



Land Division (4 lots or less)

General Information

A Land Division is the creation of no more than four parcels of land (including both lots and outlots) by use of a Certified Survey Map (CSM). The Land Division is reviewed first by the Plan Commission, approved by the Common Council, and officially recorded at the Register of Deeds Office. Land Divisions that require public facilities (such as roads) have additional requirements.

Number of lots: A CSM must include the entire existing lot of record(s). A CSM can be used to split or combine lots. The number of lots is the total number of lots existing on the new CSM. For example: A lot with an existing house is split into two lots, one with the house and a 'new' lot. This is a two lot CSM. Another example is four lots are reconfigured or 'combined' into two lots. This is a two lot CSM.

Fees (Non-refundable)

CSM with no public infrastructure	\$50/Lot
CSM with public infrastructure	\$100/lot
Filing Fee	\$50

Procedure

The Plan Commission and staff shall review the application and shall only approve plans that meet all the requirements set forth in the Subdivision of Land Ordinance.

Step	No Public Improvements	Public Improvements	Task	Scheduling
1	X	X	Pre-application conference	At least calendar 14 days prior to application of the CSM
2	X	X	CSM application	
3	X	X	Planning staff review and report	Prior to the Plan Commission meeting
4	X	X	Plan Commission review and recommendation on CSM	Prior to final action by Common Council
5a		X	Infrastructure design compliance review	Prior to drafting of development / improvement agreement
5b		X	Engineering staff review and recommendation of the development/improvement agreement	Prior to the Board of Public Works meeting
5c		X	Board of Public Works review and recommendation on development/improvement agreement	Prior to final action by Plan Commission
5d		X	Common Council action on development / improvement agreement	Prior to construction of improvements
6	X	X	Common Council action on CSM	Within calendar 90 days of Step 2 completeness determination
7		X	Construction and approval of improvements if required as part of the development/improvement agreement	Prior to CSM Issuance
8	X	X	Applicant Records CSM	Prior to issuance of building permits
9		X	Post-development acceptance & inspection	

Land Division Application Check List

§235-14A Development Application

___ Completed Application

§235-14C Fees

___ Paid Fees

§235-15.1B Technical Requirements

___ CSM (10 complete sets required).

___ CSM (AutoCAD compatible file)

- Referenced in Wisconsin State Plan South NAD 1927.
- Boundaries of the CSM indicated by a heavy line & the approximate acreage.
- Lot lines & approximate dimensions of lots.
- Lots & outlots must be consecutively numbered.
- Acreage of each lot & outlot.
- All public streets must be at least 66' wide.
- All lands to be dedicated to public are marked "Dedicated to Public" (except roads & streets).
- Each lot must have access to a public street

- All existing buildings must be shown.
- Show all watercourses, drainage ditches, other pertinent features.
- Exact width of all easements, streets, alleys must be shown.
- Locations, widths & names of existing or platted streets, right-of-ways, easements, parks, permanent buildings & other structures, section & corporate lines within the project boundary & all adjacent land within 100' of the tract.
- Scale & north arrow

§235-15B Supporting Materials

___ Perc Test (Copy of soil testers report)

___ Sewer & Water Utility Plan

- A map showing proposed & existing utilities.
- Location & sizes of any & all utilities including power transmission poles & lines, sewers, waterlines, telephone, cable, electrical, fire hydrants & gas mains on or within 100' of the tract with utility sizes & grades indicated & invert elevations.
- A plan of the proposed water distribution system, showing pipe sizes & location of valves & fire hydrants or a plan showing the location of individual wells.

- If public sewers are to be available, indicate the source of treatment & disposal. Analysis of existing capacity & proposed flows of project.
- Explain the effect of this project on mains & laterals, manholes, lift stations, & other related sanitary sewer related infrastructure to all points affected throughout the city to a point or points at the City's boundary. Emphasis to be made on effect to all existing sanitary sewer structures.

___ Storm Water Plan

- Quantify pre-development run off in terms of Cubic Feet per Second (CFS) for the entire project site, broken down into individual basins or outlets.
- Explain the effect of this water to all points affected throughout the city to a point or points at the City's boundary. Emphasis to be made on effect to all existing drainage structures.

- Identify existing downstream structures/detention basins & their capacities.
- Quantify post-development run off in terms of CFS.
- Identify improvements to the system needed to accommodate additional runoff if applicable.

___ Grading Plan

- Existing contours with intervals of 2 feet. Elevations are to be based on "sea level datum".
- Drainage channels, watercourses, wooded areas, natural features & any other significant items should be shown.
- General drainage plan for storm water.

- Tentative location of retention/detention ponds.
- Grading plans with preliminary plat or survey map indicating existing & proposed lot & building grades, retaining walls, cut & fill calculations, & landscaping.

___ Natural Resources & Preservation Map & Report Map

- Existing & Proposed Zoning Districts
- Primary, secondary environmental corridors & INRA
- Vegetation features (including mature, woodlands, hedgerows, & prairies)
- Trees over 4" DBH located in public ROW, or buildable lots
- Floodplains - designate flood fringe, floodway & base flood elevation
- Wetlands—field verified & surveyed per ~275-37B(4)(b)
- Natural drainage channels
- Areas with steep slopes over 20%

- Natural areas listed with the Wis. DNR or which support flora or fauna that is known to be threatened or endangered
- Unique or special wildlife habitats
- Historic or cultural features (such as farmhouses, barns, springhouses, stone walls, cellarholes, etc)
- Unusual geologic formations
- Scenic views into & out from the property
- Farmland soils rated prime of statewide importance
- Locations of parks, playgrounds, & other open space areas proposed for dedication or preservation.