

ADDITIONAL SUBMITTAL REQUIREMENTS FOR COMPREHENSIVE DEVELOPMENT PLAN PETITIONS

***** NOT REQUIRED FOR DIFFERENT TYPES OF PETITIONS *****

The first step of the subdivision platting process is a Comprehensive Development Plan (CDP), which determines whether the proposed layout/subdivision of land is satisfactory from the standpoint of the public interest and fits within the broader context of the Petitioner's contiguous ownership and the surrounding area. The Town requires the following information to be included with each CDP petition associated with a proposed or potential subdivision plat:

- ☐ A soil suitability report completed by a soil/environmental scientist, suggesting the suitability of the land for building sites and on-site wastewater treatment systems of the types, locations, and densities contemplated.
- ☐ Information indicating typical, high, and low subsurface distances to groundwater and bedrock.
- ☐ A complete WDNR Natural Heritage Inventory (NHI) preliminary assessment.
- ☐ A plan map, drawn to a scale of 1" to 200' except where otherwise approved by the Town Engineer, showing:
 - ☐ All lands under the control of the Petitioner that are contiguous or separated only by existing public roads or railroad rights-of-way from the lands anticipated for subdivision.
 - ☐ Proposed road(s) layout, including shared driveways and public roads.
 - ☐ Topography (2' contours), highlighting slopes of 12-20% and 20%+.
 - ☐ Location of all existing and proposed lots.
 - ☐ Proposed stormwater ponds with discharge locations.
 - ☐ Identification of areas of existing and proposed vegetation.
 - ☐ Environmental features, including all wetlands, waterways, floodplains.
 - ☐ Any shoreland zoning, including shoreland zone and shoreland setback boundaries.
 - ☐ Location of existing drainage tiles with flow direction indicated.
 - ☐ Density calculations.
 - ☐ Open space percentage (if applicable).
 - ☐ All common amenities, including proposed parks, trails, etc.
- ☐ If a waiver of Town subdivision design standards is requested, details showing the proposed deviation from the standards and the reasons for them.
- ☐ Projected number of lots and housing units broken down into single-family homes and any other types of housing units anticipated.
- ☐ A development schedule clearly indicating the time of completion for the proposed development and each anticipated phase.
- ☐ If requested by the Town Clerk, verification via a County density study or otherwise that the land from which the residential division is proposed has sufficient Residential Density Units (RDUs, or "splits") to accommodate the proposal, including through transfer of development rights if required.

Petitioners are also advised to review the [Town Comprehensive Plan](#), including its policies for Neighborhood Development Areas and for Transfer of Development Rights, in the preparation of each Comprehensive Development Plan and associated plat thereafter.