HOME BUILDING OPPORTUNITY (HBO)

November 2026

Scattered Sites

Comprehensive Housing Division

2913 Commissioner Street
Oneida WI, 54155

(920)869-2227
chd@oneidanation.org

BEGINNING OF DOCUMENT - *BLANK PAGE - version 1 [ISSUED-10/11/2026]*

Home Building Opportunity (HBO) Guidance

We have prepared this handy checklist for **you as the homeowner** to get started with the HBO Program. It is intended to be a step-by-step progression of the process for working with the Oneida Nation to build your own home. It is intended to provide general guidance; some steps may vary depending upon your unique home.

Things to consider when planning your new home:

Home Planning

- ☐ **Determine home size**
  - Average-typical homes 950+ square feet is required
- ☐ **Determine home type** – traditional stick-built construction required for these lots
  - ☐ Tradition Stick Built Method
    - Identify a qualified & licensed and insured Residential Home General Contractor
    - Design Home
    - Determine foundation requirements
  - ☐ Manufactured Home
    - Identify a qualified & licensed and insured manufactured home dealer
    - Select home model
    - Determine foundation requirements
- ☐ **Planning for Home Utilities**
  - ☐ Laterals – water and sewer
    - *Please reference the subsequent "**Contractor's Checklist**" - specifically the "**Water & Sewer Lateral**" Section.*
  - ☐ Electrical Service
    - All electrical utilities are available in the front of the lot, home builder is responsible for the lateral installation/cost
    - Contact WPS Energies for electrical service installation
  - ☐ Communications
    - All communications utilities (telephone, internet, cable, etc.) are available in the **front** of the lot, home builder is responsible for the installation/cost to connect to home
    - Some helpful links Spectrum, AT&T, TDS Telecom , NSight
  - ☐ Natural Gas
    - WPS provides natural gas for this parcel. The main natural gas line serving the neighborhood has already been installed, the service connection is at the front of the lot. Homeowner/Contractor is responsible for the installation coordination and cost of installation.
    - WPS Natural Gas installation website: WPS Natural Gas
- ☐ **Planning for Building Material, Appliances, and Furnishings Sales Tax**
  - ☐ Wisconsin Sales Tax Exemption
    - As an Oneida Nation Member now living on the Oneida Nation Reservation you can be exempt from paying WI State Sales Tax on all purchases made *on* or *delivered to* the Oneida Reservation.
    - This is an incredible opportunity for you to reduce the cost of building and furnishing your new home. For additional details on this sales tax exemption, see the link below.
    - https://www.revenue.wi.gov/DOR%20Publications/pb405.pdf

Things to consider when planning your new home:

Yard (Site) Planning

- ☐ Deck or patio – *plan ahead, even if you are not going to build it now*
- ☐ Swimming Pool – *plan ahead, even if you are not going to build it now*
- ☐ Garage – *plan ahead, even if you are not going to build it now*
  - ☐ Attached or detached to home
  - ☐ Maybe a future garage
- ☐ Accessory Building
  - ☐ Shed
  - ☐ Second small garage
- ☐ Fence – *please reference the Oneida Zoning & Shoreland Protection Law – specifically section §605.6-1. General Regulations*
- ☐ Swing Sets – *within lot setbacks*
- ☐ Landscape Requirements – *landscaping must be completed within one year after occupancy*
- ☐ Invisible fence for pet – *please reference §0304. Domestic Animals*
- ☐ Outdoor fire pit – *verify proposed location with Oneida Nation Building Code Official and/or Fire Marshall once a location is located prior to digging*

Building Plan

- ☐ Ensure either you, a home designer, or your contractor has completed a scaled drawing of your home plan that includes: the drawing scale (*example* - Drawing Scale: ¼" = 1'-0"), all dimensions, detailed notes, the exact location of utilities (*example* - where they connect to your home, where they are located within your lot) all shown within the entire site plan of your lot.
- ☐ This plan set should include at a minimum: a site plan, a floor plan for each floor level of your new home, and exterior elevations – all drawn to scale.

