

Major Subdivision Development Packet

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Major Subdivision (5 lots or more) – Town Checklist

Name of subdivision: _____

Property Owner and Developer: _____

Mailing Address: _____

Daytime Phone: (_____) _____

SUMMARY OF REQUIRED FEES

Concept Review Fee	\$100.00
Preliminary Plat Review Fee	\$200.00 Plus \$25.00 for each lot over 4
Final Plat Review Fee	\$100.00

Predevelopment Agreement Letter of Credit Developers Agreement

Attorney and Engineer fees that are directly related to this project will be billed separately as they occur.

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TOWN USE ONLY: Summary of Action and Fees Received

Step 1 – Concept Submittal

Date Submittals Rec'd: _____ Received by: _____ Complete: Yes or No
(circle)

Fees Paid \$ _____ Date Paid: _____ Received by _____

Re-submittal Rec'd: _____ Received by: _____ Complete : Yes or No
(circle)

Plan Commission Action Taken: _____ Date: _____

Board Action Taken: _____ Date: _____

Step 2 – Preliminary Plat Submittal

Date Submittals Rec'd: _____ Received by: _____ Complete: Yes or No
(circle)

Fees Paid \$ _____ Date Paid: _____ Received by _____

Re-submittal Rec'd: _____ Received by: _____ Complete : Yes or No
(circle)

Plan Commission Action Taken: _____ Date: _____

Board Action Taken: _____ Date: _____

Step 3 – Final Plat Submittal

Date Submittals Rec'd: _____ Received by: _____ Complete: Yes or No
(circle)

Fees Paid \$ _____ Date Paid: _____ Received by _____

Re-submittal Rec'd: _____ Received by: _____ Complete : Yes or No
(circle)

Plan Commission Action Taken: _____ Date: _____

Board Action Taken: _____ Date: _____

Application for Major Subdivision

Name of subdivision: _____

Total Acreage: _____ Number of lots: _____ Number of Outlots: _____

Property Location: _____ 1/4, _____ 1/4, Sec. _____, T _____ N, R _____ W

CONCEPT PRELIMINARY FINAL

Property Owner: _____

Mailing Address: _____

Daytime Phone: (_____) _____

Developer/Agent: _____

Mailing Address: _____

Daytime Phone: (_____) _____

I certify by my signature that all information presented herein as well as supporting information are true and correct to the best of my knowledge. I further agree to withdraw this written application if substantive false or incorrect information has been included. I hereby request the Town of Garfield to process this application.

Signature: _____ Date: _____

Owner Authorized Agent

General Information

Generally, the Plan Commission's review of development plans is a three-step process for Major Subdivisions: Concept, Preliminary, and Final. Additional reviews at any step may be required if the presentation of information is insufficient or other concerns are identified which would warrant an amendment to the information and its resubmittal.

All application, materials and fees must be submitted at least ten (10) days prior to the meetings and submitted to the Plan Chairperson and Town Engineer as for each step. Contact information is provided on the last page of this packet. The Plan Commission typically meets on the second Thursday of every month and the Town Board meets on the third Monday of every month. All meetings are subject to change, and it's the responsibility of the applicant to verify meeting dates.

STEP 1 – Concept Plat Submittal

Submittal deadline for a Plat is ten (10) days prior to the Plan Commission Meeting. The Town's Engineer will formally review the concept and provide written comments.

Materials to submit to Plan Chairperson include:

- Application for Major Subdivision
- 7 complete sets 11x17 sketch/concept drawings.
- Aerial view of property and adjacent property owners with identification.
- Topography delineations if 20% or greater slopes exist.
- Locations of wetlands, waterways and woodlands.
- Applicable fees

Materials to submit to Town Engineer include:

- 1 complete set 11x17 sketch/concept drawings.
- Aerial view of property and adjacent property owners with identification.
- Topography delineations if 20% or greater slopes exist.
- Locations of wetlands, waterways and woodlands.

Concept will be recommended by the Plan Commission and sent to the Town Board for comments prior to preliminary plat.

Concept Submittal Fees: \$100.00

Attorney and Engineer fees that are directly related to this project will be billed separately as they occur.

STEP 2 – Preliminary Plat Submittal

Preliminary plat review will not begin until the Town completes the concept review. Submittal deadline for preliminary plats is ten (10) days prior to the Plan Commission meeting. The Commission may recommend approval, conditional approval, table or denial of the plat to the Town Board. All revisions must be addressed and resubmitted in final form to the Town Board. The Town Board will approve, conditional approve, table or deny the plat.

