

# **TOWN OF SIOUX CREEK**

## **LAND DIVISION PROCEDURAL HANDBOOK**



**ADOPTED**  
**DECEMBER 12, 2006**

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### Appendix A: Land Division Application Form and Checklists

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Illustrations found on pages 7, 10, 11, and 12 were taken from Randall Arendt's handbook, *Conservation Design for Subdivisions* (Island Press) used with permission from the author.

## I. INTRODUCTION

This handbook is provided as a companion document to the Town of Sioux Creek Land Division Ordinance and presents additional explanatory materials for the division of property in the Town.

The Town of Sioux Creek Land Division Procedural Handbook is not intended to replace, interfere with, abrogate, or annul the Town of Sioux Creek Land Division Ordinance or any other ordinance, rule or regulation, statute, or other provision of law. Where any provision of this handbook differs from those imposed by any other ordinance or regulation, the ordinance or regulations shall apply.

## II. OVERVIEW OF SUBDIVISION AND LOT STANDARDS

The Town of Sioux Creek Land Division Ordinance allows four basic types of land divisions dependent on the number of lots involved which are summarized in the table on the following page. Additional discussion and examples for basic alternatives are discussed in Sections III, IV, V, and VI.

### Some key additional standards:

- All existing lots as of December 12, 2006, are allowed a dwelling unit or principal structure regardless of lot size or density, if applicable sanitary and other codes can be met.
- If three or more lots are created, including the parent parcel, all lots shall abut a public or private road. Standards for the design of public and private roads are included in the Ordinance.
- Condominium developments shall comply with the conservation design and lot standards for major subdivisions.
- Commercial and industrial subdivisions (non-home based businesses) have additional requirements regarding site planning, landscaping, lighting, and utilities which are discussed in the Ordinance.
- Depending on the site and the characteristics of the proposed land division, additional studies, assessments, engineering analyses, or plans may be required by the Ordinance or at the request of the Plan Commission, and at the developer's expense.
- Minor subdivisions involve 4 or fewer lots, including the parent or remnant parcel in that number. Major subdivisions involve 5 or more lots, including the parent or remnant parcel.

The sale or exchange of parcels of land between owners of adjoining property is **exempt** from the Town of *Sioux Creek Land Division Ordinance*, **if** the total number of lots is not increased, the lots are not reduced below 2 acres in size, and the applicable standards within the Ordinance and other laws are met.

## Summary of the Four Primary Land Division Alternatives

### Town of Sioux Creek

Parent Parcel Size Size (acres)	Minor Subdivisions (involving 2 parcels, unclustered)	Minor Subdivisions (involving up to 4 parcels, clustered)	Major Subdivisions (low density)	Major Subdivisions (high density)
less than 5	--	--	--	--
5 to <10	--	--	--	--
10 to <15	--	--	--	--
15 to <20	--	--	--	--
20 to <25	--	2 parcels, if clustered	--	5 parcels/20 acres & 6 parcels/24 acres
25 to <30	--	2 parcels, if clustered	--	7 parcels per 28 acres
30 to <35	--	3 parcels, if clustered	5 parcels per 33.3 acres	8 parcels per 32 acres
35 to <40	--	3 parcels, if clustered	5 parcels	9 parcels per 36 acres
40+	1 parent & 1 new parcel	4 parcels, if clustered	up to 6 parcels	up to 10 parcels
<b>Lot Sizes</b>	- 2 acre minimum lot size on all building lots - no maximum lot size	- 2 acre minimum lot size on all building lots - 5 acre maximim lot size on non-parent parcels	- 2 acre minimum and 10 acre maximum for non-parent lots with a maximum average lot size of 5 acres	- 1 acre minimum and 5 acre maximum for non-parent lots with a maximum average lot size of 2.5 acres
<b>Density Standards</b>	- 2 per 40 density	- up to 4 per 40 density allowed	- 6 per 40 density standard	- 10 per 40 density standard
<b>Other Key Requirements</b>	- no clustering requirements  - future resubdivision may be possible if all applicable requirements met for all existing and new lots	- if 2 parcels involved, the new building site must be clustered adjacent to the existing - if 3-4 parcels involved, must cluster any new building sites  - future resubdivision is not allowed; a restrictive covenant is required	- must use conservation design - 60% of original parcel(s) must be protected by conservation easement  - 75% of open space must be adjacent to housing clusters and contiguous to other open space  - less than 25% of the soils may be classified as Class 1 or Class 2 prime farmland soils	- must use conservation design - 65% of original parcel(s) must be protected by conservation easement  - 75% of open space must be adjacent to housing clusters and contiguous to other open space
<b>Density Transfer</b>	- no density transfer allowed - density is based on ownership of contiguous land		- density transfer allowed - up to 25% of the open space protected may be non-contiguous	
<b>Required Review</b>	- land divisions involving 2 parcels are typically exempt from full plan review - sketch plan and CSM review required for land divisions involving 3 to 4 parcels		- requires full subdivision plat review and environmental analysis - additional studies,analysis, and plans may be required at developer's cost	
All other ordinance design standards must be met. Additional standards for commercial , industrial , and condominium subdivisions apply.				

