

# Land and Subdivision/Plat Application Submittal Checklist

Town of Red Cedar • Dunn County, Wisconsin • E6591 627<sup>th</sup> Avenue, Menomonie, WI 54751  
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Applicant's Checklist	TPC Checklist	<b>SECTION 9A – ATTACHMENTS for <u>ALL</u> APPLICATIONS</b>
Attach to the application document(s) including:		
		(Section 9.1 and part of 9.2 should be included on pages 1 and 2 of this application.)
<input type="checkbox"/>	<input type="checkbox"/>	2. Address and complete legal description of the property.
<input type="checkbox"/>	<input type="checkbox"/>	3. Names and addresses of all adjacent landowners.
<input type="checkbox"/>	<input type="checkbox"/>	4. Statement of intended use of the land.
<input type="checkbox"/>	<input type="checkbox"/>	5. Name, address, phone, and email of surveyor who will be doing the survey work.
		6. Statement of the present use of the land.
<input type="checkbox"/>	<input type="checkbox"/>	7. Number and size of projected parcels, lots or outlots, upon a final land division/development.
<input type="checkbox"/>	<input type="checkbox"/>	8. Existing zoning and other land use controls on and adjacent to the proposed land division/development.
<input type="checkbox"/>	<input type="checkbox"/>	9a. Estimated timetable for final development.
<input type="checkbox"/>	<input type="checkbox"/>	9b. Requested timeline, by the developer, for final approvals from the Town of Red Cedar.

Applicant's Checklist	TPC Checklist	<b>SECTION 9B – SKETCH MAP (required for Plats/optional for CSM) REQUIREMENTS for <u>ALL</u> APPLICATIONS</b>
<b>NOTE:</b> A Sketch Map is to be submitted with all Land and Subdivision/Plat Applications as per LS/PO 9.B. <i>For Minor Land Divisions only, a preliminary CSM may serve as the required Sketch Map.</i>		
Sketch map at a scale of 1 inch = 200 feet or other appropriate scale.		
<input type="checkbox"/>	<input type="checkbox"/>	1. Shows north arrow, date, scale, and reference to a section corner.
<input type="checkbox"/>	<input type="checkbox"/>	2. Includes approximate dimensions and areas of the parcels, lots, outlots, and easements.
<input type="checkbox"/>	<input type="checkbox"/>	3. Includes location and type of existing and proposed buildings and structures and uses, including any Cluster Development or Conservation Subdivision areas.
<input type="checkbox"/>	<input type="checkbox"/>	4. Shows location of existing/proposed roads, highways, developments, navigable rivers, trails, and driveways and distances to the nearest adjoining highways, roads, or driveways on all sides of proposed site.
<input type="checkbox"/>	<input type="checkbox"/>	5. Indicates the location of general land cover types, such as woodlands, wetlands, agricultural, etc.
<input type="checkbox"/>	<input type="checkbox"/>	6. Includes the location of any slopes of 20% or greater.
<input type="checkbox"/>	<input type="checkbox"/>	7. Shows the setback of building lines required by any approving agency.
<input type="checkbox"/>	<input type="checkbox"/>	8. Indicates the uses of the land adjacent to the property and any existing roads, easements and restrictions of record, public access to navigable water, dedicated areas and utilities on or adjacent to the land.

Applicant Checklist	<b>APPLICANT'S INITIAL CHECKLIST</b>
<input type="checkbox"/>	1. Application (pages 1 & 2) completed and included.
<input type="checkbox"/>	2. Appropriate fee(s), as per LS/PO 15.A, ready to submit.
<input type="checkbox"/>	3. Section 9.A. attachments, included.
<input type="checkbox"/>	4. Section 9.B. Sketch Map (if submitting for introductory approval).
<input type="checkbox"/>	5. Seven (7) hard copies and one (1) digital copy of items #1, #3, and #4 above.

