



# FINAL PLAT APPLICATION

## Part I: General Information

Applicant information: Person's Name(s): \_\_\_\_\_  
Firm Name (if any): \_\_\_\_\_  
Relationship (check one):  Owner  Subdivider  Surveyor  Other  Representing: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Property owner information: Person's Name(s): \_\_\_\_\_  
Ownership (check one):  Individual  Trust  Partnership  Corporation/LLC  Other: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Parcel number or legal description of subject property: \_\_\_\_\_  
\_\_\_\_\_

Address or street boundaries of property: \_\_\_\_\_  
\_\_\_\_\_

- Proposed use of subject property (check all applicable uses):
- single family residential
  - two family residential—duplex(es)
  - multiple family residential—3+ unit building(s)
  - office/research
  - retail/commercial services
  - industrial
  - institutional
  - public park
  - other use: \_\_\_\_\_

Project summary (inc. relation to prelim plat): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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Parcel Address or ID #: \_\_\_\_\_

### Part II: Application Submittal Requirements

Prior to the submittal of a final plat, you must have already submitted a preliminary plat to the Village, and provided a copy of the preliminary plat and preliminary engineering plans to all local utility providers, including natural gas, telephone, cable television, other telecommunications, and electric utilities, so that they may identify appropriate locations for facilities and easements to be indicated on the final plat.

Once those preliminary steps are complete, please submit one digital copy in an easily reproducible format (e.g., PDF) of all materials that are required to make a complete final plat application, including this form. The Village Administrator may also require hard copies after you provide a digital copy. Also provide each final plat to any the State, County, and any other agencies, as may be required by State or County law. Except as the Village Administrator may otherwise allow, each complete final plat application must include the following materials:

- Non-refundable final plat application fee of \$150, plus \$15 for each lot.
- Complete final plat, prepared by a professional land surveyor, and including:
  - All required contents under Chapter 236 of Wisconsin Statutes, including all certificates required by Section 236.21
  - Location of existing property lines, buildings, drives, paths, streams and watercourses, dry runs, lakes, ponds, wetlands, floodplains (by type), shoreland zoning areas and setbacks, rock outcrops, environmental corridors per the Comprehensive Plan, and other similar significant features within the parcel being subdivided
  - Location, dimensions, and proposed ownership of any sites to be reserved or dedicated for parks, playgrounds, drainageways, environmental corridors, or other public and/or permanent open space uses
  - Any unique building setback lines, buildable areas, "build-to" lines, or similar areas, not including those required by zoning
  - Vision clearance triangles per Section 10-1-0808(m) of the zoning ordinance
  - Proposed locations, restrictions, landscape, fencing, and other detailed plans associated with highway access control, noise mitigation, and landscape buffer strips if required under the subdivision ordinance in Section 10-3-0605(c) of the subdivision regulations or Section 10-1-0808 of the zoning ordinance
  - Outer edges of all "woodlands" and parts of woodlands proposed to be preserved within the plat area, and the locations and specimens of all other "mature trees" not located within a woodland that are proposed to be preserved, as such terms are defined in Section 10-1-0104 of the zoning ordinance
  - If the final plat contains private road(s), inclusion of the following note: "Notice of Possible Limitation of Public Services: This plat contains private roads. As a result, certain public services including but not limited to road maintenance (including plowing) and garbage collection may be limited."
- Amendments, if any, to the initial submitted documents (site assessment checklist, concept plan, subdivider's statement) and preliminary plat to reflect changes in conditions or the general development pattern
- Final engineering plans, prepared by a professional engineer, including:
  - Street plans and profiles showing existing and proposed grades, elevations and cross-sections of required improvements including pavement, curb and gutter, sidewalks, walkways, and multiuse paths
  - Sanitary sewer plans and profiles showing the locations, grades, sizes, elevations, and materials of required facilities



