

materials, sizes, and grades, manhole designs and elevation, and adequate pumping and storage stations and configurations and designed to facilitate connection to any public sanitary sewage system and public water surplus when connection to such systems for approval becomes available and advisable for the land divider.

SECTION 15 – APPLICATION AND SKETCH MAP SUBMITTAL

A. Any land divider who divides or proposes to divide for land division purposes land located in the Town of Green Valley that will create a land division, including a Cluster Development, Statutory Subdivision, Certified Survey Map, Condominium Plat, Minor Land Division, Replat, or revision of an existing land division shall, prior to any submittal of any Preliminary Plat or map information, submit to the Plan Commission Secretary a Land Division Application, which may be obtained from the Plan Commission Secretary, with the appropriate fee and with all of the following required attachments:

1. The name and address of the owner of the property and the land divider.
2. The location and size of the property and the type of land division that is to be requested.
3. The names and addresses of all adjacent landowners.
4. A statement of intended use.
5. The name and address of the surveyor who will be doing the survey work.
6. The present use of the land.
7. The number and size of projected parcels, lots, or outlots upon a final land division.
8. Existing zoning and other land use controls on and adjacent to the proposed land division.
9. The estimated timetable for final development and requested timeline by the land divider for final approvals from the Town of Green Valley.

This provision does not apply to a correction instrument, except if the affidavit in the correction instrument would change the areas dedicated to the public or restricted for the public benefit, then the Town Board must approve such change.

B. With any initial Land Division Application the land divider shall submit to the Town Plan Commission Secretary a sketch map at a scale of 1 inch = 200 feet or other appropriate scale. More than one attached sheet may be used. Each submission shall include all contiguously owned land except the sketch map need not show more than 20 times the area of the intended certified survey. The sketch map shall show all of the following:

1. A north arrow, the date, the scale, and a reference to a section corner.
2. The approximate dimensions and areas of the parcels, lots, outlots, and easements.
3. The location and type of existing and proposed buildings and structures and uses, including any Cluster Development or Conservation Subdivision areas.
4. The location of drainage ditches, water wells, sewerage systems, and other features pertinent to the land division.
5. The location of existing and proposed roads, highways, developments, navigable rivers, trails, and driveways and distances to the nearest adjoining highways, roads, or driveways on all sides of the proposed site.
6. The location of general land cover types, such as woodlands, wetlands, agricultural, etc.
7. The location of any slopes of 12% or greater.
8. The setback of building lines required by any approving agency.

9. The uses of the land adjacent to the property and any existing roads, easements and restrictions of record, public access to navigable water, dedicated areas and utilities on/or adjacent to the land.

C. The Town Plan Commission Secretary shall review for completion the initial Land Division Application and sketch map for completeness, including payment of applicable application fees, within ten (10) working days of receipt. The Town Plan Commission Secretary shall thereafter notify the land divider by certified mail if the application is determined by the Town Plan Commission Secretary to be complete or incomplete. The Town Plan Commission Secretary shall provide written reasons for any alleged incompleteness of the application with the notification. The Town Plan Commission Secretary shall, within five (5) working days after filing, transmit the copies of any complete or incomplete Land Division Application and sketch map to the Town Plan Commission, as designated by the Town Board, or the Town Board.

D. The Town Clerk shall send to the land divider, by certified mail, a notice and agenda of the scheduled date of the Town Board or Town Plan Commission for the appropriate meeting to review and consider the complete or incomplete Application and any preliminary approvals for land division no later than ten (10) days prior to the date of the meeting, unless agreed by both parties.

E. The land divider or the land divider's designee shall attend the meeting and present the proposed Land Division, preliminary plat or map documents, and sketch map to the Town Board or Town Plan Commission, if so designated by the Town Board, for its consideration. Failure of the land divider or designee to attend the meeting or provide a complete Application may be used as grounds for the Town Board or Town Plan Commission to recommend denial of any later requested approvals for the land division.

SECTION 16 - FEES

Fees shall be established by Resolution of the Town of Green Valley Town Board of Supervisors prior to any new land division plat approvals and Certified Survey Map approvals and prior to any person commencing any form of construction or installation of any building in the Town of Green Valley.