## **AFTER SKETCH MAP APPROVAL (optional for Minor Land Divisions) ...**

For a **MINOR** LAND DIVISION, refer to the following checklist sections and submit the appropriate documentation as required:

Section 12 – Certified Survey Map Requirements – *Page 2*

Section 14 – Minor Land Division (CSM) – *Page 3*

For a **MAJOR** LAND DIVISION, refer to the following checklist sections and submit the appropriate documentation as required:

Section 10 – Major Land Division (Subdivision/Plat) – *Page 3*

Section 11 – Final Plat Approval Requirements – *Page 5*

For **EITHER** a Minor or Major LAND DIVISION, refer to the following additional checklist sections and submit the appropriate documentation as required:

Section 13 – Design Standards, parts A and B – *Page 5*

Section 6 – Coverage/Compliance – *Page 6*

Section 7 – Specific Compliance Provisions - *Page 6*

Applicant's Additional Checklist – *Page 7*

Exemptions, Waivers, and Exceptions (if applicable and requested)

Applicant's Checklist	TPC Checklist	<b>SECTION 12 – CERTIFIED SURVEY MAP REQUIREMENTS</b>
<input type="checkbox"/>	<input type="checkbox"/>	1. Includes all the information required by s. 236.24 Wis. Stats.
<input type="checkbox"/>	<input type="checkbox"/>	2. Includes all existing buildings, fences, water courses, wetlands, lakes, navigable waters, ponds, drainage ditches, water disposal systems and other features pertinent to the proper division/development, including the location of water wells, dry wells, drain fields, pipes, culverts, and existing easements, public streets, and any adjoining parks, cemeteries, public roads, streets, subdivisions, ponds, streams, lakes, flowages, wetlands, railroad rights of way, and easements, and public roads.
<input type="checkbox"/>	<input type="checkbox"/>	3. Includes the area of parcels, outlots, and lots in acres.
<input type="checkbox"/>	<input type="checkbox"/>	4. Includes the date of the map.
<input type="checkbox"/>	<input type="checkbox"/>	5. Includes the graphic scale of the map and north arrow.
<input type="checkbox"/>	<input type="checkbox"/>	6. Includes the entire area contiguous to the plat owned or controlled by the owner or developer.
<input type="checkbox"/>	<input type="checkbox"/>	7. Includes any floodplain limits.
<input type="checkbox"/>	<input type="checkbox"/>	8. Includes appropriate public trust information statement if the final plat or CMS involves lots/outlots that go to the water's edge. (See LS/PO, 12.B.7 for statement)
<input type="checkbox"/>	<input type="checkbox"/>	9. Includes a legal description of the parcel; the surveyor's name, address, and signature; a statement from the surveyor that the surveyor has fully complied with all the provisions of this ordinance.
<input type="checkbox"/>	<input type="checkbox"/>	10. Includes the owner's name, address, and signature.
<input type="checkbox"/>	<input type="checkbox"/>	11. Includes signature lines and dates for approval by the Town Chairperson or designee, and the Town Clerk.
<input type="checkbox"/>	<input type="checkbox"/>	12. Substantially conforms to and is consistent with the Land and Subdivision/Plan Application and sketch map or preliminary CSM and other documents submitted by the Project Representative.
<input type="checkbox"/>	<input type="checkbox"/>	13. Substantially conforms to and is consistent with any and all conditions of approval established by the Town Board pursuant to this Ordinance.
<input type="checkbox"/>	<input type="checkbox"/>	14. Substantially conforms to and is consistent with adopted Town Comprehensive Plans and other applicable municipal land use plans and Ordinances.
<input type="checkbox"/>	<input type="checkbox"/>	15. Meets all appropriate design standards for a Minor Land Division (CSM) as set forth in Section 13 of the Land and Subdivision/Plat Ordinance.
<input type="checkbox"/>	<input type="checkbox"/>	16. Meets all appropriate requirements for a Minor Land Division (CSM) as set forth in Section 14 of the Land and Subdivision/Plat Ordinance.

