

Date Received: \_\_\_\_\_

### Checklist #2: Application for Review and Approval of Preliminary Plat

**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 at the following website at [www.municode.com](http://www.municode.com). The Town Clerk can be reached by phone at 262-878-2123. This Checklist shall be submitted with all required documents and will be 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 Preliminary Plat shall not be submitted and/or reviewed unless the Subdivider has completed the Information Required for Concept Plan and Concept Plan Review Process (see Checklist #1).

#### 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: \_\_\_\_\_

Subdivider's Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

#### PROPERTY SPECIFICS:

Current Zoning of Property: \_\_\_\_\_

Proposed Zoning of Property: \_\_\_\_\_

Density Factor According to Town's Land Use Plan: \_\_\_\_\_

Base Development Yield Per Concept Plan Review: \_\_\_\_\_

Town \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Parcel ID# \_\_\_\_\_

PROFESSIONAL ECOLOGICAL SERVICES (For Stewardship Planning): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

CONSERVATION EASEMENT HOLDER: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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*(The following to be completed by the Town Engineer)*

Concept Plan Review:    Yes    No

Has the Subdivider had the Concept Plan reviewed and discussed by the Town Engineer and Plan Commission? (No preliminary plat shall be accepted for review unless the subdivider has completed the concept plan requirements.)

Date of Plan Commission Initial Review Meeting: \_\_\_\_\_

***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.

**Preliminary Plat: Has the Subdivider:**

- Submitted a preliminary plat that was prepared by a licensed land surveyor or engineer at a convenient scale not less than one (1) inch equals one hundred (100) feet?
- Prepared the preliminary plat in accordance with applicable state statutes, the Racine County Code of Ordinances and the Town’s Ordinance? More than one (1) sheet may be used to present the information required in this section:

**A. Requirements.** Does the preliminary plat meet the following requirements:

**1. Name of Proposed Subdivision:**

- The proposed name of the subdivision is not duplicative or alike in pronunciation of the name of any plat previously recorded in the County.

Notes: \_\_\_\_\_

**2. Project Ownership and Development Information.** Does the preliminary plat contain:

- a. The name, address, and telephone number of the legal owner of the Parent Parcel and, if applicable, agent of the property.
- b. The name, address, and telephone number of the professional person(s) responsible for subdivision design, for the design of public improvements, and for surveys.
- c. Date of preparation.

Notes: \_\_\_\_\_

**3. Existing Site Conditions.** Has the Subdivider filed a property survey map with the Plat that contains the following information: (The subdivider has the responsibility of verifying the accuracy of the information and resources relied upon to compile information submitted under this section.)

- a. Boundary line of the proposed site and all property to be subdivided. Include all contiguous land owned or controlled by the Subdivider.
- b. Location, width, and names of all existing platted streets and rights-of-way to a distance of 300 feet beyond the site.
- c. Show the type, width and condition of street improvements; railroad or major utility rights-of-way, parks and other public open spaces, location and widths of existing snowmobile or other recreation trails; location of existing drain tiles; and permanent buildings and structures to a distance of 300 feet beyond the site, if any.
- d. Location, widths, and names of all existing public and private easements to a distance of 300 feet beyond the site.

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- e. Identify by name and ownership boundary lines of all adjoining lands within 100 feet of the proposed plat.
- f. Topographic data including contours at vertical intervals of not more than 2 feet. Elevation values shall be based on the National Geodetic Vertical Datum of 1929 (NGVD 29) or the North American Datum of 1988 (NAVD 88) or future adjustments to NAVD 88 as defined by the National Geodetic Survey, if applicable for that parcel, and should also be so noted on the plat.
- g. Significant natural resource features on the site, including: jurisdictional wetlands, floodplains, watercourses, existing wooded areas, slopes of 20% or greater, drainage ways, rare, threatened and endangered species, all environmental corridors as mapped by the Southeastern Wisconsin Regional Plan Commission and official mapping on file with the county, and other natural resource features, views and other prominent visual features. If the property contains steep slopes, the Town may require a survey by a registered land surveyor of the areas containing slopes. This survey shall be referenced to the proposed cross section of the adjacent road.
- h. Burial sites categorized under Wis. Stats. Section 157.70, Indian mounds, national and state register listed properties, and locally designated historic properties.
- i. Existing soil classifications including identification of poor, hydric soils.
- j. Legal description of the property.
- k. Existing zoning classifications for land in and abutting the subdivision.
- l. Total acreage of the proposed site.
- m. Provide graphic scale, north arrow, and date.
- n. Conservation Easements.
- o. Restoration zones, including association land included in native landscaping, buffers, and drainage easements.

