



# MAJOR LAND DIVISION APPLICATION

File #: \_\_\_\_\_  
Office Use Only  
Revised 9/2022

## SITE INFORMATION

- CONCEPT                       PRELIMINARY                       FINAL  
 CONVENTIONAL                       CONSERVATION DESIGN (see addendum)

Name of Subdivision: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Number of Outlots: \_\_\_\_\_

Property Location: \_\_\_\_ 1/4, \_\_\_\_ 1/4, Sec. \_\_\_\_, T. \_\_\_\_ N., R. \_\_\_\_ W., Town of \_\_\_\_\_

Computer #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Parcel #: \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_

Zoning District (Check one):  AG-1  AG-2  R-1  R-2  R-3  C-1  C-2  C-3  I-1  I-2  
Overlay District (Check all that apply):  SHORELAND  RIVERWAY  FLOODPLAIN  ADULT ENTERTAINMENT

## APPLICANT INFORMATION

Property Owner: \_\_\_\_\_ Contractor/Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Surveyor:** \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Engineer:** \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Applications are due on the 1<sup>st</sup> Monday of each month.**

*I attest that the information contained in this application is true and correct to the best of my knowledge.*

**Property Owner Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Contractor/Agent Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

## CONCEPT REVIEW SUBMITTAL REQUIREMENTS

The principal function of the concept review is to provide the applicant comments and concerns regarding a proposed plat prior to their performing the more detailed work of preparing a preliminary plat. At the concept level an interdepartmental and interagency review will be coordinated to look at the suitability of the site to support the proposed project. Staff will also review the site for compatibility with various County and local plans to include; the County Comprehensive Plan, the County Outdoor Recreation Plan, the County Land and Water Resource Management Plan, and Town plans where applicable.

### Mandatory Items to Submit:

- 4 – Copies of the application.**
- 4 – Scaled & folded 11x17** conceptual sketch of proposed subdivision covering the entire contiguous area owned or controlled by the sub divider and **all** associated materials.
- A USGS quadrangle map and St. Croix County soils map for the proposed subdivision and relevant adjacent land.
- A copy of the recorded deed showing land ownership.

### Suggested Additional Supporting Information:

- Road connectivity to unplatted lands.
- Two-foot contour map.
- Slope identification map.
- 2 – Copies** of Wetland Delineation Reports and **1-electronic copy**.
- Designate flood hazard areas.
- Plan narrative:
  - Road connectivity to unplatted lands.
  - Compliance with applicable town plans, (transportation, trail, recreational, etc.).
  - Compliance with St. Croix County Land and Water Resource Management Plan.
  - Compliance with St. Croix County Outdoor Recreation Plan.

## PRELIMINARY PLAT REVIEW SUBMITTAL REQUIREMENTS

Preliminary plat application review begins after the memorandum on the concept review is complete and a properly completed application is filed. If a preliminary plat and accompanying materials are submitted prior to completion of concept review, the application shall be received, but preliminary plat review shall not commence until completion of the concept review.

**\*\*Submittal deadline for final plats is the 1<sup>st</sup> Monday of the month\*\***

**Mandatory Items to Submit:**

- 4 – Complete folded sets, 11x17**, of preliminary plat and **all associated materials**, (*copies of plat, road plans, stormwater and erosion control plans*)
- 4 – Complete folded sets, full size** (*1 electronic copy & 3 folded sets may be submitted in lieu*)
- 4 – Copies of the application.**
- Applicable fees.
  - Road Construction: 50% of improvements.\*
  - Erosion Control: 50% of improvements.
- Financial guarantees.