We have prepared this handy "checklist" for **your contractor** to get started with the HBO Program. It is intended to be a step-by-step progression of the process for working with the Oneida Nation to build the home for an Oneida Tribal Member. It is intended *to provide general guidance;* some steps may vary depending upon your home.

Your Contractor's Checklist:

Upon signing a construction (or manufactured home) contract:

- ☐ **For stick-built construction method (full basement or partial) see the recommended foundation detail included in this packet. It is *highly recommended* this detail be followed to ensure a dry, healthy foundation installation. A non-recommended detail can be constructed, providing it is code-compliant, but only with homeowner approval.**
- ☐ **Planning for Home Utilities**
  - ☐ ***NOTE: ALL OF THE BELOW ARE IMPORTANT FIRST STEPS FOR CONTRACTOR***
    - Upon establishing contract with the homeowner, once a site plan is established, complete the following:
      - Prepare a drawing, even if a hand sketch is acceptable, where you plan to place all the services below connected to the home. This drawing (sketch) will be needed to initiate a Service Line Agreement for each of the services below with each respective service provider.
      - A complete home plan shall include dimensions and detailed notes that identify all proposed utilities connection locations - including their exact location with the dimensions of the location. The following should be shown clearly in detail on your plan:
        - WPS electric and gas service lines
        - Oneida Utilities/Plumbing water/sewer laterals
        - Any other connected service provider (cable, internet telephone) which requires in-ground service installation
        - Once this plan is complete, submit to: ***Diane Wilson***, Property Manager – Oneida Nation; email: dwilson@oneidanation.org; phone: 920-869-1690 ext. 6614
        - Diane Wilson will provide you with a draft copy of the service line agreement for each respective service provider. This will initiate the process of gaining approval for each service line agreement which needs to be registered with the Bureau of Indian Affairs.
        - ***IMPORTANT NOTE:*** THIS PROCESS CAN TAKE SIX (6) WEEKS TO PROCESS, thus the importance of getting this submittal started as early as possible, prior to even applying for a building permit.
  - ☐ Driveway placement
    - General Driveway placement guidance
      - Location of the driveway must be within the allowable area on the individual lot description sheet that corresponds with each lot.
      - Driveway location *side yard setbacks* are denoted and vary by lot (depending upon allowable driveway location on lot, lot curvature, proximity to intersection, etc.). If you are unable to scale the allowable side yard driveway setback from the individual lot description sheet, always check with the *Oneida Code Compliance & Zoning Dept.* Inspector to confirm planned location *prior to beginning* any construction of the driveway.

Your Contractor's Checklist:

- Lots *WITH* and *WITHOUT* a stormwater ditch
  - Expect some fees to be assessed (determined by the road owner/municipality).
  - Work directly with *Oneida Code Compliance & Zoning Dept.* Staff to coordinate internally within Oneida Nation Departments and externally with local municipalities, if permits are required.
  - If there is a stormwater ditch on the building site, you need to provide and properly install a stormwater culvert. Again, work directly with *Oneida Code Compliance & Zoning Dept.* Staff to coordinate internally within Oneida Nation Departments and externally with local municipalities, if permits are required.

☐ Laterals – water and sewer
- All water and sewer connections are available in the front of the lot near the curb, homeowner/contractor is responsible for the lateral installation/cost
- Water & Sewer lateral permits are obtained through the *Oneida Utilities Dept.* The cost is $600.00 for both water & sewer connections. The water meter is also provided by the *Oneida Utilities Dept.*
- Contact *Oneida Community Wells, Septic & Plumbing Dept.*
- Contact: 920-869-4578; Email: kjordan2@oneidanation.org

☐ Electrical Service
- All electrical utilities are available near the street curb of the lot, and the contractor/homeowner is responsible for the service line installation/cost
- Contact WPS Energies for electrical service installation

☐ Communications
- All communications utilities (telephone, internet, cable, etc.) are available in the back of the lot, homeowner is responsible for the installation/cost to connect to home
- Some helpful links Spectrum, AT&T, TDS Telecom, NSight

