

Town of Barton

SUBDIVISION

PRELIMINARY PLAT

(including Condominiums)

Application Form

INFORMATION REQUIRED:

The following items *shall* be a part of the Application where applicable:

SUBDIVISION PRELIMINARY PLAT REVIEW REQUIREMENTS *(Submitted as Part of a Subdivision Preliminary Plat Application):*

- A. A Preliminary Plat shall be required for all subdivisions and shall be based upon a survey by a Wisconsin registered land surveyor and the plat prepared on tracing cloth, reproducible drafting film, or paper of good quality at a map scale of not more than one hundred (100) feet to the inch and shall show correctly on its face the following information:
1. Title. Title or name under which the proposed 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. Identification as "Preliminary Plat." The Preliminary Plat shall be clearly noted and labelled on its face "Preliminary Plat."
 3. Legal Description of Property. Legal description of the proposed subdivision by: government lot, quarter-section, township, range, county, and state.
 4. Location Sketch. General location sketch showing the location of the subdivision within the U.S. Public Land Survey section.
 5. Date, Scale, North Arrow. Date, graphic scale, and north arrow.
 6. Owner, Subdivider or Condominium Developer (as applicable), and Land Surveyor. Names and addresses of the owner, Subdivider or Condominium Developer (as applicable), and land surveyor preparing the Preliminary Plat.
 7. Contiguous Land Area. Entire area contiguous to the proposed plat owned or controlled by the Subdivider or Condominium Developer (as applicable) shall be included on the Preliminary Plat even though only a portion of said area is proposed for immediate development. The Plan Commission may waive this requirement where it is unnecessary to fulfill the purposes and intent of this Ordinance and severe hardship would result from strict application thereof.

8. Use Statement. A statement of the proposed use of the lots stating the use type of buildings and/or uses proposed to occupy the lots, number of proposed lots, number of dwelling units per lot, and proposed density.
9. Proposed Zoning Changes. If any zoning changes are contemplated, the proposed zoning plan for the property, including dimensions. The indication of such information, however, shall not constitute an application for a zoning amendment. All applications for zoning amendments shall meet the applicable requirements of the Town of Barton Zoning Ordinance.
10. Exterior Plat Boundaries. Exact length and bearing of the exterior boundaries of the proposed Subdivision referenced to a corner established in the U.S. Public Land Survey and the total acreage encompassed thereby.
11. Corporate Limit Lines. Any corporate limit lines within the exterior boundaries of the plat, coterminous to said exterior boundaries, or immediately adjacent thereto.
12. Existing and Proposed Contours. Existing and proposed contours within the exterior boundaries of the Preliminary Plat and extending to the centerline of adjacent public streets. In addition:
 - a. Existing and proposed contours shall be at vertical intervals of not more than two (2) feet where the slope of the ground surface is less than ten (10) percent, and of not more than five (5) feet where the slope of the ground surface is ten (10) percent or more.
 - b. Elevations shall be marked on such contours bases on National Geodetic Datum of 1929 (mean sea level).
 - c. At least two (2) permanent bench marks shall be located in the immediate vicinity of the Preliminary Plat. The location of the bench marks shall be indicated on the Preliminary Plat together with their elevations referenced to National Geodetic Datum of 1929 (mean sea level) and the monumentation of the bench marks clearly and completely described on the Preliminary Plat.
13. Water Elevations of All Lakes, Ponds, Streams, Flowages and Wetlands. Water elevations of all lakes, ponds, streams, flowages, and wetlands at the date of the survey and approximate high and low water elevations, all referred to National Geodetic Datum of 1929 (mean sea level).

