

PRELIMINARY PLAT APPLICATION FORM Village of New Glarus

Part A: Contact Information

Tax Parcel Number: _____

Subdivision Name: _____

1. *Property Owner's* Name and Address: _____

Owner's Phone number: _____ E-mail: _____

2. *Applicant's* Name and Address (if different from *Property Owner*): _____

Applicant's Phone: _____ E-mail: _____

3. *Engineer's* Name and Address: _____

Engineer's Phone: _____ E-mail: _____

4. *Attorney's* Name and Address: _____

Attorney's Phone: _____ E-mail: _____

5. Who from above is the primary contact for this application? (Who should receive correspondence/notices?)

Property Owner's Signature

Date: _____

Applicant's Signature (if different from Property Owner)

Date: _____

Part B: Submission Requirements

Submittal Due Date: **30 days prior to the meeting of the Plan Commission at which action is desired. The Plan Commission meets the 3rd Thursday of each month.**

Checklist—See attached sheet for all Preliminary Plat submission requirements.

PRELIMINARY PLAT CHECKLIST

Preliminary Applications Must Include the Following:

- Completed “Preliminary Plat” Application Form
- Completed Environmental Assessment Checklist
- Proof of Ownership
OR letter of consent from property owner (if the applicant is not the property owner)
- Current Legal Description of the property *and* Proposed Subdivision Name
- 30 copies of a Preliminary Plat (see “Technical Requirements for Preliminary Plats” below...)
- 9 copies (8 ½” x 11”) of a Concept Report addressing sewer and water service feasibility, drainage facilities, and centerline profiles showing streets in the subdivision
- Draft Legal Instruments and rules for proposed property owner associations, if applicable
- Proposed Deed Restrictions or Restrictive Covenants, if any.
- Affidavit: The surveyor preparing the preliminary plat shall certify on the face of the plat that it is a correct representation of all existing land divisions and features and that he has fully complied with the provisions of the Village of New Glarus’ Code of Ordinances.
- A typed Narrative addressing the following items:
 - Use statement. A statement of the proposed use of the lots stating type of residential buildings with number of proposed dwelling units; types of businesses or industry so as to reveal the effect of the development on traffic, fire hazards and congestion of population;
 - Zoning changes. If any zoning changes are contemplated, the proposed zoning plan for the areas, including dimensions; and
 - Area Plan. Where the subdivider owns property adjacent to that which is being proposed for subdivision, the subdivider shall comply with Section 265-18 A(5) of the Village of New Glarus’ Code of Ordinances.
- 2 copies of preliminary Street Plans and Profiles showing existing ground surface, including extensions of reasonable distance beyond the limits of the proposed subdivision, when requested.
- Preliminary Soils Report, listing the types of soil in the proposed subdivision, their effect on the subdivision and a proposed soil testing and investigation program. (Note: The Village Engineer may require that borings and soundings be made in specified areas...)
- Referral to other agencies and utilities: The applicant must forward copies of the preliminary plat to the local electric, gas, water, cable, and telephone utilities. If the proposed subdivision abuts a state highway a copy of the preliminary plat must be sent to the Wisconsin Department of Transportation.
- This Checklist (or a copy of this check-list)
- Application fee: \$200 PLUS costs.
- Engineering and legal fees: Signed agreement with applicant for the billing of any engineering and legal fees that the Village incurs in reviewing the final plat (§ 265-51).

If revisions are required include the following:

- 15 reduced-size copies (11” x 17” minimum) **AND** 3 full-size copies (24” by 36”) of the Preliminary Plat showing any required revisions required by village staff
- Additional revised/updated plans as required by staff.