**Preliminary Plat Fees - Required:** (*please reference **current** fee schedule*)

Base Application Fee: \$ \_\_\_\_\_  
Stormwater and Erosion Control Review: \$ \_\_\_\_\_

**Additional Fees If Applicable:**

Storm Sewer Inspection: \$ \_\_\_\_\_  
Curb and Gutter Design Inspection: \$ \_\_\_\_\_  
Soils Investigation (if required by Zoning Administrator): \$ \_\_\_\_\_  
Re-submittal: \$ \_\_\_\_\_  
Waiver Request: \$ \_\_\_\_\_  
**Total Fees:** \$ \_\_\_\_\_

**OFFICE USE ONLY**

Fee Received: ___/___/___	File #: _____
Total Fees Paid to CDD: \$ _____	Receipt #: _____
Total Fees Paid to HWY: \$ _____	Receipt #: _____

## FINAL PLAT REVIEW SUBMITTAL REQUIREMENTS

**\*\*Submittal deadline for final plats is the 1<sup>st</sup> Monday of the month\*\***

### Mandatory Items to Submit:

- 1 – Copy** of the preliminary plat with signatures of approval from the Town.
- 4 – Complete folded sets - 11x17**, of final plat and **all** associated materials.
- 4 – Complete folded sets, full size** (*1 electronic copy & 3 folded sets may be submitted in lieu*)
- 3 – Copies** of Record Drawings.
- 4 – Copies** of the application checklist and associated items. (*See attached*)
- 2 – Copies** of certification letters for road construction.
- 2 – Copies** of certification letters for stormwater and erosion control.
- Extraterritorial plat approval.
- Applicable fees.
- Outlot Statement – The developer shall show on the face of the plat the intended purpose and requested uses of each outlot.
- Drainage Easement Statement (see attached wording).
- General Zoning Notice Statement (see attached wording).
- Separate soil map 11x17 or full size identifying soil test locations on individual lots.

### Final Plat Fees - **Required**: (*please reference **current** fee schedule*)

Base Application: \$ \_\_\_\_\_  
Plat Layout Requirements Review: \$ \_\_\_\_\_

### Additional Fees If Applicable:

Re-submittal: \$ \_\_\_\_\_  
**Total Fees:** \$ \_\_\_\_\_

### OFFICE USE ONLY

Total Fees Paid: \$ \_\_\_\_\_

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

Fee Received: \$ \_\_\_/\_\_\_/\_\_\_

Receipt # \_\_\_\_\_

**PRELIMINARY PLAT STANDARDS (§ 13.2 B.1.)**

1. \_\_\_ Plat covers area owned or controlled by the developer and proposed for development.
2. \_\_\_ Be based upon a survey by a registered land surveyor.
3. \_\_\_ Complies with Wisconsin Administrative Code A-E7.
4. \_\_\_ Drawn at a scale of not more than 100 feet to 1 inch

**DATA ON THE PRELIMINARY PLAT (§ 13.2 B.2.)**

1. \_\_\_ Exterior boundaries of the proposed subdivision referenced to a line established in the U.S. Public Land Survey, and the total acreage encompassed thereby.
2. \_\_\_ The date, graphic scale, and north point.
3. \_\_\_ The name of the proposed plat prominently labeled.
4. \_\_\_ The name and contact information of the subdivider, subdivider's agent, engineers, surveyors, and other contractors/subcontractors.
5. \_\_\_ The owner of record and the identity of any proposed contract purchaser.
6. \_\_\_ The location of the plat by government lot, quarter-quarter section, section, township and range and the town, County and state of jurisdiction, noted immediate under the name of the subdivision.
7. \_\_\_ The location of the plat shall be indicated by bearing and distance from a boundary line of a quarter section in which the subdivision is located.
8. \_\_\_ The monumentation at the ends of the boundary line shall be described and the bearing and distance between them shown.
9. \_\_\_ The names, locations and right-of-way widths of any existing roads or other public or private ways, easements, railroad or utility rights-of-way included within or adjacent to the proposed plat, labeled and underscored with a dotted or dashed line.
10. \_\_\_ Existing road access restrictions and any existing access control limitations. These shall be explained within the application material and noted on the face of the plat.
11. \_\_\_ All proposed road names, which shall conform to § 13.7.B.4.
12. \_\_\_ Locations and widths for all driveway accesses and roads, and construction plans and specifications for any proposed roads.
13. \_\_\_ The location of existing property lines, buildings, drives, streams and watercourses, ponds, lakes, rivers, wetlands, rock outcrops, wooded areas, historic and archeological features, native prairie remnant and any other significant limiting features or characteristics within the proposed subdivision.
14. \_\_\_ The water elevations of adjoining lakes, ponds or streams at the date of the survey, and the ordinary high water mark, typical stream valley cross-sections, stream channels, flood areas from NFIP maps or other floodplain zoning maps.
15. \_\_\_ Wetlands, as defined by Wisconsin Statutes § 23.32, and mapped by WDNR pursuant to that statute and any other wetlands as identified by a professional wetland delineator.
16. \_\_\_ All floodplain boundaries.

