

Checklist #3: Final Plat Submittal, Review and Approval Process

Applicability All proposed subdivisions, whether by condominium or subdivision plat, are required to be developed as a conservation subdivision. This Checklist is a guide for the development of Conservation Subdivisions within the Town and does not waive any requirements of the Ordinance itself. The subdivision regulations can be obtained from the Town Clerk, in hard copy at the Town Hall or, electronically, at the following website at www.municode.com. The Town Clerk can be reached by phone at 262-878-2123. This Checklist shall be submitted with the Final Plat and reviewed by the Town Engineer at the time of submittal. All information shall be submitted in hard copy and in an electronic format acceptable by the Town. A Final Plat shall not be submitted and/or reviewed unless the Subdivider has received Preliminary Plat approval from the Town Board (see Checklist #2).

Information Required from Subdivider

NAME OF SUBDIVISION: _____
Property Location/Address: _____
Subdivider: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
Property Owner (if different from Subdivider): _____
Address: _____ City: _____ State: _____ Zip: _____
Surveyor: _____ Phone: _____
Engineer: _____ Phone: _____

PRELIMINARY PLAT APPROVAL

Date of Town Board Action: _____ (attach Minutes) Approval or Conditional Approval
Date of Racine County Action: _____ (attach Minutes) Approval or Conditional Approval

PROPERTY SPECIFICS:

Zoning of Property (if applicable): _____
Base Development Yield Per Preliminary Plat Approval: _____
Adjusted Net Density Per Preliminary Plat Approval: _____
TOWN _____ RANGE _____ SECTION _____ Parcel ID# _____

PROFESSIONAL ECOLOGICAL SERVICE (for Stewardship Planning): _____
Address: _____ Phone: _____

CONSERVATION EASEMENT HOLDER: _____
Address: _____ Phone: _____

(The following to be completed by the Town Engineer)

Final Plat:

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|----|--|-----|-----|
| 1. | Has Subdivider filed 18 copies of the Final Plat with the Town? | Yes | No* |
| 2. | Has the Plat been filed at least 21 days prior to the Planning Commission meeting at which action is desired? | Yes | No* |
| 3. | Have appropriate copies of the Final Plat been filed with the Racine County Planning and Development Department? | Yes | No* |

Date Received: _____

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|------|---|-----|-----|
| 4. | Have appropriate copies of the Final Plat been filed with the town attorney? | Yes | No* |
| 5. | Have appropriate copies of the Final Plat been filed with the proposed conservation easement holder? | Yes | No* |
| 4. | Has the Final Plat been filed within two years of the date of approval of the Preliminary Plat? If no, has the Subdivider been granted an extension by the Town Board? | Yes | No* |
| 5. | Has the Subdivider submitted with this Checklist a current Certified Abstract of Title or such other evidence as the town may require showing ownership or control in the applicant? | Yes | No* |
| 6. | Was the Final Plat prepared in accordance with applicable state statutes, the county code, and this chapter? | Yes | No* |
| → 7. | Has the Subdivider submitted the original plat to the Plat Review Section of the Wisconsin Dept. of Administration which shall forward 2 copies to each of the agencies authorized to object under Section 236.12(2) of the Wisconsin Statutes? (The required number of copies will be made at the Subdivider's expense.) | Yes | No* |
| 8. | Has the Subdivider filed with the Town, 4 copies of the final plans and specifications of public improvements required by the Town? | Yes | No* |
| 9. | Has the Subdivider filed with the Town a Stewardship Plan(s) prepared by an approved Professional Ecological Service for areas to be protected and/or into which native vegetation will be introduced or in the alternative, in the discretion of the Town, a landscape plan as addressed in Section 28-89? | Yes | No* |
| 10. | Has the Stewardship Plan been reviewed and reviewer's report been submitted? | Yes | No |

*If the answer to any of these questions is no, then the final plat may not considered filed.

Total Number Parcels Divided: _____

Total Fee Paid: _____

Date Paid (attach copy of receipt): _____

***The following checklist to be completed by the Subdivider and verified by Town Engineer.
Town Engineer will provide response to Subdivider.***

Instructions: Complete Checklist using the following code: Y – Yes; N – No; N/A – Not Applicable. Make notes for Town Engineer’s review where necessary.

Final Plat: Has the Subdivider:

- Submitted a final plat prepared by a registered land surveyor in compliance with the requirements of Section 236.20 of the Wisconsin Statutes, with the Racine County Code of Ordinances, and this Ordinance?
- Included the information on the Plat as required by Section 236.20 of the Wisconsin Statutes?

