Planning & Zoning Department between the hours of 8:00 am and 4:30 pm, Monday through Friday.

Applicant agrees to and assumes all responsibility for the matter contemplated by the Application. Such includes, but is not limited to, those factual, alleged or otherwise asserted by any party, legal, monetary, or other considerations applicable to the performance, quality, sustainability or permanence, liability, timeliness, and/or legal compliance of the matter describe within the Application.

Pursuant to §59.691(3) Stats, the applicant must sign this application to indicate acknowledgement of the following, "You are responsible for complying with state and federal laws concerning construction near or on wetlands, lakes and streams". Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Dept. of Natural Resources web page at: <http://dnr.wi.gov/wetlands/programs.html> or contact a Dept. of Natural Resources service center.

The undersigned hereby applies for a permit to do work herein described. The undersigned agrees that all work will be done in accordance with the Columbia County Zoning, Floodplain and Shoreland-Wetland Protection Ordinances, and with all laws of the State of Wisconsin, applicable to said premises.

Zoning Permits issued by the Planning & Zoning Department must be posted in a prominent place on the premises prior to, and during the period of construction, alteration or movement.

A permit issued by the Planning & Zoning Department is issued reflective of the information and statements provided by the applicant. The provision of false, misleading, or fraudulent statements may cause a permit to be later revoked. With this understanding, I certify that all information provided in support of my application is true, accurate, and complete to the best of my knowledge.