17. \_\_\_ Private and municipal dumps, underground fuel or petroleum storage tanks, areas of known groundwater contamination, location of all existing wells, including advisory wells, and any WDNR designated Special Deep Casing Well Depth Requirement Areas.
18. \_\_\_ The contours, on an established datum, at vertical intervals of not more than 2 feet.

**DATA ON THE PRELIMINARY PLAT CONTINUED (§ 13.2 B.2.)**

19. \_\_\_ The identification, location and dimensions, including acreage, of all parks, parkways, playgrounds, drainage ways, stormwater ponds or other common areas whether proposed for dedication to the public or remaining privately owned. In an accompanying document, the subdivider shall indicate how these areas are proposed to be owned, managed and maintained.
20. \_\_\_ Dimensions, size and numbers of all lots. Where applicable, size shall be indicated with inclusion and exclusion of rights-of-way and areas below the ordinary high water mark of navigable waters.
21. \_\_\_ A list or depiction showing the following information for each proposed lot:
- a) \_\_\_ Existing and intended land use.
  - b) \_\_\_ Existing and intended zoning, including overlay districts, i.e. Lower St. Croix Riverway district.
  - c) \_\_\_ Required minimum lot area and lot widths under intended zoning.
  - d) \_\_\_ Contiguous buildable area. Identified in acres and differentially shaded.
  - e) \_\_\_ Lowest Building Opening (L.B.O.) for lots affected by a High Water Elevation (H.W.E.), drainage easement or floodplain.
  - f) \_\_\_ Identification that the contiguous buildable area extends to a portion of the lot abutting a road with such area being sufficient to carry a driveway access.
  - g) \_\_\_ All required setbacks.
22. \_\_\_ Identification of all proposed outlots.
- a) \_\_\_ Indicate proposed purpose and proposed ownership and control of each outlot.
  - b) \_\_\_ All outlots that have deed restrictions, covenants or conservation easements shall be referenced on the plat and copies of such draft documents shall be provided.
23. \_\_\_ The location of any of the following items within 200 feet of the proposed subdivision:
- a) \_\_\_ The location and names of adjacent plats, certified survey maps, unplatted lands, publicly-owned lands, parks and cemeteries, all labeled and underscored with a dotted or dashed line.
  - b) \_\_\_ Existing land use and zoning, including overlay districts, i.e. Lower St. Croix Riverway district.
  - c) \_\_\_ Topography, water bodies, watershed features, floodplains, wetlands, historic and archeological features and any other limiting features or characteristics.
  - d) \_\_\_ Private and municipal dump sites, underground fuel or petroleum storage tanks or areas of known groundwater contamination.
24. \_\_\_ Two-foot contour mapping on adjacent properties within 100 feet of the proposed subdivision.
25. \_\_\_ Additional two-foot contour mapping where necessary to evaluate stormwater management and road connections.