☐ Natural Gas
- WPS provides natural gas for this parcel. The main natural gas line serving the neighborhood has already been installed, the service connection is at the front of the lot. Homeowner/Contractor is responsible for the installation coordination and cost of installation.
- WPS Natural Gas installation website: WPS Natural Gas

Building Permit

☐ Site Plan – have your home's site plan completed *Please reference the Oneida Zoning & Shoreland Protection Law – specifically section §605.6-1. General Regulations*

☐ Building Plan - have your home's site plan completed – *please reference the Oneida Building Code – specifically section §603.6-3. Information to Accompany Application*

☐ Identify the following license holders, you will need these names and/or companies identified to apply for a building permit
- ☐ Identify Qualified & Licensed Master Electrician
- ☐ Identify Qualified & Licensed Master Plumber
- ☐ Identify Qualified & Licensed HVAC Installer

☐ Proof of Lease – have a copy of the homeowner's residential lease available at time of building permitting

☐ Applying for a Building Permit – refer to this link to begin applying for *Building Permit Application* or one is attached to this document.

☐ Expect to have a NEPA (National Environmental Protection Administration) review as part of the building permitting. This has many variables depending upon (potential mortgage, IHS water & sewer grant requirements, BIA residential lease, etc.)

Your Contractor's Checklist:

Construction or Manufacture Home Delivery:

- ☐ Contractor shall be responsible for contacting Diggers Hotline ***prior to any*** earth moving activities commencing
- ☐ Address Numbers –shall be clearly posted and maintained at the home site prior to any earth moving activities commencing. Temporary address numbers are acceptable during construction, provided they are clear and visible from the road.
- ☐ Construction area should be staked out prior to start of earth moving
- ☐ Installation of the required foundation must be complete and/inspected prior to commencing on any construction above the foundation.
- ☐ Ensure all the required new smoke detection and carbon monoxide detections are in place, properly energized and connect prior to calling for your final inspection
- ☐ The contractor shall call to schedule all required construction progress inspections (as required by the building permit) at least one (1) business day before the inspection is required
    - Call 920-869-4564 or email Oneida_Zoning@oneidanation.org

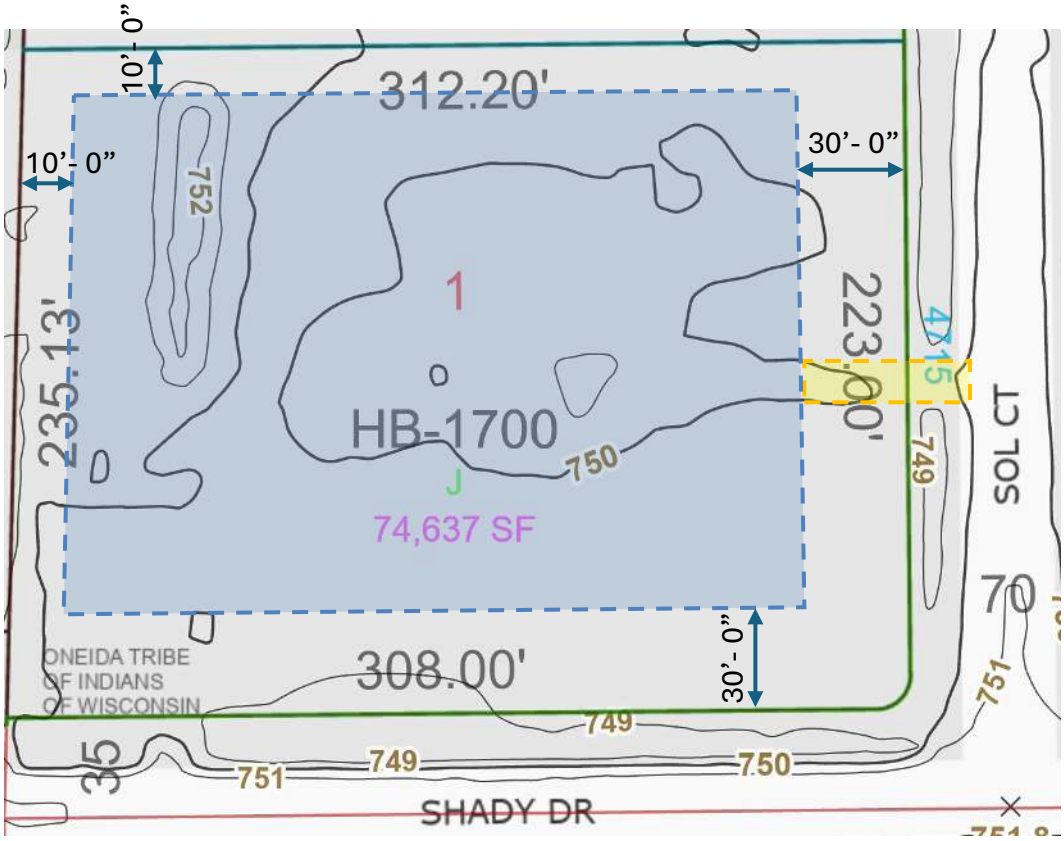
Occupancy:

- ☐ Your homeowner client *shall not move in nor, in any way occupy*, your new home until you have received an ***Occupancy Permit*** from *the Oneida Code Compliance & Zoning Dept.*
- ☐ Driveway apron- *shall be placed* prior to occupancy
- ☐ You are responsible for purchasing and installing your own mailbox in a location that is acceptable to the US Postal Service. Your address numbers need to be clearly visible on both sides of your mailbox.
- ☐ You shall post *Building Numbers (aka Fire Numbers) prior to your homeowner client's occupancy please reference section §605.11-10. Building Numbers*
- ☐ All landscaping work *shall be completed* within one year after taking occupancy.

HOME BUILDING OPPORTUNITY (HBO)

Scattered Sites –
4715 Sol Ct. Oneida, WI, 54155







Buildable Area within lot

Driveway location

Lot Size (sq. ft.)	Lot Size (%acre)	Max. Buildable Area (sq. ft.)	Front yard setback (ft.)	Back yard setback (ft.)	Side yard setbacks (ft.)	Min. Home Size (sq. ft.)
74,637	1.67	~ 60,196	30'- 0"	10' – 0"	10' – 0"	950

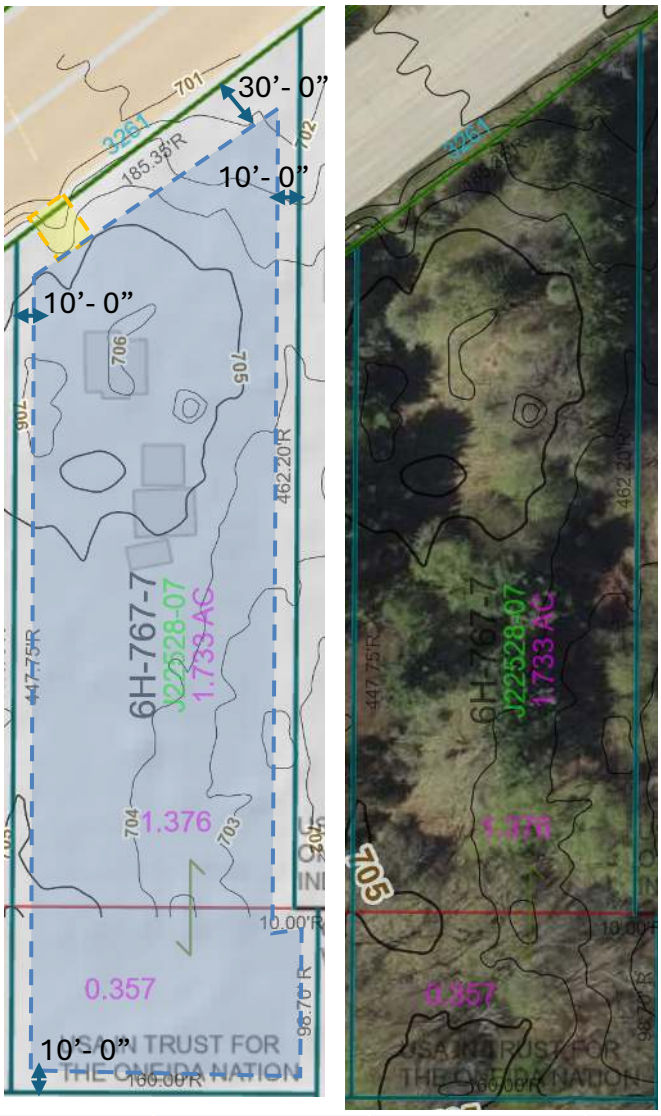
NOTES:

1. *This is a TRIBAL FEE - this means you have to pay property taxes on the home*
2. *A well, septic system, natural gas, and electric services are available. All connections to these utilities are the homeowner's responsibility*
3. *Homeowner will need to fill to raise the elevation around the home to provide positive stormwater drainage away from home*

HOME BUILDING OPPORTUNITY (HBO)

Scattered Sites –
3261 West Mason St., Green Bay WI, 54313





Buildable Area within lot

Driveway location

Lot Size (sq. ft.)	Lot Size (%acre)	Max. Buildable Area (sq. ft.)	Front yard setback (ft.)	Back yard setback (ft.)	Side yard setbacks (ft.)	Min. Home Size (sq. ft.)
75,360	1.73	~ 65,000	30’- 0”	10’ – 0”	10’ – 0”	950

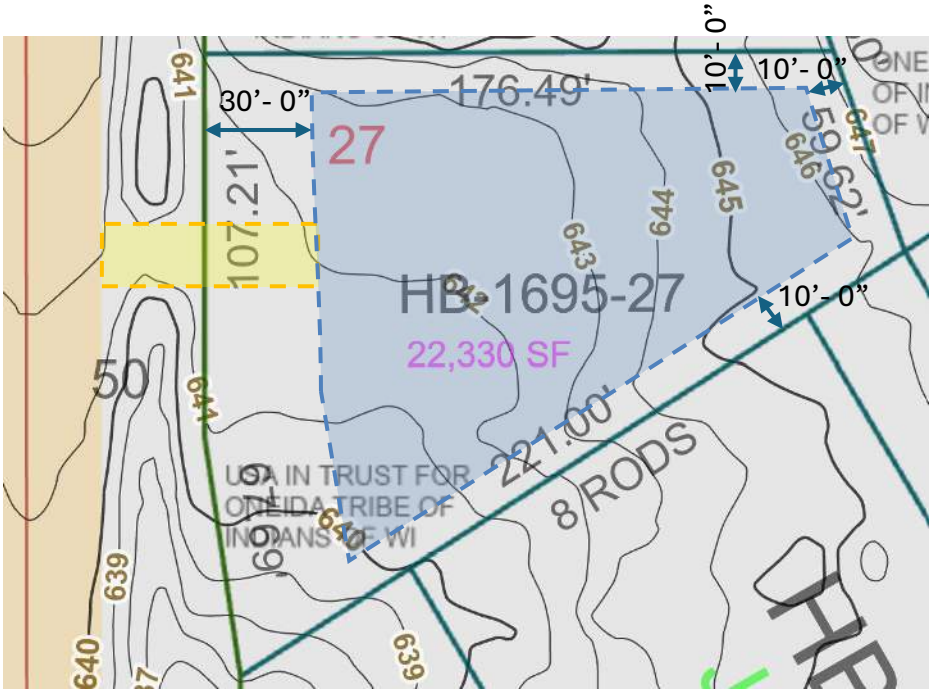
NOTES:

1. *This is a TRIBAL TRUST- this means you do not have to pay property taxes on the home*
2. *A well, septic system, natural gas, and electric services are available. All connections to these utilities are the homeowner’s responsibility*
3. *Homeowner will need to fill to raise the elevation around the home to provide positive stormwater drainage away from home*

HOME BUILDING OPPORTUNITY (HBO)