14. Floodplain Limits. 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 or record.
15. Existing Right-of-Ways, Easements, and Section and Quarter Section Lines. Location, right-of-way width, and names of all existing streets, alleys or other public ways, easements, railroad and utility right-of-ways and all U.S. Public Land Survey section and quarter section lines within the exterior boundaries of the plat or immediately adjacent thereto.
16. Existing Street Pavements. 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 elevation, all to mean sea level (1929 datum).
17. Adjacent Subdivisions, Parks, Cemeteries and Owners of Record. Location and names of any adjacent subdivisions, parks, and cemeteries, and owners of record of abutting unplatted lands.
18. Utility Location. 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 to the lands being platted. The nearest such sewers or water mains which might be extended to serve such lands shall be indicated by their direction and distance from the nearest exterior boundary of the plat and their size, and invert elevations.
19. Physical Features. Locations of all existing property boundary lines, structures, driveways, streams and watercourses, marshes, rock outcrops, wooded areas, railroad tracks, and other similar significant natural or man-made features within the tract being subdivided and immediately adjacent thereto.
20. Proposed Streets and Public Right-of-Ways. Location, width and names of all proposed streets and public right-of-ways, such as alleys and easements.
21. Size of Lots. Approximate dimensions and size (in square feet or acres) of all lots together with proposed lot and block numbers.

22. Sites to be Reserved or Dedicated. Location and approximate dimensions and size of any sites to be reserved or dedicated for parks, playgrounds, drainageways, or other public use or which are to be used for group housing, shopping centers, church sites, or other private uses not requiring formation of lots.
23. Curve Radii. Approximate radii of all curves.
24. Existing Zoning. Existing zoning on and adjacent to the proposed subdivision.
25. Lake or Stream Access Locations. Any proposed lake and stream access with a small drawing clearly indicating the location of the proposed subdivision in relation to the access.
26. Lake or Stream Improvements or Relocations. Any proposed lake and stream improvement or relocation.
27. Soil Types and Slopes. Soil type, slope, and boundaries as shown on the detailed operational soil survey maps prepared by the U.S. Department of Agriculture, Soil Conservation Service.
28. Location of Soil Tests. Location of soil tests where required by Chapters ILHR 83 and 85 of the Wisconsin Administrative Code and in areas not served by municipal or sanitary district sewage treatment facilities, conducted in accordance with Chapters ILHR 83 and 85 of the Wisconsin Administrative Code, taken at the location and depth in which soil absorption waste disposal systems are to be installed.
 - a. The number of such tests initially made shall not be less than one (1) test per three (3) acres or one (1) test per lot, whichever is greater.
 - b. The results of such tests shall be submitted along with the Preliminary Plat.
29. Wetland and/or Floodplain Delineation. Location and delineated extent of wetlands and/or floodplains.
30. Location of Proposed Deed Restrictions, Landscape Easements, and/or Conservation Easements. The location of any proposed deed restrictions, landscape easements, and/or conservation easements shall be graphically indicated on the face of the Preliminary Plat. The location and extent of conservation easements should be directly related to the "Natural

Resource Protection Plan."

31. Surveyor's Affidavit Required. The surveyor preparing the Preliminary Plat shall certify on the face of the plat that it is a correct representation of all existing land divisions and features and that he has fully complied with the provisions of this Ordinance.
 32. Additional Information. Any additional information required by the Zoning Administrator, Plan Commission, Town Engineer, or Town Board.
- B. Street Plans and Profiles Required. The Subdivider or Condominium developer (as applicable) shall provide street plans and profiles showing existing ground surface, proposed and established street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision when requested. All elevations shall be based upon mean sea level (1929) datum, and plans and profiles shall meet the approval of the Town Engineer.
- C. Borings and Soundings May Be Required. The Plan Commission, upon recommendation of the Town Engineer, shall require that borings and soundings be made in specified areas to ascertain subsurface soil, rock and water conditions, including depth to bedrock and depth to ground water table. Where the subdivision will not be served by public sanitary sewer service, the provisions of Chapters ILHR 83 and 85 of the Wisconsin Administrative Code shall be complied with; and the appropriate data submitted with the Preliminary Plat.
- D. Soil Erosion and Sedimentation Control Plans and Specifications Required. The Subdivider or Condominium Developer (as applicable) shall submit with the Preliminary Plat soil erosion and sedimentation control plans and specifications. Protection and rehabilitation measures shall be in conformance with Chapter 24 of the Washington County Code titled "Land Divisions." Plans shall be submitted to, and reviewed by, the Washington County Land Conservation Department as to conformance with accepted Soil Conservation Standards based upon the Soil Conservation Service Technical Guide, Engineering Field Manual and other accepted Washington County or Soil Conservation Service Standards. (Also see Section 1.1218 of the Town of Barton Land Division Ordinance.)
- E. "Natural Resource Protection Plan" Required. For properties proposed to be divided by Subdivision Plat or developed as a Condominium, and that contain natural resource features as described in the Town of Barton Land Division Ordinance, a "Natural Resource Protection Plan," as described in Division 1.0400 of the Town of Barton Land Division Ordinance, shall be submitted..
- F. Declaration of Deed Restrictions and Protective Covenants. The Plan

Commission shall require submission of a draft of declaration of deed restrictions and protective covenants whereby the Subdivider intends to regulate land use in the proposed Subdivision and otherwise protect the proposed development.

