



PRELIMINARY 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: _____

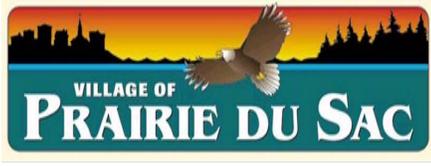
Property owner information: Person's Name(s): _____
 Ownership (check one): Individual Trust Partnership Corporation/LLC Other: _____
 Mailing Address: _____ City: _____ State: ____ Zip: _____
 Telephone: _____ E-mail: _____

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 (# of lots, streets, parks, etc.): _____



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Part II: Required Pre-Application Submittals

The following information must be submitted before the Zoning Administrator can accept and process an application for approval of a preliminary plat or condominium development:

- Completed Site Assessment Checklist, via the form attached to this application.
- A Concept Plan for the proposed plat area, depicting the general layout and relationship to nearby properties, roads, utilities and other public facilities, and otherwise meeting requirements of Section 10-3-0204.
- Where the proposed plat is in the Village, a signed statement listing all development projects for which the subdivider has sought or received Village approval during the previous 10 years, and indicating whether the subdivider has any outstanding obligations to perform on any such projects, via either contract or conditions of approval.

Within 30 days of receipt of the above materials, the Village Plan Commission (and possibly other Village bodies) will meet to review the materials against the requirements of the Comprehensive Plan and Village ordinances. The subdivider may not submit a preliminary plat application before this review is complete.

Part III: Application Submittal Requirements

Once the process in Part II is complete, please submit one digital copy in an easily reproducible format (e.g., PDF) of all materials that are required to make a complete application, including this form. The Village Administrator may also require hard copies after you provide a digital copy. Also provide each preliminary plat or condominium development to any the State, County, and any other agencies, as may be required by State or County law. Before submitting the final plat, also provide 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.

Except as the Village Administrator may otherwise allow, each complete preliminary plat and condominium development application must the following materials:

- Non-refundable preliminary plat application fee of \$300, plus \$15 for each lot or condominium unit
- Complete preliminary plat or condominium plat, prepared by a professional land surveyor, and including:
 - All required contents under Chapter 236 of Wisconsin Statutes
 - Name of the proposed subdivision or condominium development
 - Name, address, telephone number, and email address of the owner, subdivider, engineer, land surveyor, and land planner
 - Date, graphic scale (not more than 100 feet to one inch), and north arrow
 - Location of the proposed subdivision or condominium development by government lot, quarter section, township, range, municipality, and county
 - Proposed number of lots, number of dwelling units if different, and land use types
 - A vicinity sketch or small scale drawing of the section and government subdivision in which the subdivision or condominium development lies, with its approximate location indicated
 - Municipal and county boundaries
 - Existing contours at verticals of not more than one foot, with two foot contours acceptable only if approved in advance by the Village Engineer



