

# **SUBDIVISION ORDINANCE APPLICATION PROCESS**

## **MINOR SUBDIVISION APPLICATION: 4 OR LESS PARCELS**

1. Subdivider needs to schedule consultation meeting with the Plan Commission.
  - A. The subdivider needs to send the concept map to the clerk and the clerk will forward it on to the plan commission.
  - B. This needs to be done 10 days before the plan commission meeting.
  - C. The concept map needs to include:
    1. Proposed general layout
    2. Exterior boundaries
    3. Existed and planned roadways
    4. Any current and proposed easements.
    5. Approximate location of existing or proposed structures, included types of construction.
    6. Approximate location of existing land use, watershed areas and ground cover.
    7. Location of any proposed land improvements (excavation, ditching, fencing, common septic systems, etc.)
  - D. Letter of Intent: The subdivider shall submit a letter of intent on a form provided to the Town Clerk that shall specify the following information:
    1. The name and address of the owner of the property and the subdivider.
    2. The names and address of the surveyor who will be doing the work.
    3. The names and addresses of all adjacent land owners
    4. The location and size of the property.
    5. The present use of the land.
    6. The intended future use of the land.
    7. If applicable, existing zoning on and adjacent to the proposed subdivision.
    8. The estimated time table of development.

- E. Sketch Map: Accompanying the letter of intent, the subdivider shall submit a sketch map at a scale of 1"=200'. The sketch map shall show the following information.
1. North arrow, date, scale and reference to a section corner.
  2. Approximate dimensions and areas of the parcels and easements.
  3. Location and type of existing and proposed buildings structures.
  4. Location of drainage ditches, water wells, sewerage systems and other features pertinent to the division.
  5. Location of existing and proposed reads and driveways and distances to the nearest adjoining driveways on both sides of the proposed site.
  6. Location of any steep slopes (i.e., 12% or steeper)
  7. Setback or building lines required by any approving agency.
  8. The uses of the land adjacent to the property and existing roads, easements of record, public access to navigable waters, dedicated areas and utilities. Approximate location of proposed limit of disturbance (LOD) lines, development area, and/or open space preservation area.

2. Processing the application and collecting the Fees:

A. See Town of Elk Mound Fee Schedule.

1. The town clerk shall receive minor subdivision applications and collect the applicable fees. The town clerk shall notify the subdivider by certified mail of items deemed missing by the Plan Commission.
2. The town clerk shall within 2 business days transmit the letter of intent and sketch map to the Plan commission. The Plan commission shall review the application for completeness and notify the town clerk of any missing items. (page 17)
3. The town clerk shall send the subdivider a notice and agenda of the scheduled date of both the Plan Commission Meeting and the Town board meeting no later than 10 days before the meeting by certified mail.
4. The subdivider shall attend the Plan Commission Meeting and the Town Board Meeting where the proposed subdivision is on the agenda and present the letter of intent and sketch map for consideration.

5. For Minor Subdivision Applications the subdivider may submit a Final Certified Survey Map to shorten the process. (Page 17)

3. Preliminary Approval, Conditional Approval or Rejection

- A. The Plan Commission shall review the letter of intent and the sketch map for conformance with the Ordinances and all other applicable laws.
  - B. The Plan Commission shall within the established timeline (90 days) recommend approval, conditional approval, or rejection to the Town Board
  - C. The Town Board shall within a reasonable time grant preliminary approval, conditional approval, or rejection of the sketch map representing the minor subdivision application pending submission of the Final Certified Survey Map.
4. Certified Survey Map: The Certified Survey Map shall provide the following information: See requirements for certified Survey Map on Page 18, 19, & 20.
  5. Once the map is approved the subdivider has to record at the Register of Deeds (Page 22)

### **MAJOR SUBDIVISION APPLICATION: 5 OR MORE PARCELS**

1. These are subdivisions which create five or more parcels or building sites any one of which are less than forty acres in size by successive divisions from the same mother tract within a period of 5 years.
  - A. Letter of Intent. The subdivider shall submit a letter of intent to the Town Clerk on a form provided. Page 15 & 16
  - B. Preliminary Plat. Accompanying the letter of intent the subdivider shall submit 10 copies of a preliminary plat prepared by a registered land surveyor. (page 22)
  - C. The subdivider has to submit the preliminary plat to state and county agencies. (page 22)
  - D. List of Adjacent property owners. The subdivider shall provide a list of names and mailing addresses of all property owners within one thousand (1000) feet of the perimeters of the tract proposed to be subdivided to the Town Clerk.

2. Processing of Preliminary Plat Application.

- A. Town Clerk needs to collect the fees from the subdivider. (See Town of Elk Mound Fee Schedule.) The Town Clerk shall notify the subdivider of any items deemed missing by certified mail.
- B. The Town Clerk within 2 days shall transmit copies of the preliminary plat and letter of intent to the Plan Commission. The Plan Commission shall review the application for completeness and notify the Town Clerk of any missing items. (page 23)
- C. The Town Clerk shall send the subdivider and property owners within 1000 feet of the subject site a notice and agenda of the scheduled date of both the Plan Commission meeting and the Town Board Meeting no later than 10 days prior to the date of the meeting.
- D. The subdivider or agent shall attend both the Plan Commission and Town Board meeting at which the proposed subdivision is on the agenda and present the letter of intent and preliminary plat for consideration.

3. Preliminary Plat Approval, Conditional Approval, Rejection

- A. The Plan commission shall review the letter of intent, preliminary plat and other relevant information.
- B. The Plan Commission shall within the established processing timeline, recommend approval, conditional approval or rejection of the Plat and shall give the Plat along with its recommendations to the Town Board
- C. The Town Board shall, within 90 days after the date of submittal approve, approve conditionally, or reject the preliminary Plat (page 23, 24)

4. Review and Action on the Final Plat

- A. The subdivider shall submit the following:
  - 1. Ten copies of the Final Plat to the Town Clerk at least 15 days prior to the meeting of the Town Board which action is taken to approve or reject the plat.

2. The subdivider shall also submit the original drawing to the appropriate county and state agencies for review.
3. The Final Plat shall be prepared by a registered land Surveyor.
  
5. Final Plat Review and Approval (See page 24 and 25)
6. Recordation. The subdivider shall record the Final Plat upon final Approval with the County Register of Deeds.
7. Re-plats: See page 26