

Minor Subdivision Development Packet

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Minor Subdivision (4 or less lots) Town Checklist

Name of subdivision: _____

Property Owner and Developer: _____

Mailing Address: _____

Daytime Phone: (_____) _____

SUMMARY OF REQUIRED FEES

MINOR - Certified Survey Map (4 or less lots unless otherwise determined by County)

Concept Review Fee \$50.00
CSM Review Fee \$100.00

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 CSM 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 – Final CSM 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 Minor Subdivision

Name of subdivision: _____

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

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

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 two-step process for Minor Subdivisions: Concept 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 CSM Submittal

Submittal deadline for a CSM 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 Minor 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 Final CSM submittal.

Concept Submittal Fees: \$50.00

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

STEP 2 – Final CSM Submittal

All required revisions must be made to the CSM. 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 CSM.

Materials to submit to Plan Chairperson include:

- 7 complete sets 8½ X 11 to include copies of the CSM.
- 7 complete sets of 11x17 drawings of road plans and storm water and erosion control plans (if applicable).
- 1 full sized copy of the preliminary plat, road plans, stormwater and erosion control plans (if applicable).
- 1 copy of storm water calculations (if applicable).
- Preliminary soils information (1 soil boring per 3 acres or portion thereof).
- Completed Town Certified Survey Map Review checklist and copies of completed Polk County Subdivision Ordinance Town Board Check List.
- Applicable fees.
- Verification of notification (by certified mail) sent to adjoining sent to adjoining landowners.
- Disturbance of slopes, 20% or greater must appear on the map.
- Wetland delineation to be done by a certified professional (if required).
- Applicant shall flag all applicable property/project corners and label such flags.

Materials to submit to Town Engineer include:

- 1 complete sets 8½ X 11 to include copy of the CSM.
- 1 complete set of 11 x 17 drawings of road plans and stormwater and erosion control plans (if applicable).
- 1 full sized copy of the preliminary plat, road plans, stormwater and erosion control plans.
- 1 copy of storm water calculations (if applicable).
- Preliminary soils information (1 soil boring per 3 acres or portion thereof).
- Disturbance of slopes, 20% or greater must appear on the map.
- Wetland delineation to be done by a certified professional (if required).

Certified Survey Map Fees: \$100.00

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

A final map, reflecting all requested revisions, soil test must be submitted for signature prior to County Planning and Zoning Committee approval.

Certified Survey Map Review Checklist

(Submit at Final CSM Submittal)

Applicant: _____ Surveyor: _____

Property location/Legal Description _____

Contact Phone Number: _____

Certified Survey Map requirements apply to all minor subdivisions unless, at the time on concept review, the applicant request for exceptions to these requirements was determined by the Town Board to be appropriate. A CSM 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 Ordinances as well as the requirements outlined within the 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.

All variances required due to nonconformance with the Town and County ordinances must be clearly identified on the plat. A CSM may be denied by the Town of Garfield Town Board on the basis on any item found to be in 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 CSM approval is to be considered.

In addition to all items required by Polk County Subdivision Ordinance Town Board Checklist and Step 1 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 easement 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 on roadway improvements if necessary.
- ___ 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, if required by the Town, including the following:
 - a. proposed restrictive covenants
 - b. proposed Homeowners Association bylaws
 - c. Letter of Credit format
- ___ P8. Any proposed subdivision signage of address signage
- ___ P9. Preliminary construction cost estimate for roadway construction.
- ___ 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 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: _____

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