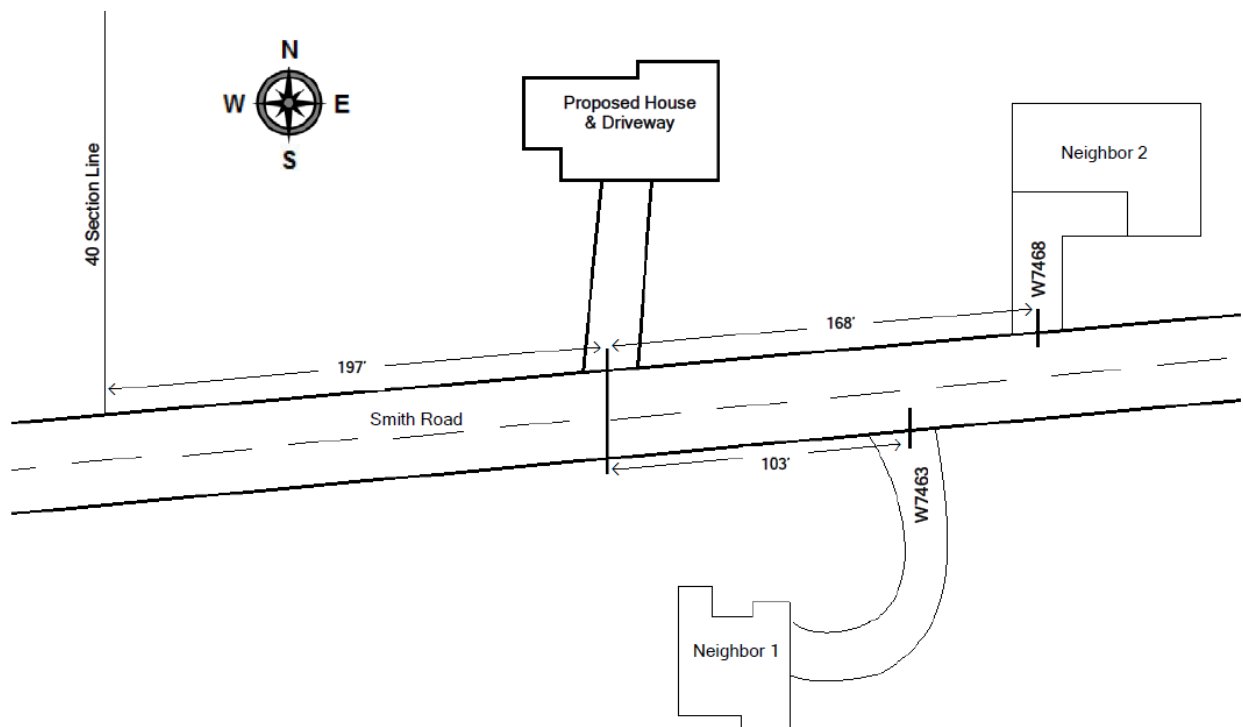
### **ERN Directions:**

1. **Driveway Location:** The number you will be issued is based on the location at which your driveway meets the road, and has nothing to do with the location of your house. When measuring distances between driveways, measure from the center of each driveway, not from end to end. The accuracy of the information you provide regarding the driveway location is important in assuring the number assigned is in proper sequence with other numbers, and allows for the reservation of numbers for driveway entrances to serve future development. Also, keep in mind that emergency services depend on the ERN to locate your property in an emergency, and incorrect numbers can result in critical delays.

**All new driveway locations and upgrades of existing entrances require a driveway permit from the applicable authority (see Requirements and Contacts sheet). Such permits must be obtained prior to applying for your ERN.**

2. **Information Needed:** When you are filling out this form, we need more than just a “guess” as to the distance to the next driveway. These numbers are plotted onto an electronic map of the township, so accurate locations are important. If you live in a rural area, and not in a subdivision, it is helpful if you can provide the distance to the nearest section, quarter section, 40-line that intersects the road or the nearest road intersection, which will help us in determining the proper location on the map. Showing the location on a copy of your survey, if you have one, would be excellent. Errors in the information provided to us can result in your number being changed at a later date, which can result in some inconvenience to you.
3. **Number Placement and Maintenance:** The ERN sign should be placed approximately five (5) feet to the right of the driveway at the edge of the road right-of-way. The sign should be placed at a minimum of three and one-half (3 1/2) feet from the ground when the post is in position. The ERN sign should also be kept clear of any vegetation that might screen it from view. Remember that these signs need to be clearly visible at all hours of the day and night. If your sign is damaged beyond repair or removed for any reason, it is your responsibility to contact the town for a replacement.

### **Site Plan Example:**





Applications for Sanitary, Zoning and ERN permits are available in the Planning & Zoning Office located in the Columbia County Administration Building (Second Floor). Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. All permit forms, fee schedules and supplementary information are available at the Planning & Zoning Department website.

The building process including County and Town Permits must occur in the order shown below. Before any permit can be issued, the property ***must*** be recorded at the Register of Deeds indicating you are the owner of record.

1. DETERMINE ZONING DISTRICT of PROPERTY and FLOOD PLAIN STATUS
  - Verify the Zoning District of the property through the Planning & Zoning Dept. and Floodplain status ([www.fema.com](http://www.fema.com)) to determine if your lot is buildable.
2. SOIL TEST
  - Contact a Certified Soil Tester for a soil evaluation. The test results will dictate the type and size of septic system that is suitable for the property.
  - A list of Certified Soil Testers is available at the Planning & Zoning Dept.
3. DRIVEWAY PERMIT
  - Obtain a driveway permit from the appropriate contact (*see reverse*).
  - Existing driveways may require a current permit. Please consult with appropriate contact. (*see reverse*)
4. ERN PERMIT
  - Obtain and complete County Emergency Response Number (ERN) Form.
  - An Emergency Response Number (ERN) is required when address is not assigned to property.
  - A Driveway Permit is required in order to receive an Emergency Response Number.
5. SANITARY PERMIT
  - Obtain application for County Sanitary Permit. The Master Plumber you contract with should have this form on hand.
  - The application form and plans for the septic system will be prepared by a person licensed by the State of Wisconsin as a Master Plumber or Designer.
  - A list of Master Plumbers is available at the Planning & Zoning Dept.
  - Setbacks to keep in mind:
    - A. Your **Treatment Tank** for your septic system must be at least:
      1. 5 feet from the house (all structures)
      2. 2 feet from the property line
      3. 10 feet from any underground water supply system
      4. 25 feet from a well, lake, stream, or pond
    - B. Your **Soil Absorption Area** for your septic system must be at least:
      1. 10 feet from any building
      2. 50 feet from any well, lake, stream or pond
      3. 5 feet from the property line
    - C. Your **Well** (private water systems) must be at least:
      1. 2 feet from the eaves of any building
      2. 25 feet from all treatment tanks
      3. 50 feet from the soil absorption area
6. ZONING PERMIT
  - Obtain an application for a County Zoning Permit
  - The Zoning Permit may either be completed by the owner or by the builder/contractor.
  - The *owner's* original signature is required.
  - All pages of the application must be completed accurately and permit fee received prior to processing.