## ADDITIONAL SUBMITTALS (§ 13.2 B.3.a)

1. \_\_\_ Construction plans and specifications for any proposed roads.
2. \_\_\_ Ownership, management and maintenance plans for parks, parkways, playgrounds, drainage ways, stormwater ponds or other common areas whether proposed for dedication to the public or remaining privately owned.
3. \_\_\_ A report to address how sensitive areas shall be handled. The report shall include the following:
  - a) \_\_\_ An aerial-photograph overlay map, prepared by a registered land surveyor, showing sensitive areas found in §§ 13.2 B.2.a.13) through 20) and 8) and 11) below.
  - b) \_\_\_ The data on sensitive areas found in §§ 13.2 B.2.a.13) through 20) and 8) and 11) below.
  - c) \_\_\_ Zoning Administrator concept review comments.
  - d) \_\_\_ Relevant design standards.
  - e) \_\_\_ These sensitive areas shall be placed within lots or common open space, consistent with the one-half acre or more contiguous buildable area standard of § 13.7 G.2. and Common Open Space Requirements for Conservation Design Development, and subject to conservation easements, deed restrictions or covenants approved by and enforceable by St. Croix County.
4. \_\_\_ Required or proposed deed restrictions, covenants or conservation easements for lot and outlot.
  - a) \_\_\_ Deed restrictions, covenants or conservation easements shall be enforceable by St. Croix County against all lots and outlots within the subdivision.
  - b) \_\_\_ The Zoning Administrator shall review such proposed deed restrictions, covenants or conservation easements and approve if acceptable.
5. \_\_\_ Any proposed conservation easement for common open space protection.
6. \_\_\_ Grading, stormwater management and erosion and sediment control plans shall be submitted for all land disturbances and must include Best Management Practices in accordance with § 13.7 E.
7. \_\_\_ A draft maintenance plan for all designed stormwater ponds shall be submitted. The plan shall list all scheduled maintenance activities and the responsible party or parties.
8. \_\_\_ Land areas with 12 to 19.9 percent, 20 to 24.9 percent, 25 to 29.9 percent and/or 30 percent and greater slope shall be differentially shaded and labeled or otherwise clearly indicated on a separate map with the road layout, lot lines, and driveway access locations.
9. \_\_\_ All sloped areas to be developed, graded or stripped as described in § 13.7 C, shall be differentially shaded on a separate exhibit of the preliminary plat's grading plan. The percentage of disturbance of these slopes shall be calculated and identified in a table on this exhibit.
10. \_\_\_ Verification that adjoining landowners were notified of road layout within the subdivision by means of return receipt of certified mail to each adjoining landowner.
11. \_\_\_ Shading of soils identified as limiting for the placement of POWTS and storm water retention/detention ponds (see table in § 13.2 B.).
12. \_\_\_ A location on each lot that will accommodate an on-site wastewater treatment system and its replacement as indicated by soil borings.
  - a) \_\_\_ When private on-site wastewater treatment systems serving single lots are intended, at a minimum, one boring for every three acres throughout the plat is required to demonstrate soil suitability.
  - b) \_\_\_ Soil boring locations in reference to the locations of contiguous buildable areas shall be identified on a separate, scaled map, with cross-reference to test results as reported on a current State soil evaluation form.

13. \_\_\_ When a common wastewater treatment system is proposed, a complete site and design evaluation for suitability of state approved common on-site wastewater treatment systems that serve more than one dwelling shall be provided. A sewer and/or water supply management plan shall be provided; which estimates service contract needs, insurance requirements, replacement and other associated costs and defines the means for funding and enforcing the same on an on-going basis.

## DESIGN STANDARDS FOR MAJOR AND MINOR SUBDIVISIONS (§ 13.7)

Section 13.7 B. of the ordinance details design standards for Major and Minor Subdivisions. Unless waived or exempted by the Zoning Administrator all standards in (§ 13.7) are to be met. The checklist below is only an outline identifying major categories and certain key requirements. The applicant should refer to the specific sections of the ordinance to ensure that an aspect of a design is consistent with the standards outlined in the ordinance.

### General Design Standards (§ 13.7A):

1. \_\_\_ It is recommended that the applicant flag all applicable property/project corners, centerline of proposed roads and label the flags accordingly (i.e.: 'Name' NE corner).
2. \_\_\_ Topsoil stripped from the subdivision will not be removed from the subdivision until final land contours, topsoil finishing and seeding is successfully completed.
3. \_\_\_ Soil evaluations for each lot to show that it will support an on-site wastewater treatment system, or a complete site and design evaluation for suitability of state approved common on-site wastewater treatment systems that serve more than one dwelling.

### Selected Road Standards (§ 13.7 B):

4. \_\_\_ Construction plans and specifications for any proposed roads.
5. \_\_\_ D.O.T certification letter if the parcel abuts a state highway.
6. \_\_\_ Verification that adjoining landowners were notified of road layout within the subdivision by means of return receipt of certified mail to each adjoining landowner.
7. \_\_\_ Roads named consistent with § 13.7 B.4.