Applicant's Checklist	TPC Checklist	<b>SECTION 14 – MINOR LAND DIVISION (CSM)</b> For <b>ALL</b> division/development of land less than 20 acres in size (other than a Statutory Subdivision)
<input type="checkbox"/>	<input type="checkbox"/>	1. Proposed sketch submitted and reviewed as per LS/PO 14.A.
<input type="checkbox"/>	<input type="checkbox"/>	2. Evidence provided shows road right-of-ways will be dedicated or appropriate highways built according to appropriate Highway Standards and other requirements established by this Ordinance.
<input type="checkbox"/>	<input type="checkbox"/>	3. Resolution sought from Town Board or TPC regarding public benefit restrictions as per LS/PO 14.D.
<input type="checkbox"/>	<input type="checkbox"/>	4. Minor Subdivision plans meet the design standards noted in LS/PO 13.
<input type="checkbox"/>	<input type="checkbox"/>	5. All visible structures, encroachments, fences, navigable waters, and public streets and public roads are shown to scale on any CSM as per LS/PO 6.G.
<input type="checkbox"/>	<input type="checkbox"/>	6. Any outlots created are accompanied with a statement of purpose of use of the outlot as per Section 6.H.
<input type="checkbox"/>	<input type="checkbox"/>	7. Prior to final approval, the developer has sought a Resolution from the TB regarding any public benefit restrictions as noted in LS/PO 14.D.

Applicant's Checklist	TPC Checklist	<b>SECTION 10 – MAJOR LAND DIVISION (SUBDIVISION/PLAT) REQUIREMENTS</b>
Professionally prepared map on good quality paper at a scale of not more than 1 inch = 100 feet.		
<input type="checkbox"/>	<input type="checkbox"/>	1. Includes title or name under which the proposed statutory Subdivision/Plat is to be recorded. (See Section 10.B.1 for restrictions.)
<input type="checkbox"/>	<input type="checkbox"/>	2. Includes property location of the proposed statutory Subdivision/Plat by: government lot, quarter-section, township, range, County, and State.
<input type="checkbox"/>	<input type="checkbox"/>	3. Includes sketch showing the general location of the statutory Subdivision within the U.S. Public Land Survey section.
<input type="checkbox"/>	<input type="checkbox"/>	4. Shows date, graphic scale, and north arrow.
<input type="checkbox"/>	<input type="checkbox"/>	5. Includes the names, addresses, and telephone numbers of the owner, developer, and land surveyor preparing the plat.
<input type="checkbox"/>	<input type="checkbox"/>	6. Includes the entire area contiguous to the proposed plat owned or controlled by the developer. (May request waiver – see LS/PO 10.B.6.)
<input type="checkbox"/>	<input type="checkbox"/>	7. Shows the exact length and bearing of the exterior boundaries of the proposed Statutory Subdivision as required in 10.B.7.
<input type="checkbox"/>	<input type="checkbox"/>	8. Shows existing and proposed contours at prescribed intervals (see LS/PO, 10.B.8) with elevations marked and draining patterns/watershed boundaries delineated.
<input type="checkbox"/>	<input type="checkbox"/>	9. Denotes water elevations of adjoining lakes and streams at date of survey and approximate high/low water elevations (referenced to current mean sea level).
<input type="checkbox"/>	<input type="checkbox"/>	10. Shows floodplain limits and contour line as prescribed (see LS/PO, 10.B.10).
<input type="checkbox"/>	<input type="checkbox"/>	11. Shows ordinary high water marks. [If the ordinary high water mark is “approximated,” the location shall be a point on the bank to which the presence and action of the water is so continuous as to leave a distinct mark. Such “approximate” ordinary high water marks must be labeled “for reference only.”]
<input type="checkbox"/>	<input type="checkbox"/>	12. Includes location, right-of-way, width, and names of all existing roads, highways, alleys, trails, or other public ways, easements, railroad and utility right-of-way and all section and quarter-section lines within the exterior boundaries of the plat or immediately adjacent thereto.
<input type="checkbox"/>	<input type="checkbox"/>	13. Identifies location, width, and names of all proposed streets, roads, highways, and public rights-of-way such as alleys and easements.
<input type="checkbox"/>	<input type="checkbox"/>	14a. Shows utility, drainage, conservation, access, and service easements (see LS/PO, 10.B.30 for restrictions).
<input type="checkbox"/>	<input type="checkbox"/>	14b. Required statement included on Drainage easement documents (see LS/PO, 10.B.30).