Scattered Sites -
4148 Hillcrest Dr. Oneida WI, 54155







Buildable Area within lot

Driveway location

Lot Size (sq. ft.)	Lot Size (%acre)	Max. Buildable Area (sq. ft.)	Front yard setback (ft.)	Back yard setback (ft.)	Side yard setbacks (ft.)	Min. Home Size (sq. ft.)
22,330	.53	~ 13,280	30'- 0"	10' – 0"	10' – 0"	950

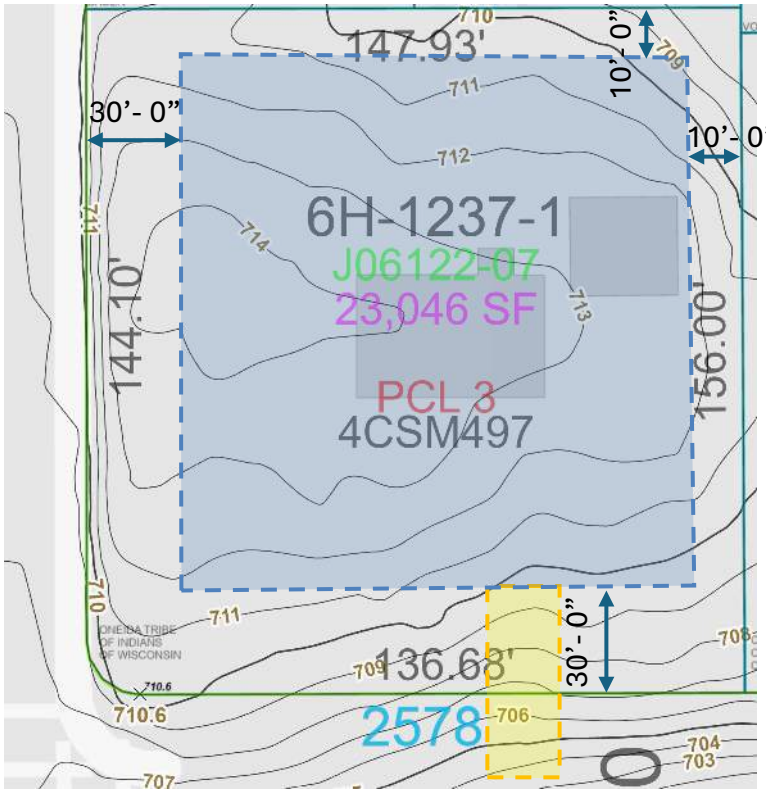
NOTES:

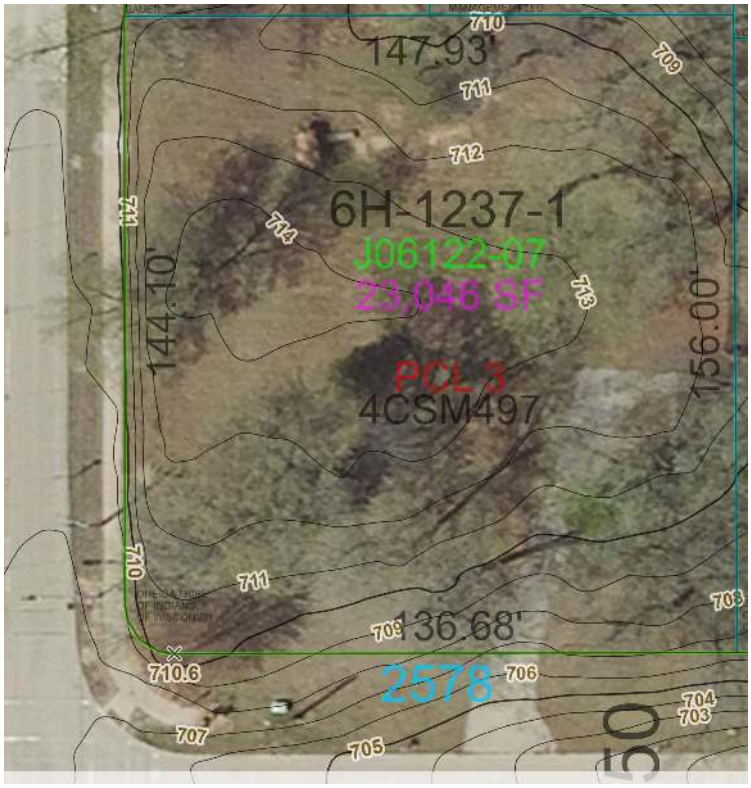
1. *This is a TRIBAL TRUST lot - this means you will not have to pay property taxes on the home*
2. *A municipal water/sewer, natural gas, and electric services are available. All connections to these utilities are the homeowner's responsibility*
3. *Homeowner will need to fill to raise the elevation around the home to provide positive stormwater drainage away from home*