### Selected Land Disturbance Standards (§ 13.7 C):

8. \_\_\_ No disturbance of slopes in excess of 30%.
9. \_\_\_ Disturbance of slopes between 12% to 19.9% is limited to 50% of the entire slope area within this range over the entire subdivision.
10. \_\_\_ Disturbance of slopes between 20% to 29.9% is limited to 10% of the entire slope area within this range over the entire subdivision.

### Selected Utility Easement Standards (§ 13.7 D):

11. \_\_\_ Lots are served by underground utilities where available.
12. \_\_\_ Utility lines and equipment within an easement are no closer than one foot to a lot line or three feet to any survey monument.

### Stormwater Management and Erosion and Sediment Control Plans (§ 13.7 E):

13. \_\_\_ Narrative describing significant aspects of both plans.
14. \_\_\_ Plan meets or exceeds BMP's in recommended technical manuals to include addressing:



- a. Riprap/turf reinforcement mat – culvert outlets, channels etc.
- b. BMP removal plan.
- c. Winter suspension plan.
- d. Implementation schedule – start/end dates of disturbance/stabilization and all phasing.
- e. Permanent stabilization – stable slopes, sod, seed (rates, species, planting dates, areas), fertilizer, mulch/anchor, for all disturbed areas including agriculture land and stormwater ponds. Pond detail – elevations bottom/outlet/overflow, inlet/outlet design, perm/temp storage, in/out hydrology, emergency overflow route.

## DESIGN STANDARDS FOR MAJOR AND MINOR SUBDIVISIONS CONTINUED (§ 13.7)

### **Stormwater Management and Erosion and Sediment Control Plans (§ 13.7 E) Continued:**

15. \_\_\_ Plan certified by a registered professional engineer.
16. \_\_\_ Registered professional engineer will oversee installation of stormwater and erosion control features and submit a copy of record drawings upon completion.
17. \_\_\_ Post development runoff volume is maintained or reduced compared to predevelopment conditions for the 25 year, 24 hour, Type II storm event. Provide summary table.
18. \_\_\_ Peak runoff discharge rates are maintained or reduced compared to predevelopment conditions for the 2, 10, 100 year, 24 hour, Type II storm event. Provide summary table.
19. \_\_\_ Runoff volumes and peak discharges are calculated using USDA Technical Release 55 (TR-55). The following curve numbers were utilized for cropland for the associated soil type; A-56, B-70, C-79 and D-83.
20. \_\_\_ Maintenance plan submitted for all designed stormwater ponds to include a schedule of maintenance activities and the party responsible to perform the maintenance.
21. \_\_\_ Stormwater facilities designed to remove 60% of the total phosphorus in runoff water. Recommended modeling techniques include SLAMM or P8.
22. \_\_\_ Filter strips along waterways designed to NRCS filter strip standards, Code 393.
23. \_\_\_ Constructed drainage swales designed to accommodate a 10 year, 24 hour, Type II storm event.

### **Drainage Easements (§ 13.7 F):**

24. \_\_\_ Drainage easements provided for stormwater ponds and drainage swales.
25. \_\_\_ County is granted authority to enforce easement rights, covenants, and/or deed restrictions regarding easements.

### **Lots (§ 13.7 F):**

26. \_\_\_ Each lot affected by a high water elevation (H.W.E) established for a closed depression or constructed stormwater pond without a designed outlet shall have a lowest building opening (L.B.O.) set at a minimum of four feet higher than the H.W.E. calculated using the Critical 100 Year Storm Event.
27. \_\_\_ Each lot affected by a H.W.E. established for a constructed stormwater pond with a designed outlet shall have a L.B.O. set at a minimum of two feet higher than the H.W.E. calculated using the Critical 100 Year Storm Event.
28. \_\_\_ All lots in major subdivisions are served by new, interior public roads unless the Zoning Administrator makes an exception.
29. \_\_\_ Subdivisions with 30 or more lots have two or more interconnected accesses onto an existing public road.
30. \_\_\_ All lots are numbered consecutively throughout the plat.