- G. Conservation Easements. The Plan Commission shall, where natural resource are present, require submission of a draft of conservation easements whereby the Subdivider intends to regulate the protection of natural resource features in the proposed Subdivision in conjunction with the "Natural Resource Protection Plan."
- H. Wisconsin Non-Profit Membership Corporation (Homeowners' Association). The Plan Commission shall require submission of a draft of the legal instruments and rules for any proposed Wisconsin non-profit membership corporation (homeowners' association), when the Subdivider proposes that property within a Subdivision would be either owned or maintained by such an organization of property owners or a subunit of the Town pursuant to Section 236.293 of the Wisconsin Statutes, whereby the Subdivider intends to regulate land use in the proposed Subdivision and otherwise protect the proposed development.
- I. Copies of Application Materials Required to be Submitted. The Subdivider shall file at least *thirty-six (36) copies of the Preliminary Plat, "Natural Resource Protection Plan" (if required), "Landscape Plan" for any landscape easement areas, and the Application* with the Town Clerk (or other authorized Town Board agent) together with all necessary fees at least forty-five (45) days prior to the meeting of the Plan Commission at which first consideration is desired.
- J. All Applicable Fees to be Submitted. Submission to the Town Clerk (or other authorized Town Board agent) of all required application fees.
- K. Fees Required by State Agencies to be Transmitted by Town Clerk (or other authorized Town Board agent). Any appropriate fees paid by the Subdivider or Condominium developer (as applicable) for the required state agency reviews shall be made payable to the appropriate State agencies by the Subdivider and forwarded by the Town Clerk (or other authorized Town Board agent) to the Wisconsin Department of Agriculture, Trade and Consumer Protection.

NOTE: Section 1.0205 of the Town of Barton Land Division Ordinance requires that prior to installation of any required improvements and prior to approval of the Final Plat, the Subdivider shall enter into a written contract ("Subdivider's Agreement") with the Town requiring the Subdivider to furnish and construct said improvements at Subdivider's sole cost and in accordance with plans and specifications and usual contract conditions, which shall include provision for inspection of construction by the Town or its agent.

NATURAL RESOURCE PROTECTION PLAN REQUIREMENTS (submitted as part of a Subdivision Preliminary Plat Application if Natural Resource are Present at the Site):

If natural resource features defined and described in Divisions 1.1100 and 1.1500 of the Town of Barton Land Division Ordinance are present on the property for which a Subdivision Plat or Condominium is requested, *thirty-six (36) full size copies of a "Natural Resource Protection Plan" drawn to the same scale as the Preliminary Plat or Condominium submission shall be submitted with the Preliminary Plat or Condominium.*

The "Natural Resource Protection Plan" shall show the following:

- A. Proposed Name. The proposed name of the Subdivision Plat or Condominium.
- B. Location. The location of the proposed Subdivision Plat or Condominium.
- C. Names, Addresses, and Telephone Numbers of the Owners, Subdividers, Lessee and/or Developer. The names, addresses, and telephone numbers of the owners, Subdividers, lessee and/or Developer(s) of the property and of the designer of the plan.
- D. Site Boundary. The boundary line of the site with dimensions, indicated by a solid line, and the total land area encompassed by the site.
- E. Lot Lines, Right-of-Way Lines, and Easements. The location of all proposed lot lines, right-of-way lines, and easements.
- F. Existing Streets. The location, ownership, widths, and names (if available) of all existing and previously platted streets, rights-of-way, parks, and other public

or open spaces located within or adjacent to the subject property.

