

Building Ordinance – 09-09-2025-02

Town of Otter Creek, Dunn County Wisconsin

The Town Board of the Town of Otter Creek, Dunn County, Wisconsin, in order to provide for the orderly growth and development of the Town of Otter Creek, and the enhancement of health, safety and general welfare of the public does ordain as follows:

Section 1

All subdivisions within the Town of Otter Creek shall meet the following minimum requirements:

- a. Access to each lot shall be provided from a public street or highway by the real estate developer or person submitting the subdivision plat, or the seller of the property.
- b. Any access road or driveway constructed must comply with the terms of the Town Driveway Ordinance and must be suitable for emergency vehicle, school bus, and road maintenance equipment access.
- c. All streets and highways in such plats shall be of comparable width, but in no event with a road easement less than 4 rods wide. All new roads submitted by a developer or other person to the town for inclusion as a public road shall be constructed to current Town Road Standards with a minimum of 6" gravel base, 2" thick by 20' wide asphalt surface, and 2' wide gravel shoulders. All expenses for the road shall be paid by the applicant. The town may reject or accept such roads at its discretion.
- d. The minimum lot size for all lots shall be 5 acres, excluding right-of-way. Any lot less than 5 acres which was created before requirements for 5 acre minimum lot sizes, may be issued a building permit. However, an acreage under 5 acres totally, excluding right-of-way, that is platted out before this ordinance, must be sold in its entirety. Such lots may be divided if the new lots are combined with adjacent lots to create at least five acres, excluding right-of-way, when combined with adjacent parcels.

Section 2

- a. No dwelling or mobile home shall be erected, placed upon, converted, enlarged, or structurally altered to the extent of increasing the square foot interior of the building without first obtaining a building permit from the town building inspector and a town land use permit from the Clerk. A building permit is required for any accessory structure that is connected or will be connected to sanitary sewer or a Private Onsite Wastewater Treatment System (POWTS). Open additions such as decks do not require a permit.
- b. No town land use permit shall be issued for the erection or placement of more than one dwelling on any 5 acre lot, excluding right-of-way. See Dunn County Building Ordinance for special exceptions such as accessory dwelling units.

Section 3

Applications for land use permits shall be made to the Town through the Town Clerk on forms furnished by the town and shall include the following:

- a. The name and address of the applicant, the owner of the lot, the builder, or contractor.

- b. A description of the proposed site for the structure, including a location sketch showing the size of the lot, the locations of the structure, and locations of roads.
- c. A description of the adjacent structures on abutting land.
- d. Permits for sanitary systems.
- e. Locations of wells or other water supply.
- f. Such additional information that the Town Board may decide to require.

Section 4

- a. The Town fee for a land use permit for new dwellings or additions is \$50 payable at the time of applying for a permit.
- b. County Zoning permits are required before the Town will issue a permit.
- c. State Uniform Dwelling Code Permits and inspections are required for many structures and are separate from town land use permits and charges.
- d. The application will be granted by the Clerk, subject to review of the Town Board.
- e. The permit shall expire within 2 years of the time it is issued unless substantial work has been completed. Any permit issued as a result of any false or misleading statement made in the application shall be null and void.

Section 5

A trailer or mobile home may be installed as a dwelling or commercial structure only if all applicable zoning, sanitary, electrical, and building permits are previously obtained, followed by a land use permit from the Town. Permitting the use of such trailer or mobile home shall be subject to the restrictions as set forth herein for other dwellings and business structures.

- a. No trailer or mobile home shall be authorized or permitted unless it complies with the terms, conditions, and standards of the National Manufactured Home Construction and Safety Standards Act.
- b. Any mobile home constructed prior to enactment of National Manufactured Home Construction and Safety Standards Act **or any preowned mobile home** shall be inspected prior to delivery to the Town. The inspection shall insure that the home is structurally sound, in good repair, and is not a hazard to public health or safety. Such homes will be securely attached to a concrete slab or foundation placed under the entire structure and the installation must be inspected to ensure that the installation ensures public safety.
- c. Mobile homes not meeting inspection standards will not be given land use permits.
- d. All inspection fees shall be paid by the applicant to an inspector authorized by the Town Board. Failure to pay required inspection fees will result in revocation of any permits issued.

Section 6

Violations of this ordinance will subject the violator to a forfeiture of not less than \$100 and not more than \$1000 with each day of continuing violation constituting a separate violation.

Section 7

Should any section of this ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole and or part other than the part declared invalid.

Section 8

This ordinance repeals the building ordinance enacted on May 12, 1993 as amended on October 11, 1994, July 12, 2011, April 21, 2015, September 14, 2021, December 10, 2024, and March 11, 2025, as well as any other ordinance or amendments which may have terms in conflict with this ordinance.

Section 9

This ordinance shall be in force and effective from and after the passage and publication as provided by law.

Introduced and adopted by the Town Board of the Town of Otter Creek, Dunn County, Wisconsin, on September 9, 2025 at the regular Town Board meeting.



LeAnn Ralph, Chair



Cecil Hayes, Supervisor 1



Robert Bernier, Supervisor 2



Bev Bernier, Clerk Treasurer

Supercedes 03-11-2025-01 – added building permit and land use permit required for any accessory structure that is connected or will be connected to sanitary sewer or a Private Onsite Wastewater Treatment System (POWTS), which superceded 12-10-2024-03 – remove Section 5 regarding mobile home courts, remove Section 7 regarding the town board allowing variance, renumber remaining sections. Supercedes previous revision of 09-14-2021-03 resulting in ordinance 12-10-2024-03 – Section 6(b) modified to add “any preowned mobile home”.