

# Land and Subdivision/Plat Application

Town of Red Cedar • Dunn County, Wisconsin • E6591 627<sup>th</sup> Avenue, Menomonie, WI 54751  
Chairman - (715) 556-2244 • Clerk – (715) 556-5034 • FAX – (877) 353-4976  
Email - [clerktownofredcedar@gmail.com](mailto:clerktownofredcedar@gmail.com) • Website – [townofredcedar.com](http://townofredcedar.com)

## Instructions:

Submittal of this completed application, in conjunction with the required documents, will initiate the processing of this application in accordance with the procedures described in the Town of Red Cedar Land and Subdivision/Plat Ordinance (LS/PO). Please review that Ordinance before completing and submitting this application and documents to assure compliance with the various provisions. Incomplete applications or plats/plans/CSM will delay the review process. [Please consult the Application Submittal Checklist, available on the Town's website, as you prepare your application.]

## PROJECT SUMMARY

Project Name: \_\_\_\_\_

Application Date: \_\_\_\_\_ Application Submitted by: \_\_\_\_\_

Property Location: \_\_\_\_\_ ¼ \_\_\_\_\_ ¼ Section \_\_\_\_\_ T \_\_\_\_\_ N – R \_\_\_\_\_ W \_\_\_\_\_

Location (Address): \_\_\_\_\_

No. of Lots: \_\_\_\_\_ Total Acreage of Lots: \_\_\_\_\_ Size of Original Parcel: \_\_\_\_\_

Summary statement describing the Scope of the project:

\_\_\_\_\_

\_\_\_\_\_

Proposal:  
(Select one)

- ☐ Major Land Division (Subdivision/Plat) including Statutory Subdivisions
- ☐ Minor Land Division: Certified Survey Map (CSM)
- ☐ Replat or revision of existing land division/development
- ☐ Change in correction instrument of area dedicated to or restricted for public benefit

Indicate subtype, if appropriate:

- ☐ Cluster Development
- ☐ Condominium Plat
- ☐ Conservation Subdivision

For Township Use:

File Number: \_\_\_\_\_ Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

This application is not valid unless it is accompanied by the application fee in accordance with the fee schedule as adopted by the Town Board and complete documentation, as required, is attached.

<p><b>Property Owner Information:</b></p> <p>Name: _____</p> <p>Street: _____</p> <p>_____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p> <p>Phone: (     ) _____ - _____</p> <p>Cell: (     ) _____ - _____</p> <p>Email: _____</p>	<p><b>Developer Information:</b></p> <p>Name: _____</p> <p>Street: _____</p> <p>_____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p> <p>Phone: (     ) _____ - _____</p> <p>Cell: (     ) _____ - _____</p> <p>Email: _____</p>
<p><b>Project Representative Information:</b> (All correspondence and notices regarding the application will be transmitted to the project representative.)</p> <p>Contact Name: _____ (Printed Name)</p> <p>Company Name: _____</p> <p>Street: _____</p> <p>_____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p> <p>Email: _____</p> <p>Phone: (     ) _____ - _____</p> <p>Cell: (     ) _____ - _____</p> <p>Fax: (     ) _____ - _____</p> <p><b>Project Representative's Signature*:</b></p> <p>_____</p>	<p><b>*Project Representative's Signature:</b></p> <p>The Project Representative indicated on the left must sign* this application. By signing this application, the Project Representative is indicating that all information contained in this application and all attachments are complete and accurate to the best of his or her knowledge.</p> <p>In addition, by signing this application, the Project Representative is indicating that he or she understands the areas of COVERAGE and COMPLIANCE outlined in Section 6 and the areas of SPECIFIC COMPLIANCE PROVISIONS outlined in Section 7 of this Ordinance.</p> <p><u>Further, Project Representative acknowledges and understands that no final land division plan approval will be issued by the Town Board until the Developer agrees in writing that the developer will be responsible for the cost of any necessary alteration of any existing utilities that by virtue of land division/development lie within the public right of way.</u></p> <p><b>Other Restrictions:</b></p> <p>Legally binding development constraints such as deed restrictions, planned unit development agreements, or court rulings may limit the development capability for your site. It is your responsibility to be aware of such restrictions. Our review of your proposal is intended to assure compliance with governmental regulations inclusive of any binding legal agreements where the Township is a signatory.</p>

This following Land and Subdivision/Plat Checklist is to be used in conjunction with the most recently adopted TOWN OF RED CEDAR LAND and SUBDIVISION/PLAT ORDINANCE.