- G. Easements and Neighboring Property Boundaries. The location and dimensions of all permanent easements and the subject property boundary lines adjacent to the site.
- H. Location and Extent of Existing Natural Resource Features. The location and extent of any existing natural resource features defined and described in Divisions 1.1100 and 1.1500 of the Town of Barton Land Division Ordinance. Each individual resource area on the site shall be graphically shown on the "Natural Resource Protection Plan."
- I. Disturbed and Preserved Natural Resource Features. Graphic and numeric illustration shown on the "Natural Resource Protection Plan" of those existing natural resource features that will be disturbed and those that will be preserved and showing on the illustration the area (in square feet or acres) of each existing resource and those areas of resources that are to be preserved. Numeric data may be shown in tabular form with labeled reference to specific areas designated on the "Natural Resource Protection Plan."
- J. Method of Natural Resource Preservation. Graphic illustration and notes relating to now those natural resource features, which are to be preserved, will actually be preserved (conservation easements, deed restrictions, protective covenants, etc.) on the "Natural Resource Protection Plan."
- K. Scale, North Arrow, Contours. A drawing legend containing the scale appropriate to the size of the Subdivision Plat or Condominium, the date of preparation, north arrow, and designation of existing and proposed contours at a minimum two (2) foot contour interval.
- L. Maximum Sheet Size of "Natural Resource Protection Plan." The "Natural Resource Protection Plan" shall not exceed a maximum sheet size as required for the Subdivision Plat, or Condominium whichever is applicable.

LANDSCAPE PLAN REQUIREMENTS *(Submitted as Part of a Preliminary Plat Application):*

If "Landscape Bufferyard Easements" or areas of natural resource mitigation are delineated on the Preliminary Plat or Condominium, *thirty-six (36) full size copies of a "Landscape Plan" drawn to the same scale as the Preliminary Plat or Condominium submission shall be submitted with the Preliminary Plat or Condominium.* A "Landscape Plan" shall be prepared on tracing cloth, reproducible drafting film, or paper of good quality at a map scale as appropriate and shall show correctly the

following information:

- A. Proposed Name. The proposed name of the Subdivision Plat or Condominium.
- B. Location. The location of the proposed Subdivision Plat or Condominium.
- C. Names, Addresses, and Telephone Numbers of the Owners, Subdividers, Lessee and/or Developer. The names, addresses, and telephone numbers of the owners, Subdividers, lessee and/or Developer(s) of the property and of the designer of the plan.
- D. Site Boundary. The boundary line of the site with dimensions, indicated by a solid line, and the total land area encompassed by the site.
- E. Landscape Bufferyard Easements and Natural Resource Mitigation Areas. All proposed "Landscape Bufferyard Easements" and/or areas of natural resource mitigation shall be clearly delineated and dimensioned on the Landscape Plan and shall be graphically shown in relation to all proposed lot lines and lots upon which said "Landscape Bufferyard Easements" or mitigation areas are located.
- F. Location, Extent, Type, and Sizes of Existing Trees and Natural Resource Features. Location, extent, type (common name and scientific name in the case of plant materials), and sizes of all existing trees and natural resource features in all areas of the Subdivision or Condominium which are designated as a "Landscape Bufferyard Easement" and/or mitigation area. If any existing vegetation or other natural resource features are to be demolished or mitigated, the extent of such demolition or area to be mitigated shall be clearly delineated and so noted on the "Landscape Plan."
- G. Location, Extent, Type, and Sizes of Landscape Materials and Plantings. Location, extent, type (common name and scientific name in the case of plant materials), and sizes of proposed landscaping and landscape plantings in all areas of the Subdivision or Condominium which are designated as a "Landscape Bufferyard Easement" or for areas which are to serve as landscaped entrances or other special landscaped features of the Subdivision or Condominium shall be indicated on the "Landscape Plan."
- H. Landscape Plant Material Specifications. All new landscape plant material shall be grown in a nursery located in Plant Hardiness Zone 4 and shall conform to the applicable requirements as specified in the current edition of American Standard for Nursery Stock as approved by the American National Standards Institute, Inc. and sponsored by the American Association of Nurserymen, Inc. Botanical plant names shall be in accordance with the current edition of

Standardized Plant Names prepared by the American Joint Committee on Horticultural Nomenclature.

- I. Natural Resource Features Mitigation Plan Required. If any natural resource feature is to be mitigated, either on-site or off-site, the plan for such mitigation in adequate detail, as required by the Plan Commission, shall be submitted with the "Landscape Plan."