



MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Common Council
From: Adrienne Nelson, Associate Planner
Date: March 24, 2025
Re: Survey Requirement for New Buildings & Additions

Planning and Community Development staff are requesting direction from the Common Council in pursuing ordinance updates to section 14.07 of the municipal code. This section contains information on the applications, plans, and specifications required to obtain a building permit. Currently, a survey is not required to obtain a building permit unless lot lines cannot be properly identified by permanent monuments. Changing 14.07(b) to require surveys for new buildings and additions would prevent future issues with approving permits for accessory structures and fences. Other communities that have this requirement include Combined Locks, Kimberly, Little Chute, Neenah, and Brillion.

Staff Recommendation

Staff recommend pursuing this ordinance change.