



DODGE COUNTY
 PLANNING AND DEVELOPMENT DEPARTMENT
 127 E. OAK STREET • JUNEAU, WI 53039
 PHONE: (920) 386-3700 • FAX: (920) 386-3979
 E-MAIL: dplanning@co.dodge.wi.us

PRELIMINARY PLAT APPLICATION

τ THIS AREA FOR OFFICE USE ONLY τ	
Activity No.	Expiration Date
Application Date:	Receipt #:

The Major Subdivision procedures of Subsection 2.3.10 of the Dodge County Land Use Code apply to the following: 1) All land divisions resulting in 5 or more lots, or where the act of division creates 5 or more lots within a period of 5 years whether done by the original owner or a successor owner; 2) All additional division of parcels created through the Major Subdivision process; and 3) any subdivision created by a condominium instrument. All applicants are required to schedule and attend a pre-application meeting before filing an application for a Preliminary Plat. The applicant shall be required to present a Sketch Plan of the proposed subdivision at the time of the meeting in the format established by the Land Use Administrator. The Sketch Plan will be reviewed for the purpose of discussing any matters that will assist the applicant in preparing the Preliminary Plat. If a Preliminary Plat is not submitted within 180 days of the pre-application meeting, applicants must schedule and attend another pre-application meeting before submitting applications.

Application Fee: \$250 plus \$15.00 per lot (Non-Refundable)

NAMES & MAILING ADDRESSES	PROPERTY DESCRIPTION				
Applicant (Agent)	Parcel Identification Number (PIN)				
Street Address	Town <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>T</td> <td>N</td> <td>R</td> <td>E</td> </tr> </table>	T	N	R	E
T	N	R	E		
City • State • ZipCode	Section <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>1/4</td> <td>1/4</td> </tr> </table> Acreage Lot (Block)	1/4	1/4		
1/4	1/4				
Property Owner (If different from applicant)	Subdivision or CSM (Volume/Page/Lot)				
Street Address	Address Of Property (DO NOT Include City/State/ZipCode)				
City • State • ZipCode	Is this property connected to public sewer? <input type="checkbox"/> Yes <input type="checkbox"/> No				

CONTACT PERSON

Name and daytime phone number (include area code) of a person we can contact if we have any questions about your application.

Name _____ Daytime Phone (_____) _____ - _____
 Fax (_____) _____ - _____
 E-mail _____

CERTIFICATE

I, the undersigned, hereby apply for Preliminary Plat approval and certify that all the information both above and attached is true and correct to the best of my knowledge. I hereby authorize members of the Dodge County Planning Department to enter the above-described property for purposes of obtaining information pertinent to my application request.

Signature _____ Date _____

Daytime Contact Number (_____) _____ - _____

RE: PRELIMINARY PLAT APPLICATION - County Plat Submission Requirements:

Wisconsin Statutes 236.12 requires the subdivider to submit a list, to the Planning and Development Department, of the state agencies to which the plat must be submitted for approval along with sufficient copies of the preliminary plat to be submitted to these agencies. The statutes list the number of copies that must be submitted with the plat application. **Please Note: If you have already submitted copies of the plat to the State Agencies, please inform our office at the time the plat application is submitted and the extra copies would not be needed.**

In addition to those copies required for distribution to the state agencies noted above, the County Land Use Code requires the following number of copies to be submitted to the County with the plat application:

- a) Five full size copies to the County Planning and Development Department and one copy of the preliminary plat that has been reduced to a 11" X17" size.
- b) Two copies to be used to notify the town board in which the plat is located.
- c) Two copies to be used to notify the clerk of each adjoining city or village if the subdivision lies within the extraterritorial plat approval jurisdiction of the city or village.
- d) Two copies to be used to notify the school district in which the plat is located.
- e) One copy to be used to notify the sanitary district in which the plat is located.
- f) Three copies to be used to notify the appropriate Utility Companies;

Please Note: If you have already submitted copies of the preliminary plat to the above agencies or municipalities, please let us know so that we do not duplicate your plat submission work.

Stormwater Management Plan and Erosion Control Plan – Two copies of a stormwater management and soil erosion control plan in accord with Section 7.9 of the Dodge County Land Use Code shall be submitted to the Planning and Development Department with the preliminary plat application.

Street Plans and Profiles

Two 2 copies of the road/street construction plans and profiles shall be submitted with the preliminary plat application to the Planning and Development Department. Said plans shall show existing ground surface elevations, proposed and established street grade elevations, including extensions for a reasonable distance beyond the limits of the proposed subdivision when requested. All elevations shall be based upon the same datum as above, and plans and profiles shall meet the approval of the Committee.

PRELIMINARY PLAT DATA

A preliminary plat shall be required for all subdivisions and shall be based upon a survey by a registered land surveyor and the plat prepared on tracing cloth or paper of good quality at a scale of not more than 100 feet to the inch and shall show correctly on its face the following information:

Title under which the proposed subdivision is to be recorded.

Location of proposed subdivision by: government lot, quarter section, township, range, county and state.

Date, scale and north Point:

Names and addresses of the owner, subdivider and land surveyor preparing the plat.

Entire area contiguous to the proposed plat owned or controlled by the subdivider shall be included on the preliminary plat even though only a portion of said area is proposed for immediate development. The Committee may waive this requirement where it is unnecessary to fulfill the purpose and intent of this Ordinance and undue hardship would result from strict application thereof.