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- Scaled drawing of the exterior boundaries of the proposed subdivision or condominium development referenced to a corner established by the U.S. Public Land Survey, and the total acreage encompassed
- 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
- The outer edges of all “woodlands” and parts of woodlands within the plat area, and the locations and specimens of all other “mature trees” not located within a woodland, as such terms are defined in Section 10-1-0104 of the zoning ordinance
- Location, right-of-way width and names of any easements or rights-of-way for existing streets, alleys or other public ways, railroads, and utilities in or adjacent to the subdivision or condominium development
- Type, width, and established centerline elevations of any adjacent existing street pavements
- Locations and ordinary high water marks of adjoining or encompassed navigable waterways and drainageways
- Subsurface soil, rock and water conditions including depth to bedrock and average depth to ground water table, based on the Sauk County Soil Survey or more detailed sources where available. Where the Sauk County Soil Survey indicates potential for groundwater less than 5 feet from the existing ground surface, so note on the face of the preliminary plat and indicate the lots affected
- Location, size and invert elevation of any existing sanitary and storm sewers, culverts or drain pipes and the location and size of any existing water and gas mains on or adjacent to the plat and proposed for use. If sewers and water mains are not present on or adjacent to the preliminary plat, indicate the distance to, and the size of those nearest and the invert elevations of sewers
- Locations and names of adjacent subdivisions and condominium developments, parks, and cemeteries, and existing land use, zoning, and owner names/addresses of all adjacent properties
- Layout and scale dimensions of all lots and proposed lot and block numbers
- Location, approximate dimensions, and proposed future ownership of any sites to be reserved or dedicated for parks, playgrounds, drainageways, environmental corridors, or other public and/or permanent open space uses
- Location and approximate dimensions of any sites reserved for the private use of future residents
- Location and approximate dimensions of any sites that are to be used for group housing, shopping centers, church sites, or other non-public uses
- Proposed locations, dimensions, and names (as applicable) for streets, paths, drainageways, and public easements, including extensions for reasonable distance beyond the limits of the proposed subdivision or condominium development when requested
- Any proposed building setback lines, buildable areas, or “build-to” lines under the zoning ordinance or otherwise, and in consideration of proposed zoning if different
- Vision clearance triangles per Section 10-1-0808(m) of the zoning ordinance
- Proposed locations of highway access control, noise mitigation measures, and landscaped buffer strips if required under the Village’s subdivision and land division regulations and zoning ordinance, including but not limited to Section 10-1-0808



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- Preliminary engineering plans, prepared by a professional engineer, and including:
 - Preliminary street profiles showing existing and proposed centerline elevations, shown for a minimum distance of 300 feet beyond the plat boundaries where future street extensions may be planned
 - Preliminary utility layouts, including sanitary sewer, water main, and storm sewer, and indication of any expected need for improvements to existing facilities to provide for such utility needs
 - Proposed locations and dimensions of sidewalks and paths
 - Proposed street tree type, location, and size
 - Preliminary stormwater calculations, in order to demonstrate that adequately sized and positioned areas have been reserved for storm water management on the preliminary plat, per Title 10, Chapter 9 of the Municipal Code and the Village's Erosion Control and Stormwater Management Requirements
 - A preliminary engineering plan map at least covering the area of the preliminary plat and showing the features described above, along with property lines, contours, and applicable environmental features such as wetlands and floodplains
 - Any other data deemed necessary by the Village Engineer to determine the adequacy of public facilities and services required under Section 10-3-0901
- Any updates to the initial submittal documents described under Part II of this application form, based on new information or changes to the general development pattern
- A draft of 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)
- A draft of the legal instruments and rules for a property owners' association whenever a subdivider proposes that a required development component, such as a common open space, storm water management facility, drainageway, or a private road, is to be privately managed by a property owners' association
- 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), a preliminary plan to mitigate noise from such street. Such plan may involve 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
- In any case where the Village Engineer determines that the proposed subdivision is likely to cause a significant impact on traffic on streets or highways beyond the proposed subdivision, the applicant shall pay the fees of a traffic engineer to be retained by the Village to complete and submit a Traffic Impact Analysis following Wisconsin Department of Transportation District One guidelines
- Other information required by the Zoning Administrator, Plan Commission, or Joint Extraterritorial Committee that is reasonably related to a determination of compliance with the provisions of this subdivision and land division ordinance or other applicable ordinance



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Part IV. 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 V. Signatures

By signing and dating below, I/We:

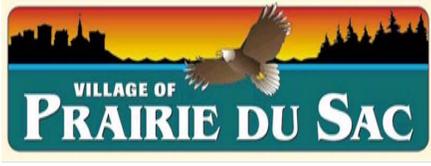
1. Reviewed and understand the Village of Prairie du Sac zoning ordinance and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section above;
3. Submitted an application that is true, correct, and complete to the best 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
7. 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 VI. 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, and subdivider's statement:
Date these initial materials filed: _____
Date these initial materials reviewed by Plan Commission: _____