A. No land shall be divided or any land divisions occur if any parcel, lot, or outlot created to be by the land division is smaller than 2 acres, unless within the unincorporated communities or connected to one of the sanitary districts. No land shall be divided or any land division occur in the following area of the Town of Green Valley without specific written waiver by Resolution of the Town Board. These areas include all areas in the proximity of any major agricultural operation.

B. Any parcel in the Town of Green Valley, which shall be divided by a land division regardless of the lot size or number of lots created, which is located wholly or partially within a Shoreland Zoning District or a Floodplain District, shall require, at minimum, a Certified Survey Map to be recorded in the Shawano County Register of Deeds Office with approval by the Town Board or its designee under this Ordinance prior to recording.

C. Any parcel in the Town of Green Valley, which shall be divided and cause a land division regardless of the lot, outlot, or parcel size or number of lots, outlots, or parcels created, shall comply with §59.692, §281.31, §236.45 Wis. Stats, Chapter 703 Wis. Stats, and any appropriate State Administrative Code provisions.

- D. All visible structures, encroachments, fences, navigable waters, and public streets and public roads shall be shown to scale on any Certified Survey Map from any land division to be recorded.
- E. Any out lots created on a Certified Survey Map shall be accompanied with a statement of purpose or use of the outlot.
- F. No person shall request, nor be issued by the Town Board or their designee, a driveway permit, building permit, or any other permit or license authorizing any construction, installation, or improvement on any land within the Town of Green Valley, except land subject to a land division that was of record as of the effective date of this Ordinance, until the provisions and requirements of this Ordinance have been fully met by the land divider. The Town Board may institute the appropriate action or proceedings to enjoin violations of this Ordinance.
- G. All land division approvals required by the State Department of Administration or its successor Department for specific land divisions, including any Statutory Subdivisions, Minor Land Divisions, or Certified Surveys shall be obtained prior to final approval by the Town Board or its designees.
- H. All land division, plats, or Certified Survey Maps, upon receipt of final approval by the Town Board or its designees, shall be recorded in the Office of the Register of Deeds at the cost of the land divider. Final plat approval shall comply for recording with §236.21 and §236.25 Wis. Stats.
- I. No persons shall make, record, or replat of any land division, except as provided under §70.27(1) Wis. Stats if it alters acres dedicated to the public without proper Court action to vacate such plat, map, or part thereof.
- J. A condominium plat prepared by a land surveyor registered in Wisconsin is required for all condominium plats, or any amendments or expansions thereof. The land divider shall comply in all respects with the requirements of §703.11 Wis. Stats and the following:
1. Density: Adequate open space should be provided so that the average density and intensity of land use shall be no greater than that permitted for the Town of Green Valley and/or Shawano County zoning district in which it is located.
 2. Submittal: The land divider shall submit the proposed site plan, use, and location, existing and proposed structures, neighboring land and water uses, parking areas, driveway locations, highway access, traffic generation according to Institute of Traffic Engineers standards, traffic circulation, drainage, waste disposal, water supply systems, and the effects the proposed uses, structures, improvements, and operation have upon the area, including flood damage protection, water quality, shoreland cover, natural beauty, and wildlife habitat.
 3. Review and Approval: The Town of Green Valley shall approve the plat provided the proposed uses and structures are in accordance with the purpose and intent of this Ordinance and are found not to be hazardous, harmful, offensive, or otherwise adverse to the environmental corridor, wetlands, floodplain, shoreland cover, drainage, street and highway system, or park and open space element of the Town of Green Valley Comprehensive Plan.
- K. Where other governing authorities, including the State, the County, or any extraterritorial municipal body has the statutory or ordinance authority to approve or to object to any proposed land division and the requirements are conflicting, the land divider and the land division shall comply with the most restrictive requirements.

SECTION 17 – SUBDIVISION PRELIMINARY APPROVAL, CONDITIONAL APPROVAL, REJECTION

A. Prior to the submittal of the Statutory Subdivision Preliminary Plat or other Preliminary plat document, the land divider shall have submitted the Land Division Application noted in Section 15. The Statutory Subdivision Preliminary Plat, sketch map, and other relevant document information, including the Land Division Application, shall be reviewed by the Town Board or Town Plan Commission for conformance and consistency with §236.11 Wis. Stats, §236.12 Wis. Stats, and this Ordinance, any Town Comprehensive Plan, any land use plan, or master plan and all other applicable Town of Green Valley Ordinances, rules, regulations, and plans. The Town Plan Commission may also review applicable County, State, and Federal laws, ordinances, rules, regulations, and plans for consistency and conformity that may affect the proposed Statutory Subdivision.