HOME BUILDING OPPORTUNITY (HBO)



Scattered Sites -
2578 Hazelwood Ln. Green Bay, WI, 54304





Buildable Area within lot

Driveway location

Lot Size (sq. ft.)	Lot Size (%acre)	Max. Buildable Area (sq. ft.)	Front yard setback (ft.)	Back yard setback (ft.)	Side yard setbacks (ft.)	Min. Home Size (sq. ft.)
23,046	.52	~ 12,600	30'- 0"	10' – 0"	10' – 0"	950

NOTES:

1. *This is a TRIBAL FEE lot - this means you will have to pay property taxes on the home*
2. *A municipal water/sewer, natural gas, and electric services are available. All connections to these utilities are the homeowner's responsibility*
3. *There are large mature trees on this lot*
4. *Due to the elevations of this lot, the driveway will be at steep angle*

2578 Hazelwood Ln. Green Bay, WI 54304

ONEIDA

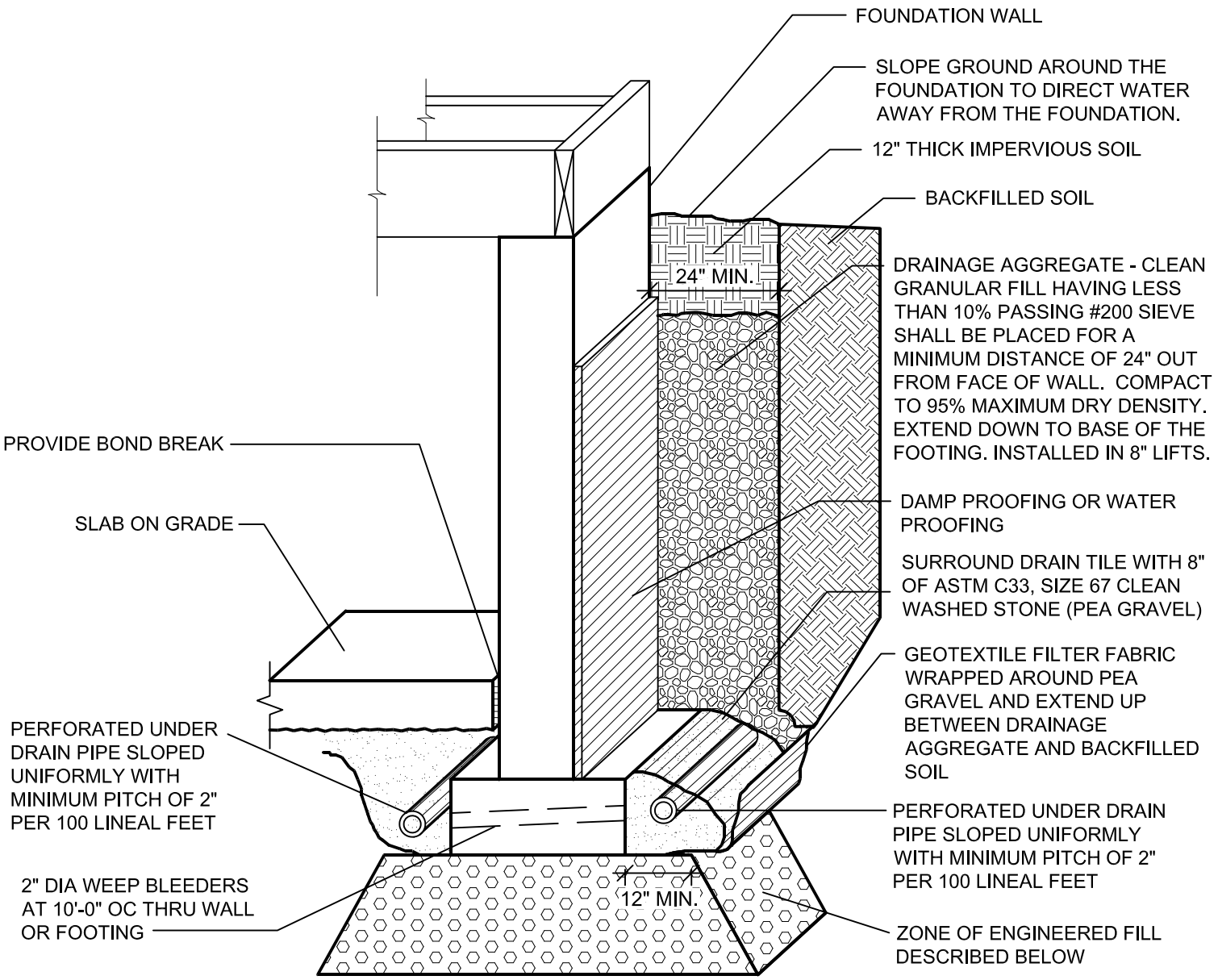


Table 5.1.1.1 Building Addition Foundation Design

Design Parameter	Column Footing	Wall Footing
Net Allowable Bearing Pressure[1]	2,000 psf	2,000 psf
Acceptable Bearing Soil Material	Medium Stiff/Loose to Very Hard/Extremely Dense natural Lean Clay, Sandy Lean Clay, Silt, Clayey Sand, Silty Sand or Engineered Fill	Medium Stiff/Loose to Very Hard/Extremely Dense natural Lean Clay, Sandy Lean Clay, Silt, Clayey Sand, Silty Sand or Engineered Fill
Minimum Width	30 inches	18 inches
Minimum Footing Embedment Depth (below slab or finished grade)	48 inches (heated structure) 66 inches (non-heated structure)	48 inches (heated structure) 66 inches (non-heated structure)
