

Date received: \_\_\_\_\_  
Fee \_\_\_\_\_

Applicant Information

Property Owner: \_\_\_\_\_ Contractor/Agent: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Daytime phone: \_\_\_\_\_ Daytime phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_  
Surveyor: \_\_\_\_\_ daytime phone: \_\_\_\_\_  
Mailing address: \_\_\_\_\_ email: \_\_\_\_\_

Site Information

Total Acreage: \_\_\_\_\_ size of original parcel \_\_\_\_\_ Number of Lots \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Zoning district: R1\_\_\_ R2\_\_\_ R3\_\_\_ CBD\_\_\_ C1\_\_\_ C2\_\_\_ C3\_\_\_ I1\_\_\_ I2\_\_\_ A1\_\_\_ W1\_\_\_ AP\_\_\_ PUD\_\_\_  
Current use of property: \_\_\_\_\_  
Existing use surrounding property: \_\_\_\_\_

Proposed use

Proposing to divide property into \_\_\_\_\_ lots (indicate number) Average size of lots \_\_\_\_\_  
Proposed zoning change: \_\_\_\_\_  
The lots are being created to accommodate (circle) single homes duplex commercial industrial  
Water/Sewer will be supplied by: city service \_\_\_\_\_ well/septic/holding tank \_\_\_\_\_  
Are there separate laterals for each lot? \_\_\_\_\_yes \_\_\_\_\_no ( parcels cannot share laterals)  
The division of the parcel provides access to an existing public road by: (check one)  
\_\_\_\_ each new division has frontage on an existing public road. Name of road \_\_\_\_\_  
\_\_\_\_ a new public road, proposed road name: \_\_\_\_\_  
\_\_\_\_ a new private road, proposed road name: \_\_\_\_\_  
\_\_\_\_ Easements for driveway or ROW purposes: \_\_\_\_\_

Applications are due the first Monday each month

I attest that the information contained in this application is true and correct to the best of my knowledge.

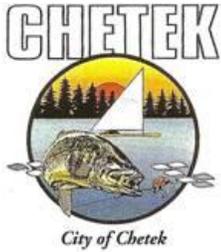
Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Agent/Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

You may either provide a preliminary draft of the proposed plat or use the box below to sketch your proposed preliminary plat.

Make a sketch in the box showing how the new lot(s) fit within the original parcel





## Land Division Procedures

Any division or subdivision of land within the corporate limits of the City of Chetek or within the one and a half (1.5) mile extraterritorial plat approval jurisdiction thereof shall comply with regulations set forth under Title 14 , Chapter 1 Subdivision and Platting. A **minor subdivision** is one that creates four or less parcels, lots or building sites, any one of which is 35 acres or less in area. A minor subdivision of a lot or parcel shall occur not more than once in five years.

### Pre-Application Procedure

Before filing an application for approval of a certified survey, the sub divider shall consult with the Department of Public Works and shall prepare the following:

1. A preliminary sketch for review and approval
2. An Environmental Assessment Checklist, or when required, an expanded Environmental Report, required by Sec. 14-1-30, for review and approval.
3. Written requests to the Sewer and Water Committee and to the Plan Commission for any water main extensions necessary to serve the proposed plat.
4. A signed statement listing development projects for which the applicant has received City approval in the last five (5) years and indicating any outstanding performance or financial obligations on such projects, which derive from application of City land use regulations.

This procedure is intended to assist the developer in appraising the objectives of these regulations, the Comprehensive Plan, the Official Map and other pertinent City ordinances. The pre-application information shall be submitted to the Plan Commission for review and approval.

#### 1. Pre-Application Meeting –

A meeting with the Department of Public Works and Building/Zoning Department to review proposed project and for staff to advise developer about the City Code and other procedures and any issues prior to the land division process.

#### 2. Plan Commission Process

Following the pre-application meeting, the applicant shall submit 8 copies of a preliminary plat and the accompanying \$100.00 fee plus \$10.00 per lot. The preliminary plat can be a rough draft of a certified survey map (CSM) or as informal as a hand-drawn layout of the proposed land division. Upon submission of the application materials and fees, **and two weeks prior to the scheduled plan commission meeting**, staff will perform an initial review to determine if there are any issues that should be addressed before the Preliminary Plat is seen by the Plan Commission.

**2a.** Plan Commission meeting #1 – The Commission shall review the Preliminary Plat and determine conformity and consistency with existing development and the City Comprehensive Plan. Within 60 days (45 for minor subdivisions) the Plan Commission shall approve, approve conditionally, or reject the preliminary plat and when included, the development plan, based on its determination of conformance with the intent and provisions of the subdivision ordinance, and all related plans and ordinances, and recommendations of appropriate city committees and commissions. Such time may be extended by a written agreement with the developer. The action of the commission shall be noted on three (3) copies of the preliminary plat, one copy will be returned to the sub divider with the date and action endorsed thereon.

If a private road is involved, see Sec. 94-12 for required note to be added to CSM for approval.

The Commission will provide direction to the applicant; they may direct applicant to move forward with the land division, or ask them to return with a revised concept plan before moving forward.

**There will be an additional \$100 fee** for each additional concept plan meeting with the Plan Commission. If you are directed to move forward with the creation of a formal CSM, move on to Step 2b.

**2b.** Plan Commission meeting #2 – The Sub Divider shall submit 5 copies of the final plat and/or true copies thereof and written request for approval. The Commission shall review the finalized CSM, as well as pre-final construction plans if public improvements are required to be reviewed by the Plan Commission. The Plan Commission shall transmit the plat together with its recommendations to the Mayor and City Council within 30 days of its submission to the Plan Commission. Sub Divider shall pay the fee of \$100.00 plus \$10.00 per lot for each lot shown on a final plat.

**3. Council Process**

The City Council shall approve or reject the final plat within 60 days of its submission to the Plan commission, unless the time is extended by written agreement with the sub divider. If the final plat meets the requirements of the subdivision ordinance, and has been submitted within twelve months from the approval date of the preliminary plat and the conditions have been met in the case of a preliminary plat given conditional approval, the Council shall approve the final plat.

- 3a. Following Council approval, the developer shall enter into a contract for improvements as required by Sec. 94.65. Prior to the signing of said contract by the Mayor and City Clerk, the developer shall pay to the City all required fees, area charges and deposits, and provide any required performance bonds. (Developer shall pay the fee of \$100.00 plus \$10.00 per lot for each lot shown on the certified survey.
- 3b. Upon recording of the final plat by the sub divider, two (2) copies of the recorded document shall be furnished to the City.

**Contact Info:**

Public Works Department  
Dan Knapp, Director  
1125 Railroad Avenue  
PO Box 194  
Chetek , WI 54728  
715-924-4236

Building/Zoning Department  
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1125 Railroad Avenue  
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Chetek, WI 54728  
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Cell: 715-764-2948

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220 Stout Street  
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Chetek, WI 54728