

# TOWN OF BLACK BROOK

## Preliminary Plat Application

Applicant: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Location: \_\_\_\_\_

Preliminary Plat application requirements apply to all preliminary plat approval submittals. A Preliminary Plat shall be based upon a survey performed by a registered Land Surveyor in the State of Wisconsin. It shall show correctly on its face, or accompanying documents, all information required on a Preliminary Plat by Sections 236.15; 236.20; and 236.21 of the Wisconsin Statutes, and Section 18.11 of the Polk County Ordinances, as well as the requirements of the Town Subdivision Ordinance and any other applicable Town ordinance or requirements.

Preliminary Plat approval by the Town Board does not mean that an applicant is automatically entitled to Final Plat approval. Any requested exceptions to design standards of Town and County must be clearly identified on the plat. All such requests to the Town must be applied for and approved prior to or as part of Preliminary Plat application and review. 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 Preliminary Plat:

- \_\_\_\_\_ 1. Legal description, identity of all owners of record; identity of any proposed contract purchaser and any other beneficial owner including current or planned mortgagees; name, address, and telephone number of the subdivider and person to be contacted concerning plat, if different.
- \_\_\_\_\_ 2. Existing zoning of property.
- \_\_\_\_\_ 3. Proposed subdivision name.
- \_\_\_\_\_ 4. The exterior boundary, showing bearings and distances with a mathematical closure of 1 in 30,000 feet. All interior lots shall be to a scale of not more than one hundred feet to an inch with graphic scale and north arrow shown on its face.
- \_\_\_\_\_ 5. Proposed public roads to be located adjacent to and/or within the property. For proposed public roads, show:
  - a. location of curb and gutter sections
  - b. location of retaining walls
  - c. that developer has ability to convey full ownership of road right-of-way areas to Town.
- \_\_\_\_\_ 6. 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.
- \_\_\_\_\_ 7. 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.
- \_\_\_\_\_ 8. Area of each lot shall be shown as follows:
  - a. The applicable building line setback requirements shall be drawn for each lot;

- b. The net buildable project area, as defined by Polk County in its subdivision ordinance, must be listed in tabular form for each lot.
- c. Pre-existing public road easement area contiguous to newly created lots shall be included in the area of the contiguous lot and excluded from minimum lot size calculations.

- \_\_\_\_\_ 9. Driveway locations off all roads.
- \_\_\_\_\_ 10. Arterial, collector and local roads that will connect to non-platted areas pursuant to a Town plan for future roads shall be laid out and built 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. Proof of notification to the neighboring property owners as to the location of the proposed road must be provided.
- \_\_\_\_\_ 11. Utility easement locations.
- \_\_\_\_\_ 12. Location of any proposed lighting.
- \_\_\_\_\_ 13. Stormwater management detention areas, drainage easements, upstream and downstream drainage analysis, etc., as determined by engineering analysis.
- \_\_\_\_\_ 14. Soil borings and percolation test site locations.
- \_\_\_\_\_ 15. The location of existing property lines, buildings, drives, streams and water courses, ponds, lakes, wetlands, rock outcrops, wooded areas, and other significant features within the proposed subdivision, including monumentation.
- \_\_\_\_\_ 16. 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.
- \_\_\_\_\_ 17. The contours at vertical intervals of not more than two (2) feet for a slope less than 20% and five (5) feet for a slope of 20% or more. Lands with slopes of 20% or greater shall be shown with cross-hatch markings or otherwise clearly indicated.
- \_\_\_\_\_ 18. The location, dimensions and recordable legal description of all land proposed to be used for parks, playgrounds, open acres, buffer space, and conservation easement areas.
- \_\_\_\_\_ 19. Where applicable, an explanation of how **development rights** will transfer into the subdivided area with specific density calculations explaining the operation of the transfer and a specific designation of the source, size and number of development rights being used to increase densities in all receiving areas shown in the platted area.
- \_\_\_\_\_ 20. Dimensions, size and numbers of all lots and location of all shared driveways. When assigning lot numbers for certified survey maps, lot numbers shall not be repeated in any quarter-quarter section or government lot. 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.
- \_\_\_\_\_ 21. All requests for exception to design standards must be shown and listed on plat.
- \_\_\_\_\_ 22. Density calculations of subdivision.

- \_\_\_\_\_ 23. Calculations for open acres and conservation easement area calculations, where applicable.
- \_\_\_\_\_ 24. Proposed easement and restrictive covenants, developer-requested use terms for all conservation easements and proposed homeowner association by-laws.
- \_\_\_\_\_ 25. Other documents and information as required by the Town Board, Town Plan Commission, Town Attorney, or Town Engineer.

**Items to be included as with Plat Approval Application As Accompanying Documents:**

- \_\_\_\_\_ 1. Town subdivision application (with applicant's certification of names and addresses of all parties having financial interests in the project).
- \_\_\_\_\_ 2. Town application for any requested exceptions to design standards.
- \_\_\_\_\_ 3. Stamped, unsealed letters to adjacent landowners.
- \_\_\_\_\_ 4. Signed agreement to pay professional fees along with payment for subdivision review fee and deposit toward professional fees.
- \_\_\_\_\_ 5. Draft attachments for Developer's Agreement, including the following:
  - a. Proposed restrictive covenants.
  - b. Proposed homeowners association bylaws.
  - c. Lender's letter of credit format.
- \_\_\_\_\_ 6. Any proposed subdivision or address signage.
- \_\_\_\_\_ 7. Stormwater management and erosion control analysis provided by an engineer, including:
  - a. Culvert design hydrological and hydraulic calculations.
  - b. Retention pond hydrological computations, proposed cross-sections and design details.
  - c. All relevant supporting information, including the following:
    - i. Aerial photograph showing the location of the proposed subdivision with lot boundary and roadway overlays.
    - ii. Proximity of the project with respect to wetlands, as defined by Sec. 23.32(1), Wisconsin Statutes, and mapped by DNR pursuant to that statute.
    - iii. Delineation boundaries of any other wetlands.
    - iv. SCS Soil Survey map showing all soils within the project area, identification of their respective Hydrological Soil Groups (HSG), identification of any highly erodable soils, and identification of any slopes greater than 20%.
- \_\_\_\_\_ 8. Preliminary project design plans and profiles of road improvements including the following:
  - a. Roadway plan and profile sheets, showing vertical and horizontal curve data.
  - b. Identification of proposed 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-du-sac island cross section and design.

- \_\_\_\_\_ 9. Preliminary construction cost estimate and construction schedule.
- \_\_\_\_\_ 10. Style, location, and lumins outpost of any proposed subdivision, walkway, monumentation and signage lighting. (specific Town approval required).
- \_\_\_\_\_ 11. Copies of all correspondence with Polk County on an ongoing basis.

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: Tim Stockman or Russ Kiviniemi  
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 on: \_\_\_\_\_  
*(dated by Town Clerk)*