The following items may also be required:

- Landscape plan
- Grading plan

- Storm water management plan
- Utility plan
- Sediment and Erosion Control plan (for during construction period)
- Traffic study
- Other: _____

For Village Staff Only:

Plan Commission

Preliminary Application Received: _____
 Fees paid – Amount and Date: _____ Receipt #: _____
 Plan Commission must complete review by (within 30 days of the date of filing): _____

Forward Preliminary Plat to Plan Commission: _____
 Set Public Hearing for: _____
 Send Public Hearing Notice to property owners within 200 feet on: _____
 Publication of Agenda (Class 2): _____

Forward copy of preliminary plat to the following agencies on: _____

- New Glarus Fire Department
- New Glarus Police Department
- New Glarus EMS
- Green County Zoning Department
- WIDNR
- WIDOT (if abutting a state highway)
- Village Engineer
- Zoning Administrator

Plan Commission Recommendation: (Date _____): APPROVE DENY
Conditions of Approval: _____

If denied, reason: _____

Village Board

Village Board must complete review by (within 60 days of the date of filing): _____

Forward Final Plat to Village Board for Review: _____

Village Board Determination: (Date _____): APPROVE DENY
Conditions of Approval: _____

If denied, reason: _____

Village of New Glarus

Preliminary Plat Submission Requirements

Technical Requirements for Preliminary Plats. (per Section 265-18)

- (A) **General.** A Preliminary Plat shall be required for all subdivisions and shall be based upon a survey by a registered land surveyor and the plat prepared on mylar or paper of good quality at a scale of not more than one hundred (100) feet to the inch and shall show correctly on its face the following information:
- (1) **Title** under which the proposed subdivision is to be recorded, which name shall not duplicate or be alike in pronunciation of the name of any plat heretofore recorded in the Village unless considered an addition to the subdivision.
 - (2) **Legal Description/Location** of the proposed subdivision by government lot, quarter section, township, range, county and state.
 - (3) **Date, Scale and North Point.**
 - (4) **Names, Telephone Numbers, and Addresses** of the owner, and any agent having control of the land, engineer, subdivider, land surveyor preparing the plat.
 - (5) **Entire Area** contiguous to the proposed plat owned or controlled by the subdivider shall be required by the Plan Commission to be included on the Preliminary Plat even though only a portion of said area is proposed for immediate development. Where a subdivider owns or controls adjacent lands in addition to those proposed for development at that time, he shall submit a concept plan for the development of the adjacent lands showing streets, utilities, zoning districts, and other information as may affect the review of the Preliminary Plat in question. The Village Engineer may waive these requirements where adjacent development patterns have already been established.
- (B) **Plat Data.** All Preliminary Plats shall show the following:
- (1) **Exact Length and Bearing** of the exterior boundaries of the proposed subdivision referenced to a corner established in the U.S. Public Land Survey and the total acreage encompassed thereby.
 - (2) **Locations of all Existing Property Boundary Lines**, structures, drives, streams and water courses, marshes, rock outcrops, wooded areas, railroad tracks and other significant features within the tract being subdivided or immediately adjacent thereto.
 - (3) **Location, Right-of-Way Width and Names** of all existing streets, alleys or other public ways, easements, railroad and utility rights-of-way and all section and quarter section lines within the exterior boundaries of the plat or immediately adjacent thereto.
 - (4) **Location and Names of any Adjacent Subdivisions**, parks and cemeteries and owners of record of abutting unplatted lands.
 - (5) **Type, Width and Elevation** of any existing street pavements within the exterior boundaries of the plat or immediately adjacent thereto, together with any legally established centerline elevations.
 - (6) **Location, Size and Invert Elevation** of any existing sanitary or storm sewers, culverts and drain pipes, the location of manholes, catch basins, hydrants, electric and communication facilities, whether overhead or underground and the location and size of any existing water and gas mains within the exterior boundaries of the plat or immediately adjacent thereto. If no sewers or water mains are located on or immediately adjacent to the tract, the nearest such sewers or water mains which might be extended to serve the tract shall be indicated by the direction and distance from the tract, size and invert elevations.
 - (7) **Corporate Limit Lines** within the exterior boundaries of the plat or immediately adjacent thereto.
 - (8) **Existing Zoning** on and adjacent to the proposed subdivision.
 - (9) **Contours** within the exterior boundaries of the plat and extending to the centerline of adjacent public streets to National Map Accuracy Standards based upon Mean Sea Level Datum at vertical intervals of not more than two (2) feet. At least two (2) permanent bench marks shall be located in the

immediate vicinity of the plat; the location of the bench marks shall be indicated on the plat, together with their elevations referenced to Mean Sea Level Datum and the monumentation of the bench marks clearly and completely described.