Materials to submit to Plan Chairperson include:

- 7 complete sets of preliminary plat 11 x 17 to include copies of the plat, road plans and stormwater and erosion control plans to be reviewed by the Town's engineers.
- 1 copy of storm water calculations
- 1 full sized copy of the preliminary plat, road plans, stormwater and erosion control plans
- Preliminary soils information (1 soil boring per 3 acres).
- Completed Town Preliminary Plat Review checklist and completed Polk County Subdivision Ordinance Town Board Checklist.
- Applicable fees.
- Verification of notification (by certified mail) sent to adjoining landowners.
- Disturbance of slopes, 20% or greater must appear on the map.
- Wetland delineation to be done by a certified professional.
- Applicant shall flag all applicable property/project corners, centerline of proposed road and label such flags.

Materials to submit to Town Engineer include:

- 1 complete set of preliminary plat 11 x 17 to include copies of the plat, road plans and stormwater and erosion control plans to be reviewed by the Town's engineers.
- 1 copy of storm water calculations.
- 1 full sized copy of the preliminary plat, road plans, stormwater and erosion control plans.
- Preliminary soils information (1 soil boring per 3 acres).
- Disturbance of slopes, 20% or greater must appear on the map.
- Wetland delineation to be done by a certified professional.

Preliminary Plat Fees: \$200.00 plus \$25.00 for each lot over 4.

Attorney and Engineer fees that are directly related to this project will be billed separately as they occur.

STEP 3 – Final Plat Submittal:

All required revisions must be made to the plat. These revisions must be resubmitted ten (10) days prior to the Plan Commission meeting. This deadline is firm. The committee will recommend action to the Town Board and the Town Board may approve, conditionally approve, table or deny the plat.

Materials to submit to the Town Chairperson include:

- 2 full size copies of the final plat
- 8 - 11 x 17 copies of the final plat
- Applicable fees
- Signed developer's agreement
- Covenants/deeds restrictions
- Financial guarantee for road construction
- Any other financial guarantees required by the Town

Final Plat Fees: \$100.00

Attorney and Engineer fees that are directly related to this project will be billed separately as they occur.

Preliminary Plat Review Checklist

(Submit at Preliminary Plat Submittal)

Applicant: _____ Surveyor: _____

Property location/Legal Description _____

Contact Phone Number: _____

Preliminary Plat requirements apply to all major subdivisions unless, at the time of concept review, the applicant request for exceptions to these requirements was determined by the Town Board to be appropriate. A Preliminary Plat shall be based upon a survey performed by a registered Land Surveyor. The plat shall be prepared on suitable drafting media of good quality at a scale of not more than 100 feet to one inch. 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 chapter A-E7 of Wisconsin Administrative Code, and Section 18.10, 18.11 and 18.12 of the Polk County Land Use Regulations Chapter 18 Subdivision Ordinance as well as the requirements outlined within Town of Garfield Subdivision and Platting Ordinance No. 1-2011 and any other pertinent and subsequent supporting resolutions of the Town of Garfield Town Board.

Preliminary Plat approval by the Town Board does not imply that an applicant is automatically entitled to Final Plat approval. All variances required due to nonconformance with the Town and County ordinances must be clearly identified on the plat. A Final Plat may be denied by the Town of Garfield Town Board on the basis of any item found to be noncompliance with State, County or Town requirements. Any requirement for a variance must be resolved between the Developer, Property Owner and the Town Attorney and/or Engineer BEFORE the Town Plan Commission and/or Town Board meeting at which Final Plat approval is to be considered.

In addition to all items required by Polk County Subdivision Ordinance Town Board Checklist and Step 2 defined in this packet; a copy of each which must accompany this application; the town of Garfield requires the following:

- ___P1. Area of each lot shall be shown with a build able footprint to be drawn for each lot as defined by applicable Town of Garfield setback requirements.
- ___P2. Location of driveways, perc test and septic system sites and well location sites shall be shown.
- ___P3. Future utility easements locations
- ___P4. The statement: "Note: lots may be subject to future special assessments for any upgrades and improvements to the road" shall appear on the plat.
- ___P5. Preliminary Project design plans and profiles of roadway improvements.
- ___P6. Location and dimensions of all land proposed to be dedicated for parks, playgrounds, open space, buffer space and conservation easement areas.
- ___P7. Information for the formulation of a draft Developer's Agreement, including the following:
 - a. proposed restrictive covenants
 - b. proposed Homeowner's Association bylaws
 - c. Letter of Credit format
- ___P8. Any proposed subdivision signage or address signage
- ___P9. Preliminary construction cost estimate
- ___P10. Style, location, and lumens output of any proposed subdivision, walkway, monumentation and signage lighting. (specific Town approval required)

Copies of all plans, changes and paperwork submitted to the Town shall be mailed to the Town's Engineer and Attorney.

I, _____ certify that all of the above information has been submitted to the Town Plan Chairperson and Town Engineer in order that they receive it at least ten (10) 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: _____ Date: _____

Received by: _____ Date: _____

Example of Letter to Adjacent Landowner

(Submit with Preliminary Plat Submittal)

Date

Name of Land Owner

Address

City, State

Zip

Re: Notification of Proposed Subdivision

Dear Land Owner,

As required by the Town of Garfield Subdivision Ordinance, No. 1-2011, Section M.2.e., this letter is being sent to you to notify you of a proposed subdivision of property adjacent to your property.