31. \_\_\_ Each lot contains a net contiguous buildable area of ½ acre without disturbing 25% slopes.
32. \_\_\_ Each lot contains an area suitable for the POWTS and its replacement. The area for the POWTS must be in addition to the contiguous buildable area.
33. \_\_\_ Lot area is calculated excluding rights-of-way and lands below the ordinary high water mark.
34. \_\_\_ Lot area and width conform to table in § 13.7 F.2.d.
35. \_\_\_ Depth to width lot ratio does not exceed 3:1 for lots less than 10 acres or 4:1 for lots 10 acres or greater, inclusive of the right-of-way.
36. \_\_\_ Side lot lines are substantially at right angles or radial to road lines.
37. \_\_\_ Lot lines follow local jurisdictional and zoning boundary lines rather than crossing them.
38. \_\_\_ Lots fronting on 2 non-intersecting roads is avoided.
39. \_\_\_ Each lot fronts on a public road.
40. \_\_\_ All lots have a minimum of 66 ft. of road frontage, 33 ft. if on the bulb of a cul-de-sac or loop end of a road.
41. \_\_\_ Each lot has driveway access that connects the contiguous buildable area to the road where the lot takes access
42. \_\_\_ Driveways do not disturb 25% or greater slopes, wetlands, ponds, lakes or other sensitive areas.
43. \_\_\_ Accesses serving 3 or more lots are dedicated public roads.
44. \_\_\_ Private roads existing prior to January 1, 2006, that had served 2 or more lots or parcels are dedicated in their entirety if any additional lots or parcels will take access from the private road.

#### **FINAL PLAT APPLICATION REVIEW CHECKLIST (§ 13.4)**

1. \_\_\_ Final plat conforms to all conditions placed on the preliminary plat.
2. \_\_\_ Layout features substantially conform to approved preliminary plat.
3. \_\_\_ Depiction of wetlands is based upon field identification and on-site staking conducted by a professional wetland delineator.
4. \_\_\_ All roads named consistent with § 13.7 B.4.
5. \_\_\_ All easements and applicable setbacks shown on final plat.
6. \_\_\_ A complete soils evaluation shall be done on each lot to determine suitability for an on-site wastewater treatment system for a dwelling on a single lot, or a complete site and design evaluation for suitability of state approved common on-site wastewater treatment systems that serve more than one dwelling.
7. \_\_\_ Soil boring locations in reference to the locations of contiguous buildable areas shall be identified on a separate, scaled map with cross-reference to test results as reported on a current State soil evaluation form.
8. \_\_\_ The applicant shall submit final versions of all proposed restrictive covenants, conservation easements or deed restrictions with the final plat.
9. \_\_\_ The applicant shall submit a final maintenance plan and identify the responsible party for all designed stormwater ponds.
10. \_\_\_ The applicant shall submit a set of record drawings showing substantial compliance with all improvements on the preliminary plat, including stormwater management and erosion and sediment control measures.
11. \_\_\_ The applicant shall submit a final wastewater treatment system and/or water supply management plan for all common systems. *(if applicable)*.

12. \_\_\_ Low Building Openings (LBO) consistent with preliminary plat.
13. \_\_\_ Minimum of 3 benchmarks referenced to Mean Sea Level.