*\*It is the responsibility of the property owner and builder/contractor to ensure that all permits have been obtained prior to construction*

<b>TOWNSHIP(S):</b>		<b>CONTACT:</b>
<b>DRIVEWAY PERMIT FOR TOWN ROADS (E.G JOHNSON DRIVE)</b>		
Arlington, Courtland, Dekorra, Fountain Prairie, Hampden, Leeds, Lowville, Wyocena	General Engineering Co.	(608) 745-4070
Caledonia, Lewiston, Marcellon, Newport, Otsego, Pacific, Randolph	Columbia County Highway Dept.	(608) 429-2156
Columbus	Darren Schroeder	(920) 623-4616
Fort Winnebago	William Schroeder	(608) 742-2981
Lodi	Town of Lodi	(608) 592-4868
Scott	James Nelson	(608) 429-5783
Springvale	Andrew Fischer	(608) 617-3293
West Point	Stephanie Potter	(608) 617-5691
<b>DRIVEWAY PERMIT FOR COUNTY HIGHWAY (E.G COUNTY HIGHWAY "U")</b>		
All Townships	Columbia County Highway Dept	(608) 429-2156
<b>DRIVEWAY PERMIT FOR STATE HIGHWAYS</b>		
All Townships	Scott Hinkle	(608) 246-5334
<b>TOWN BUILDING PERMIT/UNIFORM DWELLING CODE</b>		
Arlington, Caledonia, Columbus, Courtland, Dekorra, Fort Winnebago, Fountain Prairie, Hampden, Leeds, Lewiston, Lodi, Lowville, Marcellon, Newport, Otsego, Pacific, Randolph, Scott, Springvale, Wyocena	General Engineering Co	(608) 745-4070
West Point	Stephanie Potter <a href="mailto:spotter@msa-ps.com">spotter@msa-ps.com</a>	(608) 617-5691
<b>TOWN CONTACTS</b>		
Arlington	Nate Moll, Chair	(608) 445-7813
Caledonia	Stephanie Brensike, Chair	(608) 617-4154
Columbus	Darren Schroeder, Chair	(920) 623-4616
Courtland	Derek Granquist, Chair	(970) 305-1010
Dekorrra	Kyle Knuteson, Chair	(608) 617-3670
Fort Winnebago	William Schroeder, Sr., Chair	(608) 742-2981
Fountain Prairie	David L Liebenthal, Chair	(920) 484-3187
Hampden	David Tuschen, Chair	(920) 484-3095
Leeds	Mark Frank, Chair	(608) 575-6192
Lewiston	Thomas Klappstein, Chair	(608) 697-3089
Lodi	Town of Lodi Municipal Office/Hall	(608) 592-4868
	Steve Neander, Chair	(608) 515-4832
	Harmony Grove & Okee Sanitary Districts	(608) 592-5795
Lowville	Brad Schack, Chair	(608) 617-3784
Marcellon	Neal James, Chair	(608) 429-3603
Newport	Mat Brunn, Chair	(608) 697-0327
Otsego	Harlan Baumgartner, Chair	(920) 992-5180
Pacific	Steven Pate, Chair	(608) 697-2380
Randolph	Brian Westra, Chair <i>(issues non-dwelling &amp; demolition permits)</i>	(920) 326-9075
Scott	James Nelson, Chair	(608) 429-5783
Springvale	Andrew Fischer, Chair	(608) 617-3293
West Point	Ashley Nedeau-Owen, Chair	(608) 381-1414
Wyocena	Airling Gunderson, Chair	(608) 429-9960