- (10) **High-Water Elevation** of all ponds, streams, lakes, flowages and wetlands within the exterior boundaries of the plat or located within one hundred (100) feet therefrom.
- (11) **Water Elevation** of all ponds, streams, lakes, flowages and wetlands within the exterior boundaries of the plat or located within one hundred (100) feet therefrom at the date of the survey.
- (12) **Floodland and Shoreland Boundaries** and the contour line lying a vertical distance of two (2) feet above the elevation of the one hundred (100) year recurrence interval flood or, where such data is not available, two (2) feet above the elevation of the maximum flood of record within the exterior boundaries of the plat or within one hundred (100) feet therefrom.
- (13) **Location and Results of Percolation Tests** within the exterior boundaries of the plat conducted in accordance with Sec. H 85.06 of the Wisconsin Administrative Code where the subdivision will not be served by public sanitary sewer service.
- (14) **Location, Width and Names** of all proposed streets and public rights-of-way such as alleys and easements.
- (15) **Approximate Dimensions of All Lots** together with proposed lot and block numbers. The area in square feet of each lot shall be provided.
- (16) **Location and Approximate Dimensions** of any sites to be reserved or dedicated for parks, playgrounds, drainageways or other public use or which are to be used for group housing, shopping centers, church sites or other nonpublic uses.
- (17) **Approximate Radii of all Curves.**
- (18) **Any Proposed Lake and Stream Access** with a small drawing clearly indicating the location of the proposed subdivision in relation to access.
- (19) **Any Proposed Lake and Stream** improvement or relocation, and notice of application for approval by the Division of Environmental Protection, Department of Natural Resources, when applicable.
- (20) **Soil Tests and Reports** as may be required by the Village Engineer for the design of roadways, storm drainage facilities, on-site sewage disposal systems, erosion control facilities, and/or other subdivision improvements and features.
- (21) **Design Features.**
 - a. Locations and widths of proposed alleys, pedestrian ways and utility easements.
 - b. Layout numbers and preliminary acreages and dimensions of lots and blocks.
 - c. Minimum front, rear, side, and street yard building setback lines.
 - d. Location and size of proposed sanitary sewer lines and water mains.
 - e. Gradients of proposed streets and sewer lines (and water mains, if required).
 - f. Areas, other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.
 - g. Location and description of survey monuments.
 - h. An identification system for the consecutive numbering of all blocks and lots within the subdivision.
 - i. Sites, if any, to be reserved for parks or other public uses.
 - j. Sites, if any, for multi-family dwellings, shopping centers, churches, industry or other non-public uses exclusive of single-family dwellings.
 - k. Provisions for surface water management including both minor and major system components, detention/retention facilities, including existing and post development one hundred (100) year flood elevations, etc.
 - l. Potential resubdivision and use of excessively deep [over two hundred (200) feet] or oversized lots must be indicated in a satisfactory manner.
 - m. Any wetlands, floodplains, or environmentally sensitive areas provided for by any local, state or federal law.

(21) *Where the Plan Commission or City Engineer* finds that it requires additional information relative to a particular problem presented by a proposed development in order to review the Preliminary Plat, it shall have the authority to request in writing such information from the subdivider.

(22) *Dimensions of Lot Lines* shall be shown in feet and hundredths; no ditto marks shall be permitted. When lot lines are not at right angles to the street right-of-way line, the width of the lot shall be indicated at the building setback line in addition to the width of the lot at street right-of-way line.

(C) **Additional Information.** The Plan Commission and/or Village officials may require a proposed subdivision layout of all or part of the contiguously owned land even though division is not planned at the time.