Notes: \_\_\_\_\_

**4. Subdivision Design Features.** The preliminary plat must provide the following information:

- a. Layout of proposed streets, showing right-of-way widths, pedestrian walkways, types of improvements, street surface widths, and proposed street names.
- b. Locations and type of proposed public easements (i.e., drainage, utility, pedestrian, public access to waterways, etc.); and all Conservation Easements.
- c. Layout of proposed blocks and lots within the plat.
- d. Basic data regarding proposed and existing (if applicable) lots and blocks, including numbers, dimensions, area.
- e. Minimum front, side and rear yard building setback lines for all lots.
- f. Indication of the use of any lot.

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- g. Location and size of all proposed and existing sanitary sewer lines and water mains, proposed community sewer and water system, or individual on-site septic systems and potable water sources.
- h. Location and size of all proposed and existing storms sewers (lines, drain inlets, manholes), culverts, retention ponds, swales, infiltration practices and areas, and other stormwater facilities within the plat and to a distance of 100 feet beyond the site.
- i. Common open space areas, other than pedestrian ways and utility easements, intended to be dedicated or reserved for use by the residents of the development, including the size of such area or areas in acres. Provide information on the conditions, if any, of the dedication or reservation.
- j. Proposed preservation, if any, of historical buildings and structures.
- k. Development Envelopes showing areas for grading, lawns, pavement and buildings.
- l. Stewardship Plan for restoration and long-term management of the open space areas.

Notes: \_\_\_\_\_

**5. Preliminary Construction Plans.** Has the Subdivider provided the following information on one or more sheets?

- a. A Plan and Profile with proposed street centerline profile grades, showing the existing and proposed profile grade lines.
- b. A Grading and Erosion Control Plan showing the existing and proposed grades, drainage patterns, and stormwater facilities. The plan shall show the location and extent of grading activities in and adjacent to the plat, overall area of the site in acres, total impervious surface area of project, total pervious area, stockpile locations, erosion and sediment control facilities, and a schedule for erosion and sediment control practices, including site specific requirements to prevent erosion at the source. Major trees to be preserved, with a diameter of four (4) inches or more measured twelve (12) inches above ground level, shall be shown on the preliminary grading and erosion control plan. Adequate measures for protecting major trees shall be shown on the plan.
- c. Provisions for sewage disposal, water supply, stormwater management, and flood control.

Notes: \_\_\_\_\_

**6. Easements.** Has the Subdivider provided for the following easements?

- a. An easement across the rear 12 feet of each lot abutting upon a lot in the same plat subjected to a similar easement, making it all an easement of 24 feet. The easement shall be established for the installation of all public utilities. In the event such lot does not abut upon a lot subjected to a similar easement, such nonabutting lot shall be subject to an easement of at least twelve 12 feet in width for the same purposes as hereinbefore set forth. In the event compliance with this requirement is not practicable in the opinion of the Town Board, the Town Board may waive the requirements herein provided.
- b. The Subdivider shall dedicate such other lands or grant such other easements as the Town Board determines to be reasonably required in accord with the Wisconsin Statutes, to provide for public utilities and public uses and needs with respect to such subdivision development.

Notes: \_\_\_\_\_

**7. Filing the Application with the Town. Has the subdivider:**

- a. Filed with the Town an application for review and approval of a preliminary plat prepared in accordance with this chapter along with a completed checklist and 18 copies of the preliminary plat for review by the town. Additional copies of the preliminary plat shall be provided to the town attorney and to the proposed conservation easement holder. The town engineer may require in his/her discretion, the submittal of complete road, grading and/or drainage plans at the time of submission of the preliminary plat. If the preliminary plat is not complete or is not submitted in accordance with applicable statutes or ordinances, it shall not be considered filed.

*(The following to be completed by Town Engineer.)*

**Review of Preliminary Plat:** The following is a guide of what you can expect from the review process for the Preliminary Plat. Questions should be directed to the Town Engineer.<sup>1</sup>

- 1. **Review for Completeness.** The Town Engineer shall determine whether the preliminary plat is complete using the Ordinance and completing the checklist. If the plat or supporting information is not complete, the Town Engineer will contact you and request in writing the additional required information. If the preliminary plat is not complete or is not submitted in accordance with applicable statutes or ordinances, it shall not be considered filed.

*Review Completed by (Town Engineer Initials):* \_\_\_\_\_ *Date:* \_\_\_\_\_  
*Other Action Taken:* \_\_\_\_\_

- 2. **Referral.** Administrative staff and utility commission reviews. The clerk shall provide copies of the preliminary plat to Town department heads, to the appropriate objecting agencies under Wis. Stats. section 236.12, 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 consideration during the review process.

