

TOWN OF BLACK BROOK
Final Plat Application

Applicant: _____ Date Submitted: _____

Location: _____

Final Plat checklist requirements apply to all major subdivisions. A Final Plat shall be based upon a survey performed by a registered Land Surveyor within the State of Wisconsin. It shall show correctly on its face, or accompanying documents, all information required on a Final Plat by Sections 236.15; 236.20; and 236.21 of the Wisconsin Statutes and Section 18.13 through 18.24 of the Polk County Ordinances, as well as the requirements of the Town Subdivision Ordinance and any other applicable state, county or town ordinance or requirement.

A Final Plat may be denied approval by the Town on the basis of any item found to be in non-compliance with state, county or town requirements. Any need for an exception to design standards that arises after Preliminary Plat approval must be resolved before the Town Plan Commission meeting at which Final Plat approval is to be considered.

Items to be shown on the Final Plat:

(a) If an initial final plat is not submitted for approval within twenty-four months of preliminary plat approval by the _____ Town, the Town may refuse to approve the final plat. Final plats submitted for approval shall show the following information in a format that also complies with all applicable state and county requirements:

- _____ 1. A Surveyor's Certificate pursuant to Wis. Stats. 236.21.
- _____ 2. Subdivision name.
- _____ 3. Property lines with bearings and distances, graphic scale, and north arrow.
- _____ 4. New public roads and rights-of-way adjacent to and within the property with dedication to the Town of full ownership rights.
- _____ 5. The location, right-of-way widths, and names of any existing roads, or other public ways, easements, railroad or utility rights-of-way, and any existing access controls.
- _____ 6. Location and names of adjacent plats, certified survey maps, parks and cemeteries, underscored with a dotted or dashed line, and existing zoning of adjacent parcels.
- _____ 7. Area of each lot shall be shown as follows:
 - a. With applicable building line setback requirements shown for each lot.
 - b. With net buildable project area, as defined by Polk County, listed in tabular form for each lot.
 - c. With pre-existing public road easement area included in contiguous lot and excluded from minimum lot size calculations.
- _____ 8. Driveway locations off all roadways.
- _____ 9. Utility easement locations.
- _____ 10. Arterial, collector and local roads that will connect to non-platted areas pursuant to a Town plan for future roads, laid out and built the subdivider to the border of the platted area with a temporary cul-de-sac located at the boundary line of the plat. Road locations shall have taken into account the topography of the neighboring property. Neighboring property owners shall have been previously notified of the location of all such roads.

- _____ 11. Stormwater management detention areas, drainage easements, upstream and downstream drainage analysis, etc., as determined by engineering analysis.
 - _____ 12. The location of existing property lines, buildings, drives, streams and water courses, ponds, lakes, wetlands, and other significant features including monumentation within the proposed subdivision.
 - _____ 13. The water elevations of adjoining lakes, ponds or streams at the date of the survey, and the ordinary high water mark; typical stream valley cross-sections, stream channels, flood areas from "HUD" or FEMA, maps and floodplain zoning maps. Ordinary high water marks shall be verified by DNR or its designated agent and be shown with benchmarks.
 - a. 75-foot setback from ordinary high water mark for navigable waters as determined by the DNR.
 - b. The elevation of the ordinary high water mark with set benchmark. The L.B.O. (Lowest Building Opening) elevation shall be a minimum of 2' higher than the ordinary high water mark.
 - _____ 14. Land areas with 20% slope and lands with greater than 12% slope shall be shown with cross-hatch markings or otherwise clearly indicated. Land areas with slope of 20% or greater shall be shown with cross-hatch markings or otherwise clearly indicated.
 - _____ 15. The location, dimensions and designation of all land being dedicated for parks and playgrounds or being conveyed for use as open-acres, buffer space, and conservation easement areas.
 - _____ 16. Dimensions, size and numbers of all lots. Where applicable, size shall be indicated with inclusion and exclusion of rights-of-way and areas below the ordinary high water mark of navigable waters.
 - _____ 17. All approved exceptions to design standards are shown and listed on plat.
 - _____ 18. Areas for which further subdivision is not allowed and areas encumbered by restrictive covenants or conservation easements are shown and listed on the plat.
 - _____ 19. All TDR permits needed for incoming/outgoing transfers or all completed TDR applications and materials, if final plat and TDR transfers are being approved simultaneously.
- (b) Four copies of the Final Plat with original signatures shall be provided. When the Town Board approves the final plat of a major subdivision, the Town Chair shall certify Town approval on the plat document in the space provided for that purpose, and the Town Clerk/Treasurer shall sign the certificate on the plat concerning taxes or special assessments, where no such taxes or assessments are unpaid.

Items to be Included as Accompanying Documents:

- _____ 1. An updated developer's certification of names and addresses of all parties having ownership or financial interests in the project, from preliminary plat application to the present.
- _____ 2. A Developer's Agreement fully executed by all parties shown except for Town officials, with the following as attachments:
 - a. Final Restrictive Covenants
 - b. Final Homeowners Association Bylaws
 - c. Final Letter of Credit based upon final project costs.
 - d. Timetable for construction of all public improvements being required by Town and by County, separately.
- _____ 3. Any subdivision or address signage.

- _____4. Final project design plans signed by a Professional Engineer (registered in the State of Wisconsin) including the following:
 - a. Roadway plan and profile sheets, showing vertical and horizontal curve data.
 - b. Identification of curb and gutters, retaining walls, storm sewers, culverts, and any other infrastructure items.
 - c. Roadway cross-sections.
 - d. Any pertinent details showing typical street section, drainage structures, ditches, landscaping items, etc.
 - e. Cul-de-sac island cross section and design.
 - f. Storm water drainage areas including easements and ponds.
 - g. Erosion control plans.

- _____5. Project construction costs based on an approved engineer's estimate, or bid tabulation if the project has already been awarded.

- _____6. A signed conservation easement, if required, with accompanying legal description(s), if not already delivered. The Town shall record/have already recorded such conservation easement at the time of Polk County rezoning action affecting any property described in the plat.

- _____7. Signed restrictive covenants for open acres or for other required purposes, containing the correct legal description(s), to be recorded concurrently with the Final Plat.

- _____8. Signed or prototype shared driveway maintenance agreements for all shared driveways in plat.

Copies of all plans and paperwork submitted to the Town shall be concurrently mailed to the Town Engineer and the Town Attorney at the following addresses:

Cedar Corporation
 ATTN: Russ Kiviniemi or Tim Stockman
 604 Wilson Ave.
 Menomonie, WI 54751

Bakke Norman, S.C.
 ATTN: Tim Scott
 200 Heritage Drive
 P.O. Box 308
 New Richmond, WI 54017

I, _____, certify that all of the above information has been submitted to the Town Clerk at least 21 days prior to the Plan Commission Meeting where approval is being sought, and that the information provided is a true representation to the best of my knowledge.

Signed: _____
(signature of applicant)

Date: _____

Received by Town: _____
(signature of Clerk)

Date: _____