Plat Data

All preliminary plats shall show the following:

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.

Locations of all existing property boundary lines, structures, drives, streams and watercourses, marshes, rock outcrops, wooded areas, railroad tracks and other significant features within the tract being subdivided or immediately adjacent thereto.

Location, Right-of-Way Width and Names of all existing streets, alleys, or other public ways, easements, railroad and utility rights-of-way and all section and quarter section lines within the exterior boundaries of the plat or immediately adjacent thereto.

Location and names of any adjacent subdivisions, parks and cemeteries, and owners of record of abutting unplatted lands.

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.

Location, Size and Invert Elevation of any existing sanitary or storm sewers, culverts, and drain pipes, the location of manholes, catch-basins, hydrants, electric and communication facilities, whether overhead or underground and the location and size of any existing water and gas mains within the exterior boundaries of the plat or immediately adjacent thereto. If the direction and distance from the tract shall indicate no sewers or water mains, which might be extended to serve the tract, size and invert elevations.

Corporate Limit Lines within the exterior boundaries of the plat or immediately adjacent thereto.

Existing Zoning on and adjacent to the proposed subdivision.

Contours within the exterior boundaries of the plat and extending to the centerline of adjacent public streets to National Map Accuracy Standards based upon Mean Sea Level Datum at vertical intervals of not more than two (2) permanent bench marks shall be located in the immediate vicinity of the plat; the location in the immediate vicinity of the plat; the location of the bench marks shall be indicated on the plat, together with their elevations referenced to Mean Sea Level Datum and the monumentation of the bench marks clearly and completely described. Where in the judgement of the Committee undue hardship would result because of the remoteness of the parcel from a mean sea level reference elevation, another datum may be used.

High-water Elevation of all ponds, streams, lakes, flowages, and wetlands within the exterior boundaries of the plat or located within one hundred (100) feet therefrom.

Water Elevation of all streams, ponds, lakes, flowages, and wetlands within the exterior boundaries of the plat or located within one hundred (100) feet therefrom, at the date of the survey.

Floodland and Shoreland Boundaries and the contour line lying a vertical distance of two (2) feet above the elevation of the one hundred (100) year recurrence interval flood or, where such data are not available, two (2) feet above the elevation of the maximum flood of record within the exterior boundaries of the plat or within one hundred (100) feet therefrom.

Soil Types and their boundaries, as shown on the operational soil survey maps prepared by the U.S. Department of Agricultural, Soil Conservation Service.

Location and Results of Preliminary Soil Boring Tests within the exterior boundaries of the plat conducted in accordance with Comm 85 of the Wisconsin Administrative Code and delineation of areas with (3) foot and six (6) foot groundwater and bedrock levels.

Soil and Water Conservation – Two copies of a stormwater management and soil erosion control plan in accord with Section 7.9 of the Dodge County Land Use Code shall be submitted to the Planning and Development Department for review and approval.

Location and Approximate Dimensions of any sites to be reserved or dedicated for parks, playgrounds, drainage ways, or other public use or which are to be used for group housing, shopping centers, church sites, or other nonpublic uses not requiring lotting.

Approximate Radii of All Curves.

Any Proposed Lake or Stream Access with a small drawing clearly indicating the location of the proposed subdivision in relation to access.

Any Proposed Lake or Stream improvement or relocation, and notice of application for approval by the Division of Environmental Protection, Department of Natural Resources, when applicable.

Where the County Committee finds that it requires additional information relative to a particular problem presented by a proposed development in order to review the preliminary plat, it shall have the authority to request in writing such information from the subdivider.

Tree Cutting and Shrubbery Clearing plan shall be submitted to the Planning and Development Department and shall comply with the development standards in Chapter 8 of the Dodge County Land Use Code and shall be so conducted as to prevent erosion and sedimentation; preserve and improve scenic qualities; and, during foliation, substantially screen any development from stream or lake users.

Paths and Trails shall not exceed ten (10) feet in width and shall be so designed and constructed as to result in the least removal and disruption of trees and shrubs and the minimum impairment of natural beauty.

Earth Movements, such as grading, topsoil removal mineral extraction, stream courses changing, road cutting, waterway construction or enlargement, removal of stream or lake bed materials, excavating, channel clearing, ditching, drain tile laying, dredging, and lagooning, shall be so conducted as to prevent erosion and sedimentation and to least disturb the natural fauna, flora, watercourse, water regimen and topography. No filling or grading or any excavation shall occur on the parcel prior to approval of the stormwater management and soil erosion control plan by the Dodge County Planning and Development Department.

Review of Such Cutting, Clearing, and Movement may be requested of the County Soil and Water Conservation District Supervisors, the State Area Fish and Game Managers, and the State Area Forester by the Committee, as they deem appropriate.

Street Plans and Profiles

The Committee requires that the subdivider provide 2 copies of the road/street construction plans and profiles to the Planning and Development Department with the preliminary plat application, 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 the same datum as above, and plans and profiles shall meet the approval of the Committee.

Covenants

The Committee requires submission of a draft of protective covenants whereby the subdivider intends to regulate land use in the proposed subdivision and otherwise protect the proposed development.

Affidavit

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.