*Referred To:*      *Fire*      *Date:* \_\_\_\_\_  
   *Highway*      *Date:* \_\_\_\_\_  
   \_\_\_\_\_ *Date:* \_\_\_\_\_

*Comments Received From:*      *Fire*      *Date:* \_\_\_\_\_  
   *Highway*      *Date:* \_\_\_\_\_  
   \_\_\_\_\_ *Date:* \_\_\_\_\_

- 3. **Town Plan Commission Review and Informational Meeting.** The Town Clerk shall give notice of the Plan Commission's review of the preliminary plat by listing it as an agenda item in the Plan Commission's meeting notice. The notice shall include the name of the subdivider, the address of the parent parcel, and the requested action. The clerk may schedule an informational meeting on the preliminary plat prior to Plan Commission review. The subdivider must provide written notice of the Plan Commission review and/or the informational meeting to all property owners within 300 feet of the parent parcel at least seven days in advance of such meeting. The cost for the written notice shall be borne by the subdivider. The notice must be by certified mail, return receipt requested. The subdivider shall provide copies of the mailings and return receipts to the clerk prior to the Plan Commission meeting. Failure of the subdivider to provide such notice may, at the option of the Plan Commission, result in all discussions concerning the submittal being deferred to the next regularly scheduled Plan Commission meeting.

*Town Plan Commission Review Date:* \_\_\_\_\_  
*Notice to Property Owners of Plan Commission Review Date Mailed:* \_\_\_\_\_ *Initials:* \_\_\_\_\_  
   *Was there an Informational Meeting Held?*      *Yes*      *No*  
   *If Yes, Date Notice to Property Owners Mailed:* \_\_\_\_\_ *Initials:* \_\_\_\_\_

<sup>1</sup> Once the Preliminary Plat review process is complete and the Subdivider has met the requirements of the Ordinance based on the review, the Final Plat may be submitted pursuant to 28-181. Obtain a copy of Checklist #3 to guide you through the Final Plat submittal and approval process.

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- 4. **Plan Commission Recommendation.** After review of the preliminary plat and discussion with the Subdivider on changes and the kind and extent of public improvements that will be required, the Plan Commission shall recommend to the Town Board disapproval, approval, or conditional approval of the preliminary plat within 60 days of the filing date. Any preliminary plat recommended for approval shall be deemed to include conditions, to the extent applicable, of a development agreement, conservation easement, and stewardship plan in forms acceptable to the town board and in compliance with the town ordinances.

*Plan Commission Recommendation:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Conditions Attached?                      Yes                      No*

- 5. **Board Action.** After receipt of the Town Plan Commission’s recommendation, the Town Board shall, within 90 days of the date the preliminary plat was filed with the Town, approve conditionally, or reject such preliminary plat and shall state, in writing, conditions of approval or reasons for rejection. Unless the time is extended by agreement with the Subdivider, failure of the Town Board to act within 90 days or extension thereof shall constitute an approval of the preliminary plat, unless other authorized agencies object to the plat. The clerk shall communicate to the subdivider the action of the town board. If the preliminary plat is approved, the town chairperson shall endorse it for the town board. Any preliminary plat recommended for approval shall be deemed to include conditions, to the extent applicable, of a development agreement, conservation easement, and stewardship plan in forms acceptable to the town board and in compliance with the town ordinances.

- 6. **Effect of Approval.** Approval of a preliminary plat shall be valid for twenty-four months from the date of approval or conditional approval. Subject to section 236.11(1)(b), Wis. Stats., approval or conditional approval of a preliminary plat shall not constitute automatic approval of the final plat. The preliminary plat shall be deemed an expression of approval or conditional approval of the layout submitted as a guide to the preparation of the final plat, which will be subject to further consideration by the Plan Commission and Town Board at the time of its submission.

- 7. **Amendment.** If the Subdivider desires to amend the preliminary plat as approved, the Subdivider may resubmit the amended plat, unless the amendment is, in the opinion of the Town Board, of such scope as to constitute a new plat, in which case it shall be refiled. The Town reserves the right to require an additional fee where, in the opinion of the Town Board, such amendment requires significant additional Town resources.

*Date of Town Board Action:* \_\_\_\_\_

*Town Board Action (Circle One):    Disapproval    Approval    Conditional Approval*

*Conditions Attached?                      Yes                      No*

*Date Town Board Action Communicated to Subdivider:* \_\_\_\_\_

*Completed By and Date:* \_\_\_\_\_