*Note: The number of parcels above includes the parent parcel. In some cases, more than one adjacent parent parcel which cross a public land survey system (e.g., property sharing a common boundary but in two different 1/4-1/4 sections) may be treated as a single parent parcel. The Plan Commission may grant waivers from design standards due to hardships unique to a particular property.*

**Density is based on forty (40) acres or a ¼ - ¼ section, but may encompass property from multiple sections or multiple parcels.**

**Existing road rights-of-way are not included in the density calculation. However, on a case-by-case basis, the Plan Commission may allow density equal to a full 40 acres for a ¼ - ¼ section which may be less 40 acres due to a road right-of-way, land survey adjustment, or other public easement. A similar approach may be applied to other parent parcel sizes.**

### III. MINOR SUBDIVISIONS (2 LOTS, UNCLUSTERED)

The following standards apply to minor subdivisions involving only 2 lots (a parent parcel and 1 new lot) where the lots are not clustered:

- A minimum lot size of 2 acres, but no maximum lot size
- A maximum density of 2 lots per 40 acres, based on ownership of or ownership interest in contiguous parcels.
- Clustering of the structures is not required.
- A certified survey map (CSM) prepared by a registered land surveyor is required if any parcel or lot will be less than 20 acres in size.

**If both proposed lots or parcels will be 20 or more acres in size, a certified survey map is not required and only Town Clerk administrative review is typically needed.**

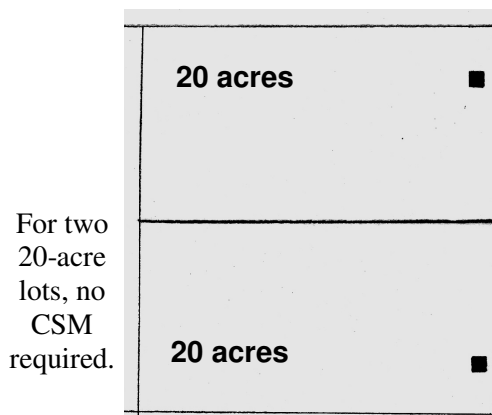
#### CAUTION

An inappropriately planned land division may impede the ability to make further land divisions at a later date.

It is recommended that all land divisions contemplated be planned and platted concurrently.

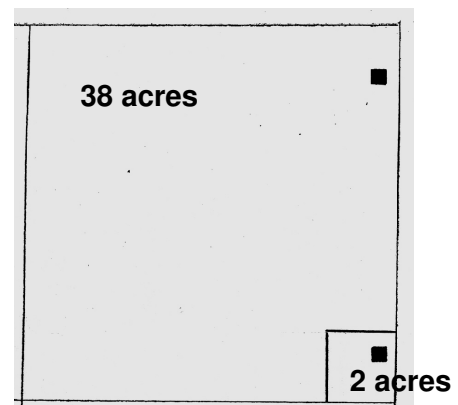
- Potential for resubdivision at a later date may be possible if all applicable lot standards, clustering, or conservation design requirements are met
- Typically, only a shortened approval process is required. The Town Clerk will review the application for completeness and may forward the application to the Town Plan Commission for action, skipping the sketch plan and certified survey map review steps<sup>1</sup>.