There will be a presentation of the proposed subdivision and discussion opportunities on (date) at (time) at the Garfield Town Hall located in Wanderoos.

Please see the enclosed plat book map identifying the property proposed for subdivision.

Respectfully,

Signature

Name of Developer

Title

If you have any questions you can contact me at:

Address of Developer

Phone Number

Conditions of Plat Approval

(Submit with Final Plat Submittal)

Name of Plat of CSM _____ Date of Conditional Approval _____

1. No construction, including clearing, grubbing and earth moving, shall take place prior to approval of financial guarantees and a signed developer's agreement.
2. You must submit a letter of credit (LOC), cashier's check, bond or other acceptable financial guarantee for Town approval. Financial guarantees are to be in effect for a minimum of one year and to be **automatically renewable** unless the Town releases the money before this timeframe.
3. Record Drawings: A registered land surveyor or professional engineer licensed in Wisconsin shall provide record drawings for all storm water management practices and certify they represent the actual location and elevations of all key features (culverts, storm water ponds, drainage ways, etc.).
4. Construction Certifications: A professional engineer shall certify that the as-built condition of the roads, storm water and erosion control practices are in substantial conformance with the approved plans and that construction methods/materials used comply with the approved plans and all applicable Town, County and State technical standards for the roads, storm water and erosion control plans.
5. Final Inspection: The Town will complete a final inspection of the property and certify compliance with the approved plans. Compliance cannot be certified until the site is "stabilized", which means, "vegetation is well established or other surfacing material is in place and the risk of further soil erosion is minimal".
6. All driveway construction must be completed, at minimum, to the right of way setback, concurrent with construction of the base course.
7. Developer is responsible for submitting a construction schedule for all improvements to include: a pre-construction meeting with the developer, engineer, surveyor, excavation, erosion control subcontractor, utility companies and all permitting agencies. The Town of Garfield and its engineer must be notified **5 working days prior to construction** beginning.
8. If construction activities are not in substantial conformance by October 15th of the current year, the developer shall cease all work until after May 15 of the following spring.
9. All improvements must be in substantial conformance with the approved plans and the Town's Ordinances within one year of beginning construction. The Town will turn the developer's financial guarantee into cash to complete any and all outstanding items if they are not completed within this one year time frame.
10. All conditions must be met that are outlined in the developer's agreement.
11. No building permits will be issued until construction of the roadway including the gravel base course and all other improvements including but not limited to erosion controls, storm water ponds are in substantial compliance. A letter certifying that the all improvements are in substantial compliance must be received from the inspecting engineers for the Town and/or County before the permits are issued.

I, the undersigned below, have reviewed and agree to the afore-mentioned conditions and all other conditions that have been identified as part of the conditions of approval.

Developer/Authorized Agent

Date

Town of Garfield Contacts

Town Website

www.townofgarfield.com

Town Clerk

Sue Knutson
690 Minneapolis Avenue
Amery, WI 54001
P. 715.264.4414

Town Board Chairman

Ed Gullickson
P. 715.268.2574

Town Engineer

Scott Ward
Stevens Engineers, Inc.
2211 O'Neil Road
Hudson, WI 54016
P. 715.386.5819
F. 715.386.5879

Town Plan Commission Chairman

Orval Johnson
1732 120th Avenue
St. Croix Falls, WI 54024
P. 715.483.3406

Town Attorney

Catherine Munkittrick
Rodli, Beskar, Boles & Krueger, SC
219 N. Main Street
River Falls, WI 54022
P. 715.425.7281

Private Utilities Contacts

Diggers Hotline

P. 800.542.2289
www.diggershotline.com

Xcel Energy Inc.

801 Keller Avenue South
Amery, WI 54001
P. 715.268.3258
Cust. Service. 800.895.4999
After Hours Emergency. 800.895.1999

Amery Telecom

120 Birch Street
Amery, WI 54001
P. 715.268.7101

Lake Wapogasset & Bear Trap Lake Sanitary District

(Sewer and Building Permits around Lake Wapogasset)
777 South Shore Drive
Amery, WI 54001
P. 715.268.7761
F. 715.268.5276

Waterman Sanitation

848 68th Avenue / CTH F
Amery, WI 54001
P. 715.268.6471

Polk Burnett Securities, Inc.

1001 State Rd 35
Centuria, WI 54824
P. 715.646.2191

Polk Burnett Electric (& propane)

7298 State Road 70
Siren, WI 54872
P. 715.646.2191
P. 800.421.0283

Century Tel

1332 2nd Avenue
Cumberland, WI
P. 715.822.8803

WE Energies

811 Keller Ave. S.
Amery, WI 54001
P. 715.268.0707
P. 800.242.9137
After Hours Emergency. 800.261.5325

Ferrall Gas (propane)

P. 715.268.8335