- Application, preliminary plat, and other required materials filed with Village:
Date filed: _____
Name of Village staff person who accepted application: _____

- Non-refundable application fee of \$300, plus \$15 for each lot, received by Village:
Date received: _____
Name of Village staff person who accepted fee: _____

- Application, preliminary 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 Board's Parks Committee recommendation (if plat in the Village):
Meeting date: _____
Action: Rec. approval as presented Rec. approval with conditions Rec. denial

- 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 90 days of complete application)
Action: Approval as presented Approval with conditions Denial

- Village Clerk forwards one copy of the adopted resolution and the plat to the subdivider with the date and action endorsed thereon, and places the plat and resolution in the permanent files of the Village:
Date: _____

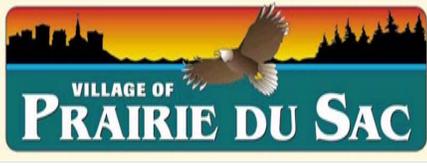


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Land Division/Subdivision Site Assessment Checklist

The Site Assessment Checklist, attached information, and Village assessment of these materials, will be considered in the determination of land suitability for division under Section 10-03-0105(e) and compliance with other Village ordinance standards. Please answer the following questions about the proposed site and division, using the listed “potential source” or another reliable source. Explain all “yes” answers by attaching documentation on the type, location, and extent of the identified feature; and on the expected impact of the proposed development. Adjustments to the proposed division to minimize the impact of “yes” answers may be required.

I. LAND RESOURCES. Does the land area include:	Yes	No
A. A 100-year floodplain, or other flood prone area? Potential Sources: FEMA Flood Map Service Center or Sauk GIS Map – Under “Hydro” layer, select “FEMA Floodplain”	<input type="checkbox"/>	<input type="checkbox"/>
B. An area of with high potential for gravel or other mineral deposits? Potential Source: Sauk Prairie Comprehensive Plan Map 4 or Sauk County Comprehensive Plan Map 8-5	<input type="checkbox"/>	<input type="checkbox"/>
C. Slopes of 12% or greater? Potential Source: Sauk Prairie Comprehensive Plan Map 5	<input type="checkbox"/>	<input type="checkbox"/>
D. An area of existing or former wetlands, or wetland indicators? Potential Source: DNR Surface Water Data Viewer . In Map Layers, select “Wetlands & Soils” and choose the “Wisconsin Wetland Inventory”	<input type="checkbox"/>	<input type="checkbox"/>
E. An area with water table within 200 cm (about 6 feet) of the soil surface? Potential Source: USDA Soil Survey . Use Soil Data Explorer, select tab for Soil Uses and Properties. Under “Water Features”, select “Depth to Water Table.”	<input type="checkbox"/>	<input type="checkbox"/>
F. An area of bedrock within 150 cm (about 5 feet) of the soil surface? Potential Source: USDA Soil Survey . Use Soil Data Explorer, select tab for Soil Uses and Properties. Under “Soil Qualities and Features”, select “Depth to a Selected Soil Restrictive Layer.”	<input type="checkbox"/>	<input type="checkbox"/>
G. Soils having very limited site potential for dwellings with basements? Potential Source: USDA Soil Survey . Use Soil Data Explorer, select tab for Suitabilities and Limitations for Use. Under “Building Site Development”, select “Buildings with Basements”	<input type="checkbox"/>	<input type="checkbox"/>
H. Designated environmental or open space corridors? Potential Source: Sauk Prairie Comprehensive Plan Map 13	<input type="checkbox"/>	<input type="checkbox"/>
I. A natural drainageway or dry run with a tributary area of 5+ acres? Potential Sources: West Side Stormwater Management Plan , site survey, or Sauk County Interactive GIS	<input type="checkbox"/>	<input type="checkbox"/>
J. Group I agricultural soils? Potential Source: Sauk Prairie Comprehensive Plan Map 4	<input type="checkbox"/>	<input type="checkbox"/>
II. WATER RESOURCES. Does the land area/development involve:	Yes	No
A. A navigable lake, pond, river, stream, or other waterway? Potential Source: Wisconsin DNR Surface Water Data Viewer . In Map Layers, select “Designated Waters” and choose the “Priority Navigable Waterways”	<input type="checkbox"/>	<input type="checkbox"/>
B. Location within a wellhead protection area? Potential Source: Village of Prairie du Sac Official Overlay Zoning Map	<input type="checkbox"/>	<input type="checkbox"/>