<input type="checkbox"/>	<input type="checkbox"/>	15. Shows type, width, and elevation of any existing street pavements within the exterior boundaries of the plat or immediately adjacent thereto together with any legally established centerline elevations, all to current mean sea level.
<input type="checkbox"/>	<input type="checkbox"/>	16. Shows approximate radii of all curves;
<input type="checkbox"/>	<input type="checkbox"/>	17. Identifies location and names of any adjacent Statutory Subdivisions, Minor Land Divisions, Certified Survey lots, unplatted and unsurveyed parcels, outlots, lots, parks, and cemeteries, and owners of record of abutting unplatted and unsurveyed lands.
<input type="checkbox"/>	<input type="checkbox"/>	18. Includes location, size, and invert elevation of any existing sanitary or storm sewers, culverts, and drain pipes, the location of manholes, catch basins, hydrants, power and telephone poles, and the location and size of any existing water and gas mains within the exterior boundaries of the plat or immediately adjacent thereto. [If no sanitary or storm sewers or water mains are located on or immediately adjacent to the lands being platted, see LS/PO 10.B.18 for requirements.]
<input type="checkbox"/>	<input type="checkbox"/>	19. Identifies locations of all existing property boundary lines, structures, drives, lakes, streams, navigable waters, and watercourses, wetlands, rock outcrops, wooded areas, railroad tracks, and other similar significant natural or man-made features within or immediately adjacent to the tract being subdivided.
<input type="checkbox"/>	<input type="checkbox"/>	20. Shows approximate dimensions of all lots, outlots, and parcels, together with proposed lots, outlots, parcels, and block numbers.
<input type="checkbox"/>	<input type="checkbox"/>	21. Indicates location and approximate dimensions and size of any sites to be reserved or dedicated for parks, neighborhood parks, drainage ways, trails, or other public uses or which are to be used for group housing, shopping centers, church sites, or other private uses not requiring lotting. [If these parcels are outlots on the development proposal, the ownership and purpose shall be stated on the face of the plat.]
<input type="checkbox"/>	<input type="checkbox"/>	22. Clearly marks land dedicated to the public, including roads and streets, on subdivision plats as "Dedicated to the Public."
<input type="checkbox"/>	<input type="checkbox"/>	23. Displays existing zoning on and adjacent to the proposed Statutory Subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	24. Identifies any proposed lake and stream access with a small drawing clearly indicating the location for the proposed Statutory Subdivision in relation to the access.
<input type="checkbox"/>	<input type="checkbox"/>	25. Indicates any proposed lake and stream improvements or relocation.
<input type="checkbox"/>	<input type="checkbox"/>	26. Shows soil type, slope and boundaries as shown on the detailed operational soil survey maps prepared by the U.S. Soil Conservation Service.
<input type="checkbox"/>	<input type="checkbox"/>	27. Shows all environmental corridors and isolated natural areas as mapped by State, regional, or local agencies.
<input type="checkbox"/>	<input type="checkbox"/>	28. Shows all Department of Natural Resources designated wetlands, and any field verified wetlands designated by a public agency.
<input type="checkbox"/>	<input type="checkbox"/>	29. Identifies any wildlife habitat areas in addition to threatened or endangered species.
<input type="checkbox"/>	<input type="checkbox"/>	30. Indicates characteristics of vegetation.
<input type="checkbox"/>	<input type="checkbox"/>	31. Identifies historic and cultural features.
<input type="checkbox"/>	<input type="checkbox"/>	32. Indicates scenic vistas.
<input type="checkbox"/>	<input type="checkbox"/>	33. Includes certification on the face of the plat by the surveyor or engineer preparing the Statutory Subdivision Preliminary Plat that it is a correct representation of the proposed Statutory Subdivision and physical features and that it fully complies with the provisions of this Ordinance.