Engineer Notes: _____

1. Requirements. Has the Subdivider provided on the face of the Plat, or have attached to it, or submitted with it, the following information:

- Exact length and bearing of the centerline of all streets.
- Exact street width along the line of any obliquely intersecting street.
- Exact location and description of utility and drainage easements and any existing drain tiles.
- Railroad rights-of-way within and abutting the plat.
- All lands reserved for future public acquisition or reserved for the common use of property owners within the plat, including public access to waterways.
- Restrictions relating to access control along public ways.
- Setback or building lines.
- Any restrictive covenants, deed restrictions, or conservation easements for the proposed subdivision.
- The legal instruments detailing the ownership of the Common Open Space, as required in Section 28-125.
- All final plats shall meet all the surveying and monumenting requirements of section 236.15 of the Wisconsin Statutes.
- State Plane coordinate system. Where the plat is located within a quarter section, the corners of which have been relocated, monumented, and coordinated by the Town, the plat shall be tied directly to two of the section or quarter corners so relocated, monumented, and coordinated. The exact grid bearing and distance of such tie shall be determined by field measurements, and the material and state Plane coordinates of the monument marking the relocated section or quarter corner to which the plat is tied shall be indicated on the plat.
- Certificates. All final plats shall provide all the certificates required by section 236.21 of the Wisconsin Statutes. In addition, the surveyor shall certify that the surveyor has fully complied with all sections of this chapter.

Engineer Notes: _____

Review of Final Plat: The following is a guide of what you can expect from the review process for the Final Plat. Questions should be directed to the Town Engineer.

- 1. **Referral of Final Plat.** The town clerk shall provide copies of the final plat to Town department heads and to the appropriate utilities for their review and comment. The Town staff and utility comments will be forwarded to the Town Plan Commission and Town Board for their consideration during the review process. Prior to referral of the final plat by the clerk, the final drainage plans must have received their necessary approvals.

Referred To: *Fire* *Date:* _____
 Highway *Date:* _____
 _____ *Date:* _____

Comments Received From: *Fire* *Date:* _____
 Highway *Date:* _____
 _____ *Date:* _____

2. **Town Plan Commission Review.**

- a. The Plan Commission shall examine the final plat as to its conformance with the preliminary plat; any conditions of approval of the preliminary plat; this chapter; and all applicable ordinances, rules, regulations, the Stewardship Plan and Town’s land use plan elements that may affect it and shall recommend approval or rejection of the plat to the Town Board.
- b. The Plan Commission shall, within 30 days of the date of filing of the final plat with the Town Engineer recommend approval or rejection of the plat and shall transmit the final plat and application along with its recommendations to the Town Board. Any condition of approval of the preliminary plat that has not been complied with shall remain a condition if the town board approves the final plat. Conditions of the Development Agreement and Conservation Easement shall continue. Plats with incomplete or inadequate information shall be rejected unless an extension of the review period is requested by the Subdivider and agreed to in writing by the Plan Commission.

Date of Plan Commission Action: _____

Plan Commission Recommendation (Circle One): Disapproval Approval

- 3. **Town Board Review and Approval.** The clerk shall provide a copy of the final plat, the recommendation of the Plan Commission, a draft of the proposed conservation easement and the stewardship plan to the town board for its review, consideration and possible approval. The Town Board shall, within 60 days of the date of filing the original final plat, approve or reject such plat unless the time is extended by agreement with the Subdivider. If the plat is rejected, the reasons shall be stated in the minutes of the meeting and a written statement of the reasons forwarded to the Subdivider. The Town Board may not inscribe its approval on the final plat unless the clerk certifies on the face of the plat that the copies were forwarded to objecting agencies as required in section 28-183, the date thereof, and that no objections have been filed within 20 days or, if filed, have been met.

- a. The Town Board shall, when it determines to approve a final plat, give at least ten days prior written notice of its intention to the municipal clerk of any municipality within 1,000 feet of the final plat.
- b. If the Town Board fails to act within 60 days, without a time extension and no unsatisfied objections having been filed, the plat shall be deemed approved.

Date of Town Board Action: _____

Town Board Action (Circle One): Disapproval Approval

Date Received: _____

- c. Recordation. The final plat shall be recorded as required by section 236.25 of the Wisconsin Statutes. After the final plat has been approved by the Town Board and required improvements either installed or a contract and sureties ensuring their installation is filed, the clerk shall cause the certificate inscribed upon the plat attesting to such approval to be duly executed and the plat returned to the Subdivider for recording with the county register of deeds, along with all Conservation Easements and deed restrictions. The final plat can be recorded when it has received all required approvals pursuant to applicable state statutes, the Racine County Code of Ordinances and the Land Division Ordinance of the Town of Yorkville. The register of deeds cannot record the plat unless it is offered within six months from the date of the Town Board's final approval and within 24 months after the first approval.
 - d. Copies. The Subdivider shall file eight copies of the final plat with the Clerk for distribution to the approving agencies, affected utility districts, and other affected agencies for their files. The Subdivider shall also provide a copy of the recorded final plat to the conservation easement holder and town attorney.
5. Subdivider shall enter into the Development Agreement, grant the Conservation Easement, and pay all applicable fees including the land division fee of \$100 per parcel created.
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Completed By and Date: _____