#### EXAMPLE MINOR SUBDIVISIONS (2 LOTS, UNCLUSTERED)



*A 40-acre parcel could be divided into two (2) 20-acre lots, each with a home.*

A minimum of 40 acres is needed for a minor subdivision involving only 2 parcels, due to the maximum density standard.



*Or a 40-acre parcel could be divided into one (1) larger lot and a smaller lot of at least 2 acres.*

<sup>1</sup> See Section 7.4 of the Town of Sioux Creek Land Division Ordinance.

## IV. MINOR SUBDIVISIONS (UP TO 4 LOTS, CLUSTERED)

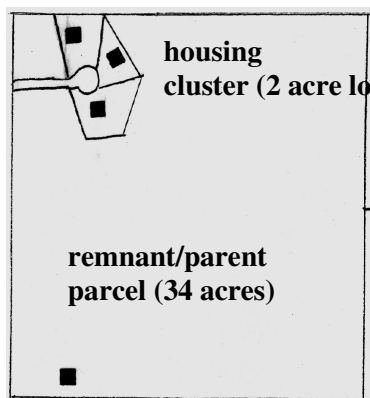
The following standards apply to minor subdivisions involving up to 4 lots (a parent parcel and up to 3 new lots), if clustering is used:

- Minimum lot size of 2 acres.
- Maximum lot size of 5 acres for non-parent parcels.
- Up to 4 lots per 40 acres density allowed, based on ownership of or ownership interest in contiguous parcels.
- If only 2 lots involved (1 parent & 1 new), the new building site must be clustered with the existing site
- If 3 to 4 lots involved (1 parent and 2-3 new), all new building sites must be clustered.
- A certified survey map (CSM) prepared by a registered land surveyor is required.
- Initial consultation with sketch plan and CSM map review is required.

### CAUTION

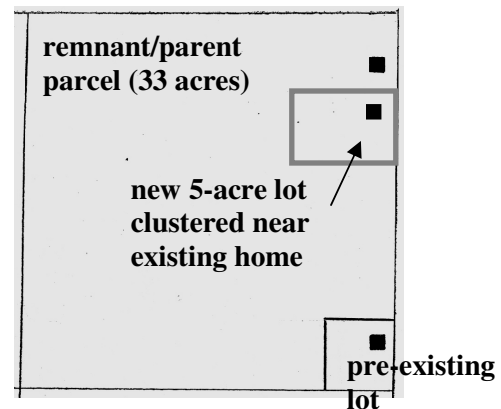
Under this land division option, a restrictive covenant is required on the CSM which prevents further subdivision of the parcels involved.

### EXAMPLE MINOR SUBDIVISIONS (UP TO 4 LOTS, CLUSTERED)



*A 40-acre parcel could be divided into 3 clustered lots of 2 to 5 acres and the remnant parcel of 25 to 34 acres.*

A minimum of 20 acres is needed for a clustered minor subdivision. See the previous table on page 2.



*Using clustering, land divisions at a base 4 per 40 density are allowed on parcels less than 40 acres. Above, a new 5-acre homesite is built next to the home on the original parent parcel. An additional 2 to 5 acre lot could have also been included in the new cluster.*