This application will not be considered complete unless it address / contains the required information.

**- INTERNAL USE ONLY - FOR APPLICATIONS with CERTIFIED SURVEY MAPS**

Ordinance Reference	<b>SKETCH MAP RECORD of ACTIONS</b> (recorded by Town Clerk)	Date of Action	Notes
Sec. 9.A.	Application (with appropriate submittal checklist pages) and applicable fees received by Town Clerk.		
Sec. 9.B.	<b>SKETCH MAP</b> received by Town Clerk.		
Sec. 9.C.	Application, fees, and SKETCH MAP reviewed by Town Clerk (TC) for completeness within 10 business days of receipt		Complete? YES - NO
	Project Representative notified of status in writing by TC.		
	Copies of Application & Map transmitted by TC to Town Plan Commission (TPC) within 5 business days of filing.		
Sec. 9.D.	Project Representative notified of agenda and date of TPC review at least 10 days prior to date of review (or less if an earlier review date is requested by PR and can be so scheduled); review shall occur within 60 days of the date of receipt by the TC of a complete Sketch Map.	Date Notified	Scheduled Review
Sec. 9.E.	Project Representative, developer or the developer's designee attended the review and presented the proposal.		

On \_\_\_\_\_ (date), the Town of Red Cedar Plan Commission recommends

☐ Approval
 ☐ Conditional Approval
 ☐ Rejection of the **SKETCH MAP**.  
 (Attach accompanying documentation for Conditional Approval or Rejection recommendations.)

Signed: \_\_\_\_\_ (TPC chair)

Ordinance Reference	<b>CERTIFIED SURVEY MAP RECORD of ACTION</b> (recorded by TC)	Date of Action	Notes
Sec. 12.D.	<b>CERTIFIED SURVEY MAP</b> and all required information received by Town Clerk within 12 months of the Land and Subdivision/Plat Application.		
Sec. 12.A.	Project Representative notified of agenda and date of TPC review at least 10 days prior to date of review (or less if an earlier review date is requested by PR and can be so scheduled); review shall occur within 90 days of the date of receipt by the TC of a complete proposed CSM.	Date Notified	Scheduled Review

On \_\_\_\_\_ (date), the Town of Red Cedar Plan Commission recommends

☐ Approval
 ☐ Conditional Approval
 ☐ Rejection of the **CERTIFIED SURVEY MAP**.  
 (Attach accompanying documentation for Conditional Approval or Rejection recommendations.)

Signed: \_\_\_\_\_ (TPC chair)

If Board approval requested: On \_\_\_\_\_ (date), the Town of Red Cedar Board recommends

☐ Approval
 ☐ Conditional Approval
 ☐ Rejection of the **CERTIFIED SURVEY MAP**.  
 (Attach accompanying documentation for Conditional Approval or Rejection recommendations.)

Signed: \_\_\_\_\_ (Town chair)

Additional Record of Actions pertaining to Conditional Approval or Rejection:

Ordinance Reference	<b>RECORD of REGISTRATION</b> (recorded by Town Clerk)	Date Recorded	Notes
Sec. 6.L.	<b>All</b> land divisions/developments, plats, or Certified Survey Maps, upon receipt of final approval by the Town Board or its designees, shall be recorded in the Office of the Register of Deeds at the cost of the developer.		