Estimated Total Settlement	1 inch	1 inch
Estimated Differential Settlement	½ inch between columns	½ inches over 50 feet

1. Net allowable bearing pressure is the applied pressure in excess of the surrounding overburden soils above the base of the foundation. If a higher net allowable bearing pressure would benefit the project, then we recommend additional borings be performed in the actual structure location.

IF FAT CLAY, SOFT/VERY LOOSE OR UNSUITABLE SOILS ARE OBSERVED AT THE FOOTING BEARING ELEVATIONS, THE UNSUITABLE SOILS SHOULD BE OVER-EXCAVATED AND REMOVED. ALL OVER-EXCAVATED MATERIAL SHOULD BE BACKFILLED WITH ENGINEERED FILL UP TO THE ORIGINAL DESIGN BOTTOM OF FOOTING ELEVATION. THE ZONE OF THE ENGINEERED FILL PLACED BELOW THE FOUNDATIONS SHOULD EXTEND 1 FOOT BEYOND THE OUTSIDE EDGES OF THE FOOTINGS AND FROM THAT POINT, OUTWARD LATERALLY 1 FOOT FOR EVERY 2 FEET OF FILL THICKNESS BELOW THE FOOTING. IF LEAN CONCRETE IS UTILIZED, NO LATERAL OVER EXCAVATION WILL BE NECESSARY. HOWEVER, THE EXCAVATION SHOULD BE 1 FOOT WIDER THAN THE PROPOSED FOOTINGS (6 INCHES ON EACH SIDE).

***MORE INFORMATION IS AVAILABLE IN THE FULL GEOTECHNICAL REPORT. CONTACT THE ONEIDA NATION ENGINEERING DEPARTMENT FOR MORE INFORMATION. ***

9–20–2021

FOUNDATION CONSIDERATIONS

ONEIDA NATION

SCATTERED SITES

SHEET NO. 1