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C. Location within 1,000 ft from a lake, pond or flowage or 300 ft from a river or stream or the landward side of the floodplain (i.e., shoreland zone)? Potential Sources: Wisconsin DNR Surface Water Data Viewer	<input type="checkbox"/>	<input type="checkbox"/>
D. Location within 1,200 feet of any open or closed landfill site? Potential Source: Sauk Prairie Comprehensive Plan Map 6	<input type="checkbox"/>	<input type="checkbox"/>
III. BIOLOGICAL, HUMAN, AND SCIENTIFIC RESOURCES Does the land area or development include or involve:	Yes	No
A. Location in a section with threatened/endangered plant or animal species? Potential Source: Sauk County Comprehensive Plan Map 8-6 . If yes, fill out an "Endangered Species (NHI) Review Request Form" (Form 1700-047) .	<input type="checkbox"/>	<input type="checkbox"/>
B. Location within a "Critical Roosting" or "Critical Perching" habitat areas for bald eagles, or within 660 feet of a known bald eagle nest? Potential Source: Sauk Prairie Comprehensive Plan Map 5	<input type="checkbox"/>	<input type="checkbox"/>
C. A "woodland" as defined by Village ordinance? (i.e., area of trees with canopy area of 1+ acres, with at least 50% of trees having a diameter of 6"+ at 4 ft above grade. Does not include trees grown for commercial purposes or where most trees are non-native or invasive. If division would remove 30%+ of the area of woodland, mitigation plan required)	<input type="checkbox"/>	<input type="checkbox"/>
D. One or more "mature trees" outside of a "woodland"? (i.e., 12"+ in diameter at 4 feet above grade, where native, not invasive, and not grown for commercial purposes. If division suggests removal of 30%+ of mature trees, mitigation plan is required.)	<input type="checkbox"/>	<input type="checkbox"/>
E. An area containing or within 1,000 feet of an area of archeological interest? Potential Sources: Sauk Prairie Comprehensive Plan Map 5 OR archeological study of site. Call 264-6504 if area may be of archeological interest.	<input type="checkbox"/>	<input type="checkbox"/>
IV. ENERGY, TRANSPORTATION, AND COMMUNICATIONS Does the land include or abut:	Yes	No
A. A planned roadway, or existing roadway planned for a wider right-of-way? Potential Source: Sauk Prairie Comprehensive Plan Map 13	<input type="checkbox"/>	<input type="checkbox"/>
B. Highway 12, or another arterial or collector roadway? Potential Source: Sauk Prairie Comprehensive Plan Map 11	<input type="checkbox"/>	<input type="checkbox"/>
C. An existing or planned utility corridor or associated easement, such as for gas, electricity, water, sewer, stormwater, or communications? Potential Sources: Surveyor should have this information	<input type="checkbox"/>	<input type="checkbox"/>
D. Existing or planned parks, natural resource areas, or paths or trails? Potential Sources: Comp Plan Map 13, County Outdoor Recreation Plan	<input type="checkbox"/>	<input type="checkbox"/>

I certify that I have researched the potential sources and others at my disposal, and that the information supplied on and with this Site Assessment Checklist is correct to the best of my knowledge.

Signature of subdivider, engineer, or surveyor

Phone number

Printed name

Email address

Date