Ordinance Reference	<b>Additional DOCUMENTATION Requested by TPC</b>	Yes	No	Date Item Received	Date of Review by TPC
Sec. 8	Deed restrictions, including restrictive covenants, or conservation easements, or both, <u>may be required</u> for such plans that include the cluster development or conservation subdivision.	<input type="checkbox"/>	<input type="checkbox"/>		
Sec.10.B.38	The Town Board <u>shall require</u> submission of a draft of protective covenants, if proposed, when the developer intends to regulate land use in the proposed statutory subdivision and otherwise protect the proposed development. The covenants shall be subject to review and approval of the Town of Red Cedar attorney as to form.	<input type="checkbox"/>	<input type="checkbox"/>		Date of Review by Attorney
Sec.10.B.39	After determining that the soil, slope, vegetation, and drainage characteristics of the site are such as to require substantial cutting, clearing, grading, and other earthmoving operations in the development of the Statutory Subdivision or otherwise entail an erosion and stormwater hazard, the developer <u>may be required</u> to provide erosion and sediment control and stormwater management plans.	<input type="checkbox"/>	<input type="checkbox"/>		
Sec.10.B.40	A traffic impact study, based upon Institute of Traffic Engineers standards, <u>may be required</u> .	<input type="checkbox"/>	<input type="checkbox"/>		

Ordinance Reference	<b>EXEMPTIONS requested by Applicant</b>	Requested? Yes	Date of Review by TPC	Granted? Yes	No
Sec. 4.M.	Lot: may request an exemption from surveying remaining parcels as the remaining parcel and adjoining lands are twenty (20) acres or greater and under the same ownership; owner records a deed restriction, agreeing to survey said remaining parcel upon its independent sale.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Sec. 4.O.	Minor Land Division: may request an exemption from surveying remaining parcels as the remaining parcel and adjoining lands are twenty (20) acres or greater and under the same ownership; owner records a deed restriction, agreeing to survey said remaining parcel upon its independent sale.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Ordinance Reference	<b>WAIVERS requested by Applicant</b>	Requested? Yes	Date of Review by TPC	Granted? Yes	No
Sec.10.B.6.	May request a waiver of the requirement to include the entire area contiguous to the proposed plat owned or controlled by the developer on the preliminary plat even though only a portion of said area is proposed for immediate development.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Sec. 11.D.	May request a waiver of the restrictions or conditions placed on the platted land by the Town under s. 236.293, Wis. Stats and by any Developer's Agreement and Developer's Schedule.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Ordinance Reference	<b>EXCEPTIONS granted by TPC/TB</b>	Requested? Yes	Dates	Granted? Yes	No
Sec.16.	An exception <u>may be granted</u> because of exceptional or undue hardship from the provisions of this Ordinance, after a public hearing with a Class I notice of the hearing with	<input type="checkbox"/>	Review Date Hearing Date Decision Date		

	written notice by U.S. mail to owners of adjoining lands. (See LS/PO 16 for details.)			<input type="checkbox"/>	<input type="checkbox"/>
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**- INTERNAL USE ONLY - FOR APPLICATIONS with PLATS**

Ordinance Reference	SKETCH MAP RECORD of ACTIONS (recorded by Town Clerk)	Date of Action	Notes
Sec. 9.A.	Application (with appropriate submittal checklist pages) and applicable fees <u>received</u> by Town Clerk.		
Sec. 9.B.	<b>SKETCH MAP</b> <u>received</u> by Town Clerk.		
Sec. 9.C.	Application, fees, and SKETCH MAP <u>reviewed</u> by Town Clerk (TC) for completeness within 10 business days of receipt		Complete? YES - NO
	Project Representative <u>notified</u> of status in writing by TC.		
	Copies of Application & Map <u>transmitted</u> by TC to Town Plan Commission (TPC) within 5 business days of filing.		
Sec. 9.D.	Project Representative <u>notified</u> of agenda and date of TPC review at least 10 days prior to date of review (or less if an earlier review date is requested by PR and can be so scheduled); review shall occur within 60 days of the date of receipt by the TC of a complete Sketch Map.	Date Notified	Scheduled Review
Sec. 9.E.	Project Representative, developer or the developer's designee attended the review and presented the proposal.		