Applicant's Checklist	TPC Checklist	<b>SECTION 11 – FINAL PLAT APPROVAL REQUIREMENTS</b>
<input type="checkbox"/>	<input type="checkbox"/>	1. Statutory Subdivision Final Plat complies fully with Wis. Stats. as per Section 11.A.
<input type="checkbox"/>	<input type="checkbox"/>	2. One of the following was submitted to the Town as per Section 11.B.: - an updated abstract of title certified to date of submission;

		- a policy of title insurance; or - a certificate of title from an abstract company.
<input type="checkbox"/>	<input type="checkbox"/>	3. Documentation shows the date the approved Statutory Subdivision Final Plat was recorded in the Register of Deeds Office.
<input type="checkbox"/>	<input type="checkbox"/>	4. Documentation shows that the developer has obtained a Resolution from the Town of specifically stating what, if any, public benefit restrictions or conditions have been placed on the platted land by the Town of Red Cedar under s. 236.293, Wis. Stats and by any Developer's Agreement and Developer's Schedule.

		<b>SECTION 13 – DESIGN STANDARDS</b> For <u>ALL</u> Minor Land divisions/developments (CSMs) or Statutory Subdivisions.
Applicant's Checklist	TPC Checklist	<b>A. Street and Road Standards</b>
<input type="checkbox"/>	<input type="checkbox"/>	1. Details provided for the dedication of land for and for the improvement and/or development of streets and roads conform to the ROAD STANDARDS of the Town of Red Cedar Road and Driveway Ordinance (TRCRDO).
<input type="checkbox"/>	<input type="checkbox"/>	2. Details provided indicate appropriate frontage on a public street or public road.
<input type="checkbox"/>	<input type="checkbox"/>	3. Street and road locations are consistent with the applicable TRCRDO and Comprehensive Plan and right-of-way widths, radii of curvature, and grades conform to Town road standards in §82.50 Wis Stats.
<input type="checkbox"/>	<input type="checkbox"/>	4. Public roads and streets are laid out to provide for possible continuation.
<input type="checkbox"/>	<input type="checkbox"/>	5. Minor public roads and streets are laid out to discourage their use by through traffic.
<input type="checkbox"/>	<input type="checkbox"/>	6. Intersection designs conform to the requirements described in Section 13.A.6.
<input type="checkbox"/>	<input type="checkbox"/>	7. Public streets and road afford maximum visibility and safety and intersect at right angles where practicable.
<input type="checkbox"/>	<input type="checkbox"/>	8. Design of any half-width street has been justified and conforms with other requirements.
<input type="checkbox"/>	<input type="checkbox"/>	9. Permanent dead-end streets, roads, or cul-de-sacs comply with the TRCRDO standards.
<input type="checkbox"/>	<input type="checkbox"/>	10. Parcel, outlot, and lot lines have been designed to be perpendicular to public street or public road line and to the tangent at the lot corner on curved public roads or public streets where possible.
<input type="checkbox"/>	<input type="checkbox"/>	11. Proposed street and road names follow the guidelines stated and the standards set forth in the TRCRDO.
<input type="checkbox"/>	<input type="checkbox"/>	12. Alleys have a minimum roadway width of 20 feet.
Applicant's Checklist	TPC Checklist	<b>B. Block and Lot Design / Improvements</b>
<input type="checkbox"/>	<input type="checkbox"/>	1. Block design conforms to the standards listed in the LS/PO 13.B.1.
<input type="checkbox"/>	<input type="checkbox"/>	2. Designs show adequate access and circulation to playgrounds, schools, shopping centers, or other community facilities.
<input type="checkbox"/>	<input type="checkbox"/>	3. Double frontage lots are avoided. If necessary, justification has been included.
<input type="checkbox"/>	<input type="checkbox"/>	4. Designs show adequate sewer and water facilities, public street and public road paving, and surface water drainage in accordance with TB specifications.

Applicant's Checklist	TPC Checklist	<b>SECTION 6 – COVERAGE/COMPLIANCE</b>
<input type="checkbox"/>	<input type="checkbox"/>	1. Submitted plat or map complies with the applicable ordinances, statutes, plans, maps, codes, rules, and regulations listed in the LS/PO 6.B. (i.e., Airport Overlay)