## V. LOW-DENSITY MAJOR SUBDIVISIONS (5+ LOTS)

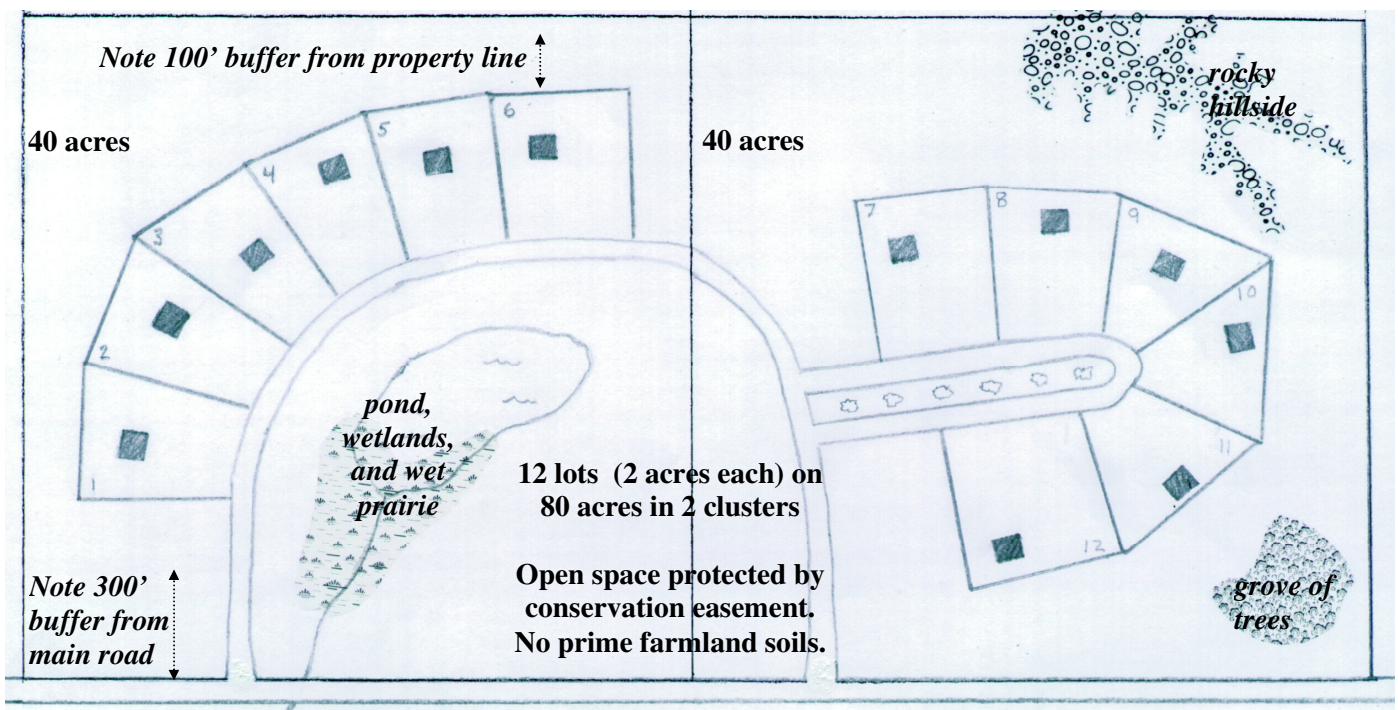
The following standards apply to major subdivisions involving 5 or more lots, including the parent parcel, where low-density development is desired:

- Minimum lot size of 2 acres
- Maximum lot size of 10 acres for non-parent lots
- Maximum average lot size of 5 acres for non-parent lots
- Up to 6 lots per 40 acres density allowed, and density may be transferred from non-contiguous parcels
- Open space must be mapped as outlot(s) and protected by conservation easement(s). Outlots do not count towards the density requirements.
- 60% of the original parcel(s) must be protected by conservation easement
- 75% of open space must be adjacent to housing clusters and contiguous to other open space
- Must comply with all conservation design requirements (see Section VII of this Handbook for an overview)
- A subdivision plat prepared by a registered land surveyor is required
- Full sketch plan review and approval process is required

### **PRIME FARMLAND SOILS REQUIREMENT!**

A low-density subdivision is only allowed if less than 25% of the soils within the proposed building lots prior to the land division are classified as Class 1 and Class 2 prime farmland soils in the *Barron County Soil Survey*.