On \_\_\_\_\_ (date), the Town of Red Cedar Plan Commission recommends

- ☐ Approval
 ☐ Conditional Approval
 ☐ Rejection of the **SKETCH MAP**.  
 (Attach accompanying documentation for Conditional Approval or Rejection recommendations.)

Signed: \_\_\_\_\_ (TPC chair)

Ordinance Reference	PRELIMINARY PLAT RECORD of ACTIONS (recorded by Town Clerk)	Date of Action	Notes
Sec. 10.A.	<b>PRELIMINARY PLAT</b> <u>received</u> by Town Clerk		
Sec. 10.C.	Project Representative <u>notified</u> of agenda and date of TPC review at least 10 days prior to date of review (or less if an earlier review date is requested by PR and can be so scheduled); review shall occur within 90 days of the date of receipt by the TC of a complete proposed Preliminary Plat.	Date Notified	Scheduled Review

On \_\_\_\_\_ (date), the Town of Red Cedar Plan Commission recommends

- ☐ Approval
 ☐ Conditional Approval
 ☐ Rejection of the **PRELIMINARY PLAT**.  
 (Attach accompanying documentation for Conditional Approval or Rejection recommendations.)

Signed: \_\_\_\_\_ (TPC chair)

On \_\_\_\_\_ (date), the Town of Red Cedar Board recommends

- ☐ Approval
 ☐ Conditional Approval
 ☐ Rejection of the **PRELIMINARY PLAT**.  
 (Attach accompanying documentation for Conditional Approval or Rejection recommendations.)

Signed: \_\_\_\_\_ (Town chair)

Additional Record of Actions pertaining to Conditional Approval or Rejection of Preliminary Plat:

NOTE: If either the Town Board or the Town Plan Commission denies two consecutive Statutory Subdivision Preliminary Plats for the same parcel, no subsequent re-application for a Statutory Subdivision approval of that parcel will be accepted, received, or considered by the Town Board or Town Plan Commission within 90 days of the second denial.

Ordinance Reference	<b>FINAL PLAT RECORD of ACTIONS</b> (recorded by Town Clerk)	Date of Action	Notes
Sec. 10.C.	One copy of the Preliminary Plat <u>returned</u> to the PR with date/action		
Sec. 11.B.	Documentation <u>received</u> and <u>reviewed</u> by TC to ascertain that all parties in interest have signed the owner's certificate on any plat	Date Received	Date Reviewed
Sec. 11.C.	A copy of the approved <b>FINAL PLAT</b> <u>received</u> by Town Clerk within 5 days of being recorded in the Register of Deeds Office.		
Sec. 11.D.	Resolution <u>provided</u> , if necessary, regarding public benefits		
Sec. 11.F.	Project Representative <u>notified</u> of agenda and date of TPC final review at least 10 days prior to date of review (or less if an earlier review date is requested by PR and can be so scheduled); review shall occur within 60 days of the date of receipt by the TC of a complete Final Plat.	Date Notified	Scheduled Review

On \_\_\_\_\_ (date), the Town of Red Cedar Plan Commission recommends

- ☐ Approval
 ☐ Conditional Approval
 ☐ Rejection of the **FINAL PLAT**.  
 (Attach accompanying documentation for Conditional Approval or Rejection recommendations.)

Signed: \_\_\_\_\_ (TPC chair)

On \_\_\_\_\_ (date), the Town of Red Cedar Board recommends

- ☐ Approval
 ☐ Conditional Approval
 ☐ Rejection of the **FINAL PLAT**.  
 (Attach accompanying documentation for Conditional Approval or Rejection recommendations.)

Signed: \_\_\_\_\_ (Town chair)

Additional Record of Actions pertaining to Conditional Approval or Rejection of Final Plat:

Ordinance Reference	<b>RECORD of REGISTRATION</b> (recorded by Town Clerk)	Date Recorded	Notes
Sec. 6.L.	<b>All</b> land divisions/developments, plats, or Certified Survey Maps, upon receipt of final approval by the Town Board or its designees, shall be <u>recorded</u> in the Office of the Register of Deeds at the cost of the developer.		