B. A Statutory Subdivision Preliminary Plat shall be required for all proposed Statutory Subdivisions and shall be based upon a survey by a registered land surveyor and the plat prepared on paper of good quality at a map scale of not more than one hundred (100) feet to the inch and shall show correctly and completely on its face the following information:

1. Title or name under which the proposed statutory subdivision is to be recorded. Such title shall not be the same or similar to a previously approved and recorded plat, unless it is an addition to a previously recorded plat and is so stated on the plat;
2. Property location of the proposed statutory subdivision by: government lot, quarter-section, township, range, County, and State;
3. A sketch showing the general location of the statutory subdivision within the U.S. Public Land Survey section;
4. Date, Graphic Scale, and North Arrow;
5. Names, addresses, and telephone numbers of the owner, land divider, and land surveyor preparing the plat;
6. The entire area contiguous to the proposed plat owned or controlled by the land divider shall be included on the preliminary plat even though only a portion of said area is proposed for immediate development. The Town Board may waive this requirement where it is deemed unnecessary to fulfill the purposes and intent of the Ordinance and severe hardship would result from the strict application;
7. Exact length and bearing of the exterior boundaries of the proposed Statutory Subdivision referenced to a corner established in U.S. Public Land Survey and the total acreage encompassed thereby;
8. Existing and proposed contours at vertical intervals of not more than two (2) feet where the slope of the found surface is less than 10%, and of not more than five (5) feet where the slope of the ground surface is 10% or more. Elevations shall be marked on such contours based on National Geodetic Vertical Datum of 1929 (mean sea level). Draining patterns and watershed boundaries shall be delineated to help determine peak runoff for specified storm events;
9. Water elevations of adjoining lakes and streams at the date of the survey and approximate high and low water elevations, all referred to mean sea level (1929) datum;
10. Floodplain limits and the contour line lying a vertical distance of two (2) feet above the elevation of the 100 year recurrence interval flood, or where such data is not available, five (5) feet above the elevation of the maximum flood of records;
11. Location, right-of-way, width, and names of all existing roads, highways, alleys, trails, or other public ways, easements, railroad and utility right-of-way and all section and quarter-section lines within the exterior boundaries of the plat or immediately adjacent thereto;

12. 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, all to mean sea level (1929 datum);
13. Location and names of any adjacent Statutory Subdivisions, Minor Land Divisions, Certified Survey lots, unplatted and unsurveyed parcels, outlots, lots, parks, and cemeteries, and owners of record of abutting unplatted and unsurveyed lands;
14. Location, size, and invert elevation of any existing sanitary or storm sewers, culverts, and drain pipes, the location of manholes, catch basins, hydrants, power and telephone poles, 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 sanitary or storm sewers or water mains are located on or immediately adjacent to the lands being platted, the nearest such sewers or water mains which might be extended to serve lands shall be indicated by their direction and distance from the nearest exterior boundary or the plat and their size, and invert elevations;
15. Locations of all existing property boundary lines, structures, drives, lakes, streams, navigable waters, and watercourses, wetlands, rock outcrops, wooded area, railroad tracks, and other similar significant natural or man-made features within the tract being subdivided or immediately adjacent thereto;
16. Location, width, and names of all proposed streets, roads, highways, and public rights-of-way such as alleys and easements;
17. Approximate dimensions of all lots, outlots, and parcels together with proposed lot, outlots, parcels, and block numbers;
18. Location and approximate dimensions and size of any sites to be reserved or dedicated for parks, neighborhood park, drainage ways, trails, or other public uses or which are to be used for group housing, shopping centers, church sites, or other private uses not requiring lotting; if these parcels are outlots on the development proposal, the ownership and purpose shall be stated on the face of the plat;
19. Approximate radii of all curves;
20. Existing zoning on and adjacent to the proposed Statutory Subdivision;
21. Any proposed lake and stream access with a small drawing clearly indicating the location for the proposed Statutory Subdivision in relation to the access;
22. Any proposed lake and stream improvements or relocation;
23. Soil type, slope and boundaries as shown on the detailed operational soil survey maps prepared by the U.S. Soil Conservation Service;
24. Location of soil boring tests, where required by Section ILHR 85.06 of the Wisconsin Administrative Code, made to a depth of at least six (6) feet, unless bedrock is at a lesser depth. The number of such tests shall be adequate to portray the character of the soil and the depths of bedrock and groundwater from the natural undisturbed surface. To accomplish this purpose, a minimum of one (1) test per three (3) acres shall be made initially. The results of such tests shall be submitted along with the preliminary plat;
25. All environmental corridors and isolated natural areas as mapped by State, regional, or local agencies.
26. All Department of Natural Resources designated wetlands, and any field verified wetlands designated by a public agency.
27. The surveyor or engineer preparing the Statutory Subdivision Preliminary Plat shall certify on the face of the plat it is a correct representation of the proposed Statutory Subdivision and physical features and that he has fully complies with the provisions of this Ordinance;