### **EXAMPLE LOW-DENSITY MAJOR SUBDIVISION (5+ LOTS, CONSERVATION DESIGN)**



## VI. HIGH-DENSITY MAJOR SUBDIVISION (5+ LOTS)

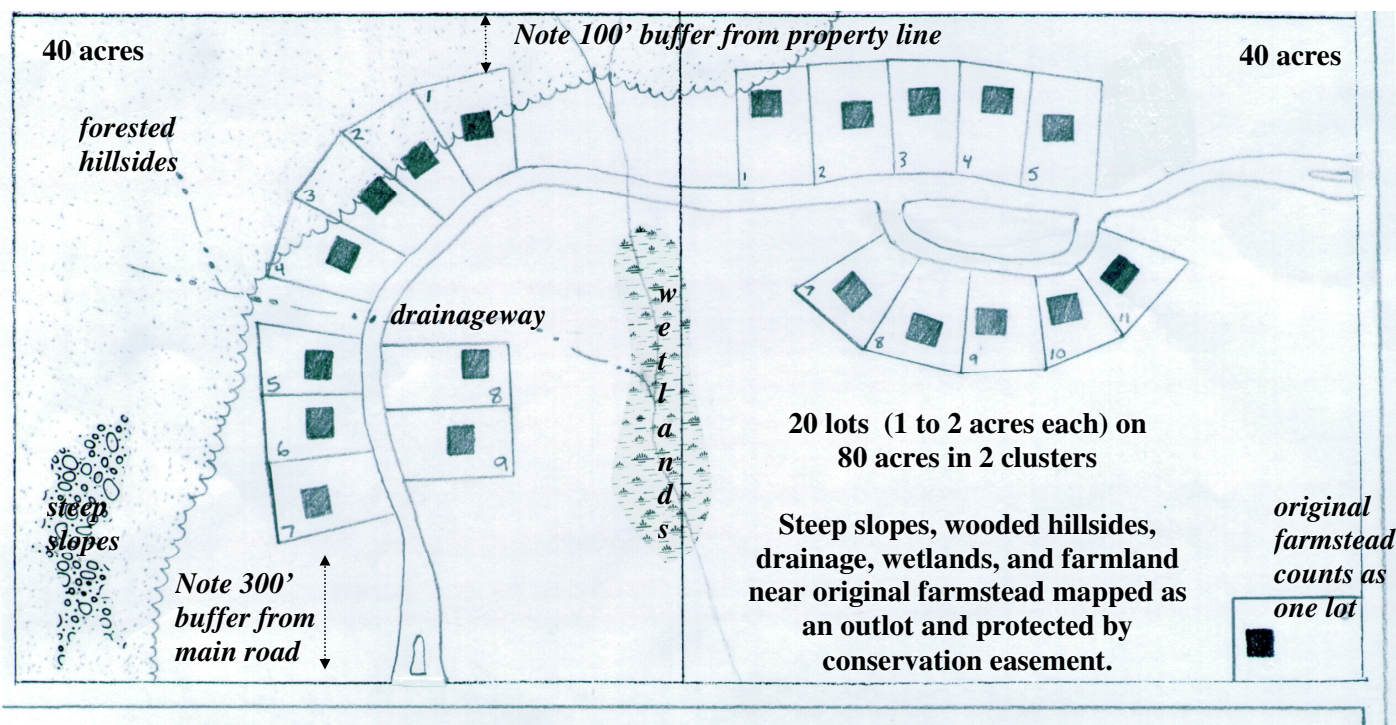
The following standards apply to major subdivisions involving 5 or more lots, including the parent parcel, where higher-density development is desired:

- Minimum lot size of 1 acres
- Maximum lot size of 5 acres for non-parent lots
- Maximum average lot size of 2.5 acres for non-parent lots
- Up to 10 lots per 40 density allowed, and density may be transferred from non-contiguous parcels
- Open space must be mapped as outlot(s) and protected by conservation easement(s). Outlots do not count as a buildable lot when determining density.
- 65% of the original parcel(s) must be protected by conservation easement
- 75% of open space must be adjacent to housing clusters and contiguous to other open space
- Must comply with all conservation design requirements (see Section VII)
- A subdivision plat prepared by a registered land surveyor is required
- Full sketch plan review and approval process is required

### Clustering Requirements

Conservation design requires the clustering of non-parent lots. For original parent parcels over 40 acres total, each cluster shall be between 6 and 16 lots. Clusters are arranged to maximize open space around each cluster, including a 100' buffer between clusters.