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- Public water system main plans and profiles showing the locations, sizes, elevations, and materials of required facilities
- Master grading plan for the subdivision
- Erosion and sedimentation control plans meeting the requirements of Title 10, Chapter 9 of the Municipal Code and the Village's Erosion Control and Stormwater Management Requirements
- Storm water management plans and profiles showing the locations, grades, sizes, cross sections, elevations, materials, and designs in accordance with Title 10, Chapter 9 of the Municipal Code and the Village's Erosion Control and Stormwater Management Requirements
- Street lighting plans showing all proposed locations, types, designs, and specifications
- Sign plan for street name signs, regulatory signs and markings, and group development signs if any
- Plans showing the locations, size, and species of street trees, and landscaping, berming, or other facilities within any required landscaped buffer strip or noise mitigation area or approach
- Where required under the subdivision regulations and Section 10-1-0703 of the zoning ordinance, a woodland or mature tree preservation or mitigation plan
- A master plan for the development of any public parks, open spaces, or recreational areas within the division, including playground equipment, utility connections, and other facilities appropriate to the type, purpose, and location of such public lands
- Additional plans or information as required under the subdivision regulations or by the Village Engineer
- Revised protective covenants to be recorded against the affected land, including the following provisions:
  - Methods for the proper maintenance and management of any common open space, storm water management facility, drainageway, private road, or other required improvement intended for private ownership, maintenance, and/or protection
  - A method to effectively minimize monotony in the design of single-family and two-family residences, in compliance with Section 10-1-0601 of the zoning ordinance
  - Methods to ensure the construction and maintenance of any noise mitigation measures if the subdivision is adjacent to Highways 12, 60, 78, or PF (east of 12)
- Revised legal instruments and rules for the proposed property owners' association, if a subdivider proposes that any common open space, storm water management facility, drainage way, private road or other required development component is to be privately managed by a property owners' association
- Where required, a park master plan for improvements within proposed public park, recreation, and open space within the subdivision, per Section 10-3-0903
- Where required, a woodland preservation plan pursuant to Section 10-1-0703 of the zoning ordinance and Section 10-3-0718 of the subdivision ordinance
- For residential subdivisions adjacent to Highways 12, 60, 78, or PF (east of 12), detailed plans to mitigate noise from such highway, including locations and specifications for landscaping, berms, fencing, and/or extra lot depths adjacent to the highway, and/or configuration of the division in such a manner to minimize noise impacts on residences
- Other information required by the Zoning Administrator, Plan Commission, or Joint Extraterritorial Committee that is reasonably related to a determination of compliance with the ordinance requirements



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**Part III. Reimbursement for Development Review Services**

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications. Reinforcing the requirements of Section 10-3-1004 of the Village subdivision and land division regulations, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition.

The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition. The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

**Part IV. Signatures**

By signing and dating below, I/We:

1. Reviewed and understand the Village of Prairie du Sac zoning ordinance and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section above;
3. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
5. Understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons;
6. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and

Understand that the Village’s subdivision and development regulations and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner (if different)

\_\_\_\_\_  
Date



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**Part V: Record of Administrative Procedures *(to be completed by Village)***

- Verification that subject property within (check one):     Village             Town (ET Jurisdiction)
  
- Verification of prior receipt/review of site assessment checklist, concept plan, subdivider's statement, and preliminary plat:  
    Date(s) these initial materials filed: \_\_\_\_\_  
    Date(s) these initial materials reviewed by Plan Commission: \_\_\_\_\_
  
- Application, final plat, and other required materials filed with Village:  
    Date filed: \_\_\_\_\_  
    Name of Village staff person who accepted application: \_\_\_\_\_
  
- Non-refundable application fee of \$150, plus \$15 for each lot, received by Village:  
    Date received: \_\_\_\_\_  
    Name of Village staff person who accepted fee: \_\_\_\_\_
  
- Application, final plat, and other required materials verified as being complete:  
    Date verified: \_\_\_\_\_  
    Name of Village staff person who verified application as complete: \_\_\_\_\_
  
- Zoning Administrator shares plat/materials with Public Works Director, Engineer, Planner, Attorney, Fire Chief
  
- Village Plan Commission or ET Committee recommendation:  
    Meeting date: \_\_\_\_\_  
    Action:     Rec. approval as presented     Rec. approval with conditions     Rec. denial
  
- Village Board action (by resolution):  
    Meeting date: \_\_\_\_\_ (within 60 days of complete application)  
    Action:     Approval as presented             Approval with conditions             Denial
  
- Village Clerk forwards one copy of the adopted resolution to the subdivider:  
    Date: \_\_\_\_\_
  
- If approved plat served by Village infrastructure, development agreement signed by developer  
    Date: \_\_\_\_\_
  
- Village Clerk inscribes his or her certification of Village approval on approved plat  
    Date: \_\_\_\_\_