<input type="checkbox"/>	<input type="checkbox"/>	2. No division or development of land results in any parcel, lot, or outlot being created that is smaller than the minimum acreage allowed. (See LS/PO 6.D.)
<input type="checkbox"/>	<input type="checkbox"/>	3. All resulting parcels, lots, or outlots, 20 acres or less in size, comply with all applicable local, county, and state zoning, shoreland, navigable waters, condos, and subdivision regulations. (See LS/PO 6.F.)
<input type="checkbox"/>	<input type="checkbox"/>	4. Documentation provided shows that approvals required by the State Department of Administration or its successor Department have been obtained. (See LS/PO 6.K.)
<input type="checkbox"/>	<input type="checkbox"/>	5. If acres altered were dedicated to the public, evidence provided shows proper Court action was taken to vacate such plat, map, or part thereof. (See LS/PO 6.M.)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	6. All condominium plats comply in all respects with requirements in Section 6.N. with regards to: - density; - purpose and intent of this Ordinance; - not being found hazardous, harmful, offensive, or otherwise adverse to the areas noted in the Town of Red Cedar Comprehensive Plan.

Applicant's Checklist	TPC Checklist	<b>SECTION 7 – SPECIFIC COMPLIANCE PROVISIONS</b>
<input type="checkbox"/>	<input type="checkbox"/>	1. All parcels, lots, or outlots to be developed that are bisected or divided by a public road, public street, public trail, or a navigable water are divided along those natural or constructed features. (See LS/PO 7.A.)
<input type="checkbox"/>	<input type="checkbox"/>	2. Proposed division does not materially interfere with existing agricultural uses or conflict with other goals, objectives, and policies as set forth in the Town Comprehensive Plan, master plan, or other land use plan. (See LS/PO 7.B.)
<input type="checkbox"/>	<input type="checkbox"/>	3. Proposed division does not pose a significant threat to the quality or quantity of groundwater in the Town of Red Cedar. (See LS/PO 7.C.)
<input type="checkbox"/>	<input type="checkbox"/>	4. Proposed division was not deemed unsuitable for its proposed use by reason of flooding, inadequate drainage, dangerous or hazardous land conditions, adverse soil or rock formation, severe erosion potential, unfavorable topography, inadequate water supply or sewage disposal or maintenance capabilities, impairment of wildlife habitat and scenic vistas, improper utilization of prime farm soils, undue costs and inefficiencies in the provision of Town of Red Cedar governmental services, or any other feature likely to be harmful to the health, safety, or welfare of current or future residents of the Town of Red Cedar, or likely to cause a public nuisance in the Town of Red Cedar. (LS/PO 7.D.)
<input type="checkbox"/>	<input type="checkbox"/>	5. If the land abuts on a road, which has not been accepted as a public road, sufficient evidence exists that seller has informed land purchaser of such. (See LS/PO 7.G.)
<input type="checkbox"/>	<input type="checkbox"/>	6. If the Town has deemed public improvements necessary, arrangements to fulfill such requirements have been meet to the satisfaction of the Town Board. (See LS/PO 7.H. for options.)
<input type="checkbox"/>	<input type="checkbox"/>	7. A written agreement from the developer has been submitted stating 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. (See LS/PO 7.I.)
<input type="checkbox"/>	<input type="checkbox"/>	8. All public improvements to be constructed or installed as required by the Town Board within the land division plat area or CSM area meet the requirements established in writing by the Town Board. (LS/PO 7.J.)
<input type="checkbox"/>	<input type="checkbox"/>	9. If the final land division/development involves any public improvements, a resolution from the Town Board has been obtained with respect to accepting of approving those dedicated public improvements with or without conditions. (See LS/PO 7.K.)

Applicant Checklist	<b>APPLICANT'S ADDITIONAL CHECKLIST</b>
<input type="checkbox"/>	1. Preliminary <b>Certified Survey Map</b> (for Minor Land Division) or a <b>Preliminary Plat</b> (for Major Land Division) is included.

<input type="checkbox"/>	2. Additional documentation required by the Ordinance, included.
<input type="checkbox"/>	3. Additional documentation requested by the TPC, included.
<input type="checkbox"/>	4. Seven (7) hard copies and one (digital copy) of all required documentation.
<input type="checkbox"/>	5. Applicant understands that all reasonable costs incurred by the Town Board or its agents to properly review each Land and Subdivision/Plat Application shall be the responsibility of the developer. (See LS/PO 15.B. for specifics.)