### EXAMPLE HIGH-DENSITY MAJOR SUBDIVISION (5+ LOTS, CONSERVATION DESIGN)





## VII. CONSERVATION DESIGN

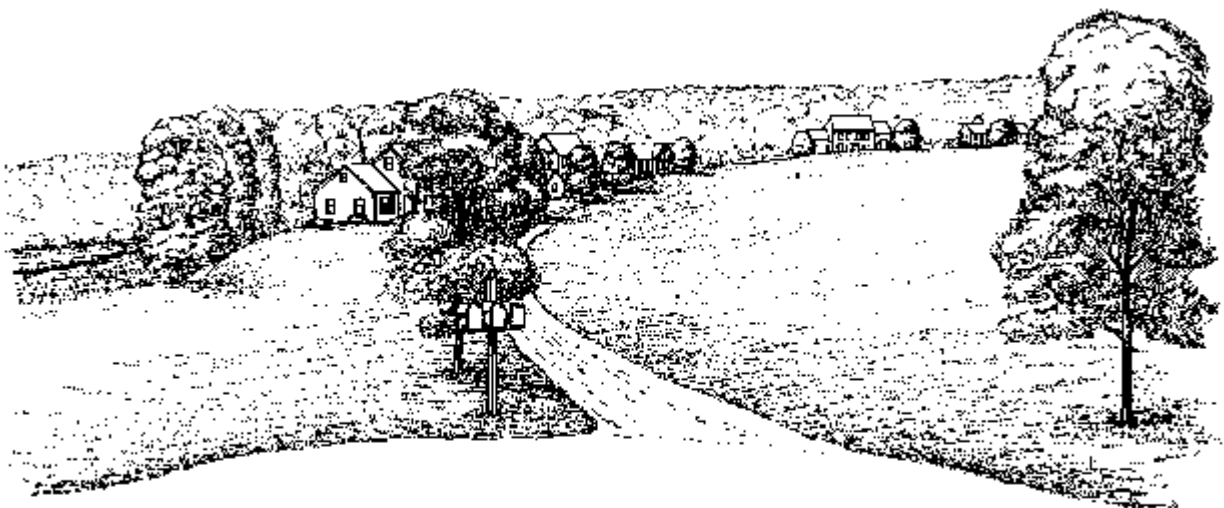
Conservation design is a housing development in a rural setting that is characterized by compact lots and common open space, and where the natural features of the land are maintained to the greatest extent possible.

All major subdivisions (5+ lots) in the Town of Sioux Creek shall be conservation design subdivisions. This section generally does not apply to minor land divisions.

The following is an overview of the primary conservation design requirements. It is the responsibility of the subdivider to be familiar with and comply with all requirements as defined within the *Town of Sioux Creek Land Division Ordinance*.

### **Conservation Design Lot Standards**

- New housing development must be clustered. If the parent parcel(s) are 40 acres or less total, each cluster shall be between 4 and 9 lots. If the parent parcels(s) are over 40 acres total, each cluster shall be between 6 and 16 lots.
- All cluster groups shall be separated by a minimum of 100 feet, and shall be 100 feet from all subdivision site boundaries.
- All lots in a cluster shall abut common open space on at least one side and take access from interior roads.
- Lot clusters shall be designed to consider access to open space and viewsheds.
- Clusters of 10 or more lots have additional open space requirements defined in the Ordinance.
- Pre-existing homes or farmsteads prior to land division are considered lots when determining development density, but are exempt from the clustering requirements.



A view across a protected meadow toward a group of new homes built at the edge of the woods.

## Conservation Design Open Space Standards

- Common open space is permanently set aside for public or private use with restrictions on its use and development. It may or may not be held in common ownership by those owning dwellings in that conservation design subdivision.
- The original landowner may retain ownership of the common open space for agricultural purposes if all requirements of the Land Division Ordinance are met.
- Common open space may be used to protect natural, cultural, and visual resources, to buffer natural areas, and may be used for agriculture, passive recreation, active recreation (up to 10%), and approved facilities (e.g., wells, drainfields).
- Common open space in major subdivisions shall be protected from future land division or development by conservation easement. The subdivider shall propose a private organization to be a holder of the conservation easement or have third party enforcement rights. The Town shall approve the conservation easement, shall approve the private organization, and shall also be a holder.
- Low-density major subdivisions shall have a minimum of 60% common open space of the gross land area of the original parent parcel(s). High-density major subdivisions shall have a minimum of 65% common open space.
- At least 75% of the common open space must be contiguous to another open space area and abut the lots proposed to be developed; 25% may be non-contiguous.

