

TOWN OF SPRINGDALE

ACCESSORY BUILDING CONSTRUCTION GUIDE

Permit Application Process

1. Obtain an accessory building permit application from the Town website or the Town admin/clerk.
2. Determine whether the proposed accessory building shall be located within the town-approved building envelope on the lot. The sketch of the town-approved building envelope for the lot is on file at town hall. *Note: not all lots require a Town-approved building envelope for compliance with the Town land use plan. Lots created before the adoption of the plan (March 2002) do not have a town approved building envelope.*
3. Determine whether an existing driveway serves the property and will serve the proposed accessory building.
4. Consult with Dane County zoning regarding their zoning permit and other requirements usually required for construction of accessory buildings (e.g., setbacks from lot lines, lot coverage, etc.).

Town Review and Issuance

Depending on the size of the proposed structure and other buildings on the property, applications are reviewed by either the Town Board chair or by attendance at a regularly scheduled Town meeting.

Springdale's accessory building permit does not replace Dane County's zoning permit or the building permit which may be required.

Upon approval, the Town distributes a copy of the permit to the applicant. Dane County zoning and the Town building inspector may not issue their respective permits until proof of issuance of the permit has been received. Occasionally, a permit is conditionally approved but not issued until the required conditions are satisfactorily completed.

Town Meetings, When Required

With the goal of reducing the amount of time to review simple accessory buildings, the following schedule is followed:

- Applicant submits completed application and required supporting documents two weeks prior to the next PC meeting. Applicants must provide a contact number for members to contact with questions.
- The PC administrator reviews submitted materials and distributes them to members.
- Applicant stakes footprint of building on the property.
- The week prior to the meeting, the PC chair completes a site inspection. Other members of the PC and TB may also inspect.
- Neighbors are notified when a land use matter (accessory building, concept plan, certified survey map, lot, rezoning or CUP) will be taken up by the PC.

- The PC may act on or table the agenda item if additional information is found to be needed. Upon action by the PC, the application is moved to the next TB meeting.

Fees

Fees are established by the Town Board. A current fee schedule is posted on the Town website and is available upon request from the Town administrator/clerk.

Answers to Common Questions

Generally speaking, an accessory building for **residential** purposes may not be built before a residence exists on the property. By definition, an accessory building must be *accessory* to the principle use of the property. Dane County zoning shall be contacted for the requirements for a specific property based on the property zoning, size, width of the lot, use, etc.

An accessory building for **agricultural** purposes may be built, in certain situations, prior to a residence on due to the principle use being agricultural. However, an agricultural accessory building may only be built when an agricultural use exists on the property and when the property is of a certain size. Dane County zoning shall be contacted for the requirements for a specific property based on the property zoning, size, width of the lot, use, etc. To meet the requirement of an *existing* agricultural use for the property, among other considerations, the agricultural use must be the work of the landowner, not a lessee. Renting farmland does not permit installation of an accessory building. These standards were adopted to prevent landowners from constructing accessory buildings which eventually became residences on agricultural parcels.

Agricultural accessory building fees are no longer less expensive than residential accessory building fees. Agricultural accessory buildings may be larger with a taller height allowance than residential accessory buildings.

The term “*commercial* accessory building” is not used. When a building meets the definition of a commercial building, the principle use is commercial; therefore, a commercial building is not an accessory building.

Assessments are based on the use of the building rather than the described type of the building.

Dane County zoning requires a permit for the following structures of a certain size:

- Temporary or permanently affixed, roofed structures with support posts
- Hoop houses made of plastic, wood, metal, etc. and supported by posts
- Shipping containers (purchased or owned), even when not anchored to the ground

Dane County Zoning does *not* require a permit for the following non-structures:

- Shipping containers that are rented and exist on the property for a temporary, defined period of time

The Town does not review portable agricultural structures such as loafing sheds, livestock feeders, chicken houses and other portable structures that, by design, are relocated on the land as part of a farm operation. The Town does review portable residential structures.

Town standards for cool roofs and the Town’s Dark Sky Lighting Ordinance shall be reviewed for applicability to a proposed accessory building.

General information regarding water in accessory buildings:

- Water use in accessory buildings shall comply with all applicable State, County and Town regulations, specifically State Plumbing Code and Springdale Building Code. Applicants shall contact the building inspector and Dane Co. zoning for information.
- Water is generally permitted in accessory buildings when it is discharged to the outside, e.g., a hose bib where the water drains through the ground and no hook-up to an onsite wastewater treatment system is required. Water for devices that are required to be discharged to private onsite wastewater treatment systems are only permitted in certain zoning districts or as a conditional use. Floor drains running to grade are permitted. Applicants are encouraged to contact Dane Co. zoning to determine whether their zoning permits water.
- Sanitary fixtures are generally prohibited in accessory buildings per DCCO 10.04(1)(b)2. A sanitary fixture is defined in the DCCO as, “Any plumbing fixture that requires discharge to a private onsite wastewater treatment system or public sanitary sewer system pursuant to state or county plumbing code.” Some examples are sinks, tubs, showers, toilets, and sanitary pumps. Equipment such as water heaters or boilers may be required to discharge to an onsite wastewater treatment system and thus would be prohibited in accessory buildings.

Town/County Contacts

Administrator/Clerk: **Jackie Arthur**

(608) 437-6230, option 1; adminclerk@springdalewi.gov

Plan Commission Chair: **Amy Jester**

(608) 437-6230, option 4; pcadmin@springdalewi.gov

Town Building Inspector: Tracy Johnson, (608) 444-0372

Dane County Zoning Inspector: Shawn Widish, (608) 266-9085

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Changes to Dane County and State regulations which may not be represented in this Guide shall be honored as required. The Town of Springdale does not, by issuing an Accessory Building Permit, warranty or make assurance of any kind whatsoever, specifically as to whether the subject accessory building is safe, suitable for its intended purpose, merchantable, or in compliance with any applicable codes or regulations.