## WISCONSIN STATE STATUTE 236 PLATTING STANDARDS

1. \_\_\_ **236.15(1)(a)** The external plat boundary properly monumented, (iron monuments 18-inches in length with a minimum density of 3.65-pounds per linear foot).
2. \_\_\_ **236.15(1)(b)** All block corners, angle points and curve points within the plat boundary properly monumented (same as above).
3. \_\_\_ **236.15(1)(c)** All lot, outlot and public dedication corners properly monumented, (iron monuments 18-inches in length with a minimum density of 1.13-pounds per linear foot).
4. \_\_\_ **236.15(1)(d)** \_\_\_ Points along all lot, outlot and public dedication lines and their intersection with meander lines properly monumented (same as above). \_\_\_ All established meander points to be placed 20-feet from the ordinary high water mark.
5. \_\_\_ **236.15(2)** \_\_\_ The survey performed by a registered land surveyor in this state. \_\_\_ Error of closure not more than 1 in 3000.
6. \_\_\_ **236.16(4)** Include lands lying between water's edge and meander line with all lots, outlots and public dedications.
7. \_\_\_ **236.20(1)(a) & (b)** \_\_\_ Each plat sheet shall be 22-inches by 30-inches with a 1 ½ -inch binding margin and 1-inch margins on the other sides. \_\_\_ Each sheet shall show a graphic scale of not more than 100-feet to one inch.
8. \_\_\_ **236.20(2)(b)** Clearly identify and describe found or set monumentation, (type of monument, type of material, outside diameter, outside dimension, weight per foot, etc.) Label or show in map legend.
9. \_\_\_ **236.20(2)(c)** Dimension by bearing and distance: \_\_\_ exterior plat boundary, \_\_\_ block boundaries, \_\_\_ boundaries of lots, outlots and public dedications. \_\_\_ Nonparallel easements shown by centerline or boundary line bearing and distance.
10. \_\_\_ **236.20(2)(e)** Consecutively number lots and outlots within each plat or throughout plat additions.
11. \_\_\_ **236.20(2)(f)** Show the exact width of all easements, streets and alleys.
12. \_\_\_ **236.20(2)(g)** \_\_\_ Dimension all established meander lines by bearing and distance. \_\_\_ Show distance from points on meander line to the ordinary high water mark.
13. \_\_\_ **236.20(2)(h)** Show the centerline of all streets, roads and highways.
14. \_\_\_ **236.20(2)(i)** \_\_\_ Show north point and \_\_\_ reference bearings to a boundary line of a quarter section in which the plat is located.
15. \_\_\_ **236.20(2)(j)** Show the area in square feet (and acres) of each lot and outlot.
16. \_\_\_ **236.20(2)(k)** \_\_\_ Show the main chord of a circular curve with a dotted or dashed line. Show curve dimensioning as follows: \_\_\_ radius length, \_\_\_ central angle, \_\_\_ chord bearing, \_\_\_ chord length, \_\_\_ arc length and \_\_\_ tangent bearing at each end of the main curve.
17. \_\_\_ **236.20(2)(L)** Compliance with this section may be waived by Wisconsin Department of Administration, Plat Review.
18. \_\_\_ **236.20(3)** The name of the plat in prominent letters, not in duplicate of any previously recorded plat in this county.
19. \_\_\_ **236.20(3)(c)** Show a location sketch with same orientation as plat (Show plat location within section and existing roads).

20. \_\_\_ **236.20(3)(d)** Show names of adjoining roadways and subdivisions in their proper locations underscored by a dotted or dashed line.
21. \_\_\_ **236.20(3)(e)** \_\_\_ Show the location of abutting roadways with a dotted or dashed line. \_\_\_ Dimension the roadway widths.
22. \_\_\_ **236.20(4)(a)** Identify or name public roadways on the plat.
23. \_\_\_ **236.20(4)(b)** Except roads, all dedications labeled "Dedicated to the public".
24. \_\_\_ **236.20(4)(c)** All roads not dedicated clearly marked "Private".
25. \_\_\_ **236.20(5)(a)** Show all existing buildings.
26. \_\_\_ **236.20(5)(b)** Show all features pertinent to proper subdivision.
27. \_\_\_ **236.20(5)(c)** Show elevations of adjoining waterways at date of survey, referenced to a permanent established datum.

### WISCONSIN STATE STATUTE 236 PLATTING STANDARDS CONTINUED

28. \_\_\_ **236.21(1)** Surveyor's Certificate of the surveyor who surveyed, divided, mapped this subdivision.
29. \_\_\_ **236.21(1)(a)** By whose direction.
30. \_\_\_ **236.21(1)(b)** \_\_\_ A clear and concise description of the land surveyed, by government lot, quarter-quarter section, section, township, range, county and state; \_\_\_ and by metes and bounds commencing with a monument at a section or quarter section corner of the quarter section.
31. \_\_\_ **236.20(1)(c)** Statement of correct representation.
32. \_\_\_ **236.20(1)(d)** Statement of full compliance with 236.
33. \_\_\_ **236.21(2)(a)** \_\_\_ A certificate by the owner of the land. \_\_\_ Certificate by all fee interest holders and mortgagee of record.
34. \_\_\_ **236.21(3)** \_\_\_ Certificate of taxes and assessments paid to both county treasurer and \_\_\_ town treasurer.
35. \_\_\_ Certificate of approval by town board. \_\_\_ Certificate of approval by county review committee.