28. The Town of Green Valley, after determining from a review of the Preliminary Plat that the soil, slope, vegetation, and drainage characteristics of the site are such as to require substantial cutting, clearing, grading, and other earthmoving operations in the development of the Statutory Subdivision or otherwise entail an erosion and stormwater hazard, may require the land divider to provide erosion and sediment control and stormwater management plans;
 29. The Town Board shall require submission of a draft of protective covenants, where a covenant is proposed whereby the land divider intends to regulate land use in the proposed statutory subdivision and otherwise protect the proposed development. The covenants shall be subject to the review and approval of the Town of Green Valley attorney as to form;
 30. Easements shall be shown and shall be limited to utility easements, drainage easements, conservation easements, access easements, and service easements. Easements shall not be used for conveyance of streets, pedestrian right-of-way, parks, or school lands, or other public lands requiring dedication. On all drainage easements it shall state on the face of the document that the Town Board shall own title and bear responsibility for maintenance of the easement. The Town Board shall have the authority to assess the costs of maintaining those easements to all benefiting landowners in the development;
 31. Any wildlife habitat areas in addition to threatened or endangered species;
 32. A detailed statement as to whether and how the proposed development is consistent with the Town of Green Valley Comprehensive Plan;
 33. A traffic impact study based upon Institute of Traffic Engineers standards if required by the Town of Green Valley. The study shall be transmitted for review and comment by the Town Plan Commission prior to action on the Statutory Subdivision preliminary plat;
 34. The school district in which the development is located should be noted on the face of the preliminary plat;
 35. Characteristics of vegetation;
 36. Historic and cultural features;
 37. Scenic vistas.
- C. Unless the timeline is extended by agreement with the land divider, the Town Board or the Town Plan Commission, if so designated, shall, within ninety (90) days of the date of receipt by the Town Plan Commission Secretary of a complete proposed Preliminary Plat, deem the Statutory Subdivision Preliminary Plat complete, grant preliminary approval of, grant conditional approval of, or reject the Statutory Subdivision plat as proposed. One (1) copy of the Statutory Subdivision Preliminary Plat shall thereupon be returned to the land divider with the date and action endorsed thereon. If approved conditionally or rejected, the conditions for approval or reasons for rejection shall be stated in the minutes of the meeting and a letter setting forth the conditions of approval or the reasons for rejection shall be sent to the land divider. Reasons for conditional approval or rejection may include nonconformance or inconsistency with this Ordinance, the Town Comprehensive Plan, Master Plan, or other Land Use Plan, nonconformance or inconsistency with Town of Green Valley Ordinances, rules, regulations, or plans, and nonconformance with applicable County, municipal, State, or Federal laws, ordinances, rules, regulations, or plans. One copy of the Statutory Subdivision Preliminary Plat shall be filed with the Town Plan Commission Secretary for the Town of Green Valley records.
- D. In the event of a rejection of the proposed Statutory Subdivision Preliminary Plat by the Town Board, the Town Board or Town Plan Commission shall recite in writing the particular facts upon which it bases its conclusion for rejection, including incompleteness of Land Division Application or that the land is not suitable for the proposed land division. The Town Plan Commission shall afford the land divider an opportunity to review any Town Board's decision