

Village of Cambridge Land Division Application

200 Spring Street, PO Box 99, Cambridge, WI 53523 ♦ Phone (608) 423- 3712
<https://cambridgewi.gov>

Application Information

The Plan Commission meets on the second Monday of each month at 6:30 p.m. in the Amundson Community Center. To be considered for the meeting agenda, submit your complete application (including fee) at least 25 days in advance. Include: 5 hard copies and 1 digital copy of all materials and Environmental Assessment Checklist (required for all land divisions).

If your proposal affects land outside the plat or changes the Village's official zoning map, a public hearing may be required. In that case, the Village will publish a Class 2 notice per §15.08.040 of the Municipal Code. **If you have any questions about the requirements, please contact Steve Tremlett, Zoning Administrator, at (608) 242-4828 or stremlett@msa-ps.com.**

Owner Name(s):	
Applicant Name (if different than above):	
Project Address:	Parcel #(s):
Applicant Address (if different than above):	
Applicant Email:	Surveyor:
Surveyor Phone:	Surveyor Email:
Current Zoning:	Existing Use of Property:
Development Size: ____ acres and ____ lots	Acres Remaining in Parent Parcel:
Proposed Zoning:	Plat Name:

Land Division Submittal Checklist:	
Fee (see information at right)	• Sketch Plan: No fee. • CSM: \$350 plus \$50 per lot over 2 lots. • Preliminary Plat: \$350 plus \$50 per lot. • Final Plat: \$350 plus \$50 per lot.
Complete Application (this page)	
Sketch plan/CSM/Plat (one hard copy)	
Environmental Assessment Checklist (Appendix A under Section 16.12)	
Project Description & Intent Form (attached)	

Applicant Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____

For Staff Use Only		
Date Received:	Fee Amount:	Paid?
Project to Appear before Plan Commission on:		PH Publication Dates:
Plan Commission Recommendation: ☐ Denied ☐ Approved Subject to:		
Village Board Decision: ☐ Denied ☐ Approved (Res # _____) Subject to:		

Project Description & Intent – Land Division Application

Please complete the following sections to describe your proposed land division. This form replaces the need for a separate letter of intent.

1. Project Overview:

Summarize the proposed land division, including the number of lots, intended use, and any phasing plans.

2. Purpose of the Land Division:

Explain why the division is being requested and how it supports the goals of the property owner or developer.

3. Infrastructure and Utility Needs:

*Identify any new or modified infrastructure (roads, water/sewer, stormwater) required for the development. **Provide preliminary engineering, inclusive of conceptual stormwater management plan, for Preliminary Plat review. Provide final engineering plans for Final Plat review.***

4. Environmental Features and Considerations:

*Note any known environmental constraints (wetlands, floodplains, steep slopes, etc.) and how they will be addressed. **Provide wetland delineation report if lands are identified with mapped or wetland type soils per Wisconsin DNR.***

5. Additional Information or Special Considerations:

Include any other relevant details that may assist staff and the Plan Commission in reviewing your application.