### CHAPTER A-E7 WISCONSIN ADMINISTRATIVE CODE

36. \_\_\_ **A-E 7.05(1)** Map drawn to a convenient scale.
37. \_\_\_ **A-E 7.05(3)** Show "Recorded As" if previously recorded dimensioning differs from platted.
38. \_\_\_ **A-E 7.05(4)** Show and describe necessary monuments, identify whether found or set.
39. \_\_\_ **A-E 7.08** Required U.S. public land survey monument location filed with the county.

### WORDING FOR DRAINAGE EASEMENT STATEMENT

**The following note is to be placed on the final plat:**

No owner or resident shall do anything, which would interfere with or change the operation of the approved comprehensive stormwater management plan, sediment and erosion control plan for this Plat. This includes, but is not limited to, building upon, obstructing, altering, filling, excavating or planting in any drainage easement(s), stormwater ponds, water drainage ditches, water runways, water culverts, or berms.

**The following note is to be placed on deeds for the future lot buyers:**

Subject to notes, restrictions and any easements, covenants and right-of-ways of record including, but not limited to, those for drainage, water retention, ponds, and/or utilities as shown on the plat of (Plat Name) recorded in Vol. \_\_\_\_ Pg. \_\_\_\_ St. Croix County, Wisconsin.

**If developer chooses to create covenants, the following should be included:**

**The following note is to be part of the Covenants for the plat:**

Declarant was required by St. Croix County to have an approved comprehensive stormwater sediment and erosion control plan for the subdivision. No owner or resident shall do anything, which would interfere with or change the operation of these plans. This includes, but is not limited to, building upon, obstructing, altering, filling, excavating or planting in, any drainage easement(s), water drainage ditches, water runways water culverts, berms. Information about the approved comprehensive operation and maintenance plan may be obtained from the Declarant.

### WORDING FOR GENERAL ZONING NOTICE STATEMENT

**The following note is to be placed on the final plat for major subdivision and on every minor subdivision:**

Each parcel shown on this map is subject to State, County and Town laws, rules and regulations (i.e., wetland, minimum lot size, access to parcel, etc.). Before purchasing or developing any lot, contact the St. Croix County Community Development Department, and the Town of \_\_\_\_\_.

### GOVERNMENT AGENCY CONTACTS

- St. Croix County Community Development Department  
Telephone: 715-386-4680      [cdd@sccwi.gov](mailto:cdd@sccwi.gov)
- St. Croix County Highway Department  
Telephone: 715-245-4200
- Wisconsin Department of Transportation  
Telephone: 715-836-3905
- Wisconsin Department of Natural Resources  
Telephone: 715-684-2914
- U.S. Army Corp of Engineers  
Telephone: 651-290-5263

**SAMPLE ROAD, STORMWATER and EROSION CONTROL  
CONSTRUCTION CERTIFICATION LETTER**

**DATE:** \_\_\_\_\_

**TO:** St. Croix County Community Development Department

**FROM:** (Project Engineer's Name) \_\_\_\_\_

**RE:** Engineering/construction Certification for the following project:

Project Name: \_\_\_\_\_

Section: \_\_\_\_\_, Town of \_\_\_\_\_

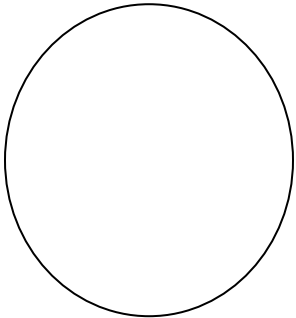
This correspondence shall serve as certification that all engineering designs and construction work on the above referenced project have been completed in accordance with all applicable State and St. Croix County technical standards/specifications and the construction plans approved by the Community Development Department.

Any variations from the originally approved construction plans are noted in the enclosed record drawing plans. These variations are considered to be within the tolerances of standard construction techniques and do not affect the original design(s) in any way.

**Or**

Any design changes made during construction have been pre-approved by the Community Development Department and/or Highway Department and are shown in the enclosed record drawing plans. Documentation of design changes (computations, etc.) is also enclosed for your records and review.

Please contact me if you have any questions.



(Signed P.E. stamp must be included)