Conservation easements can have significant estate, income, and property **tax benefits** for the landowner.

One private organization working on these issues in the region is West Wisconsin Land Trust ([www.wwlt.org](http://www.wwlt.org)).

### Conservation Easements

*A legal agreement between a landowner and a land trust that permanently limits the use of the land and prohibits further subdivisions in order to protect its natural attributes.*

A conservation easement...

...can be flexibly written

...may or may not allow public access

...can still allow farming, timber harvest, and recreational uses

...can have significant tax benefits

...can increase the sale value of adjacent land.

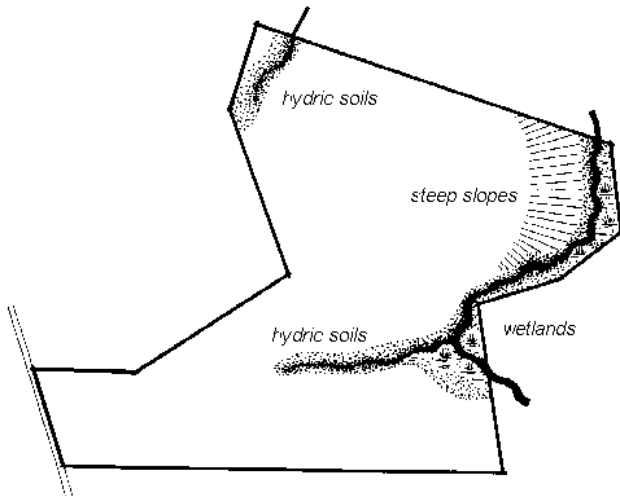
- Common open space may be acquired for major subdivisions from other land owners or non-adjacent parcels in the Town (i.e., density transfer), but must also be protected by conservation easement and meet all Ordinance requirements.
- Common open space must contain all primary conservation areas and, to the extent possible, should protect all secondary conservation areas, as defined in Section 5.1 of the Land Division Ordinance.
- Documentation of the proposed ownership for the common open space and facilities must accompany the preliminary plat, including draft copies of any agreements and management plans. Management plan requirements are included in Section 5.5 of the Land Division Ordinance

## **The Conservation Design Process**

The conservation design process may require specialized planning, engineering, and legal assistance. The following primary steps in the process are illustrated on the pages immediately following:

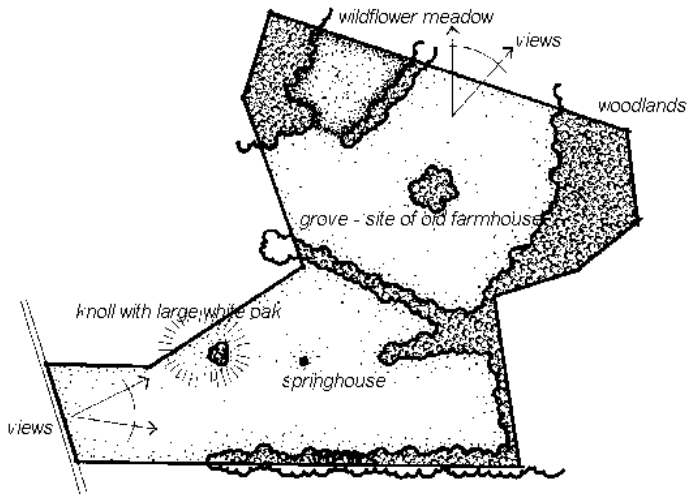
- Survey and map primary conservation areas (i.e., wetlands, floodplains, navigable waters, drainageways, unique wildlife habitat, burial sites, Indian mounds, and areas of groundwater or bedrock within 6 feet).
- Survey and map all secondary conservation areas (i.e., woodlands, large, native trees or grove of trees, hedgerows, rock fences, prairie remnants, grasslands, farmland, historic or archeological features, old farmsteads, scenic views, geologic features, river or stream valleys, steep slopes, 300 foot buffers from existing public roads and existing working farms, and prime farmland soils).
- Potential development areas are then mapped which should avoid the primary conservation areas, and either avoid the secondary conservation features or are sensitive to the potential impacts. Potential development areas should also meet all other applicable open space and Ordinance standards and requirements.
- The lot clusters are then laid out within the potential development areas in a manner which maximizes open space views while mitigating potential land-use conflicts and adverse impacts on the natural and cultural features of the site. To facilitate this, building sites are often placed within the potential development areas prior to drawing any lot lines.
- The conservation design process will require a series of maps depending on the size of the subdivision and the number of primary and secondary conservation features. For example:
  - hydrology map (wetlands, floodplains, surface waters, drainageways, groundwater)
  - topography & geology map (bedrock, steep slopes, unique stone outcrops)
  - land-use/land cover map (farmlands, woodlands, large trees, existing structures, etc)
  - visual inventory map (positive & negative visual features, viewsheds, hilltops)
  - buffer map (existing roads, active farms, shorelands, property boundaries, other)
  - historical & cultural resources map (cemetery, Indian mound, rock wall)
  - primary & secondary conservation and potential development areas map(s)
  - conceptual development plan (showing roads, lots, open space, major plantings)
  - stormwater management plan map
  - landscaping and plantings map (e.g., prairie or woodland restoration, improvements)
  - subdivision plat
- Subdivision plat review will typically require more than one meeting with the Town of Sioux Creek Plan Commission prior to submittal of the final subdivision plat to ensure that the subdivision plat design best reflects the intent of the Land Division Ordinance.

## Conservation Design Process (cont.)

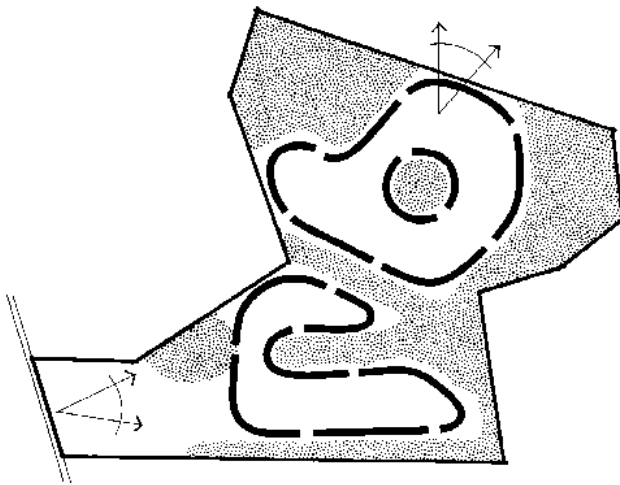


**Inventory and analyze the property(s) involved.**

**Define the primary conservation areas, such as wetlands, surface waters, and floodplains.**



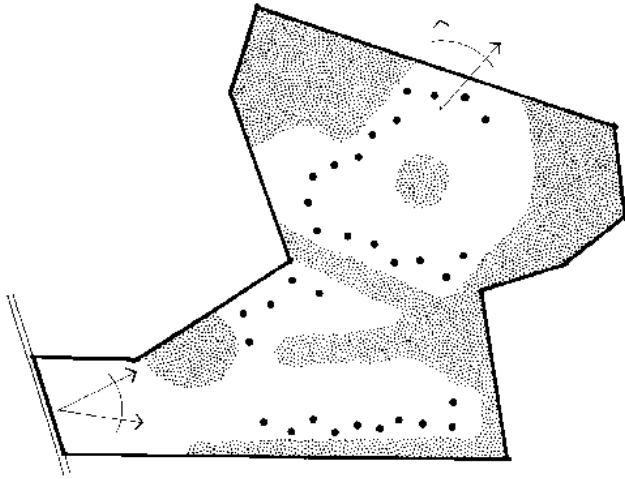
**Define the secondary conservation areas, such as woodlands, farmlands, historic features, steep slopes, and viewsheds.**



**Define the potential development areas, which