

INSTRUCTIONS FOR PRELIMINARY PARCEL DIVISION INQUIRY

Town of Brooklyn, Green County, Wisconsin

The Town of Brooklyn Board of Supervisors enacted Brooklyn Ordinance No. 6-7-93 entitled "Town of Brooklyn Land Division Ordinance" on June 7, 1993. It was effective June 11, 1993.

The stated purpose of the Ordinance reads in part "to promote the health, safety and general welfare of the community." The Ordinance specifies "Procedures for approval of subdivisions of land."

These instructions are intended to provide additional guidance to the applicant and to enable the Planning Commission to fulfill its duties related to approval of subdivisions of land under the Ordinance.

COMPLETION OF "PRELIMINARY PARCEL DIVISION INQUIRY" FORM

General

Please complete all sections by typing or printing legibly. A facsimile of the form is acceptable so long as it conforms in content and is otherwise complete. Be sure the required map is attached and that any other attachments are clearly labeled.

Section I

Provide all details as relates to current titled owner. This is required in order to determine conformance with the Ordinance.

Section II

If this inquiry is being initiated by someone other than the current owner, please complete this section. If not, mark as "NA."

Section III

The Ordinance at Section 6B(1) requires that all "contiguous acres" be totaled in order to determine the potential for subdivision. Please identify all parcels by parcel number (found on the property tax notice), section and acreage per parcel.

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Section IV

On the back of this inquiry form or a separate sheet of paper, create a hand drawn map of the proposed division showing at least the following (required by the Ordinance):

1. boundaries and acreage of proposed parcels
2. location of proposed improvements and driveways
3. location of natural waterways and significant topographical features
4. location of proposed public or private easements
5. your name

Section V

Please provide a description of the intended use. If the intended use does not require a perc test, insert "NA" on that line.

Section VI

Please sign and date the form and forward it to the Town Clerk.

PLANNING COMMISSION PROCEDURES

The Planning Commission will deal with inquiries in the order received. Commission members may make a site viewing prior to meeting on the "Inquiry." A member of the Commission may make a follow-up contact with you to clarify any outstanding matters prior to the meeting.

You are welcome, actually encouraged, to attend the meeting and be available to answer questions. So you are aware, meetings are subject to the Open Meeting law and, therefore, open to the public.

In the event the decision is unfavorable, the Commission will provide you with a written document reciting the particular facts upon which the decision was made. You will have the opportunity to present evidence at a hearing before the Commission after which the Commission may affirm, modify or withdraw its initial decision.

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Planning Commission decisions move forward to the Town Board in the form of a recommendation. The Board makes all final land division decisions.

*** * * CAUTIONARY NOTE TO SUBDIVIDERS, BUYERS, AND SELLERS * * ***

All parcel ownership in the Town of Brooklyn as of the date of the Ordinance has been reviewed and indexed. All contiguous parcels have been assigned the allowable number of divisions. The record is maintained by the Town Clerk.

To protect the interests of buyer and seller, transfers of ownership involving divisions of land should include allocation of remaining divisions (if any) between the remainder of the initial parcel and the new parcel created by the transfer.

For example, someone with 160 acres decides to sell 60 acres. A 160 acre parcel is eligible for 4 divisions (splits). The sale of the 60 acres uses one division. The new 60 acre property has enough size to create 6 more 10 acre lots, except that in this case there are only 3 more allowed from the original. The buyer and seller must agree on the number of divisions that remain with the 100 acres and the number of divisions that go with the 60 acres.

Possible combinations: original-0, new-3; original-1, new-2; original-2, new-1; original-3, new-0.

The Planning Commission may require deed restriction language specifically allocating the remaining divisions as a condition of approval.

Preliminary Parcel Division Inquiry
Town of Brooklyn, Green County, Wisconsin

1. Name of subdivider (current owner) of land proposed for subdivision:

Name _____
Address _____
Phone _____
email _____

2. Name of subdivider (applicant) if different than current owner:

Name _____
Address _____
Phone _____
email _____

3. Name and location of land proposed for division:

Section _____
Parcel #23006 _____

4. Please provide a map of the proposed division showing those items as required by ordinance. (see instructions)

5. Intended use of land:

Applicant signature

Date

This form must be presented to the Town of Brooklyn Plan Commission for review and approval. Call the Town Clerk at 608-455-6411 to be placed on the agenda.

Recommendation: _____ approval

_____ rejection

Plan Commission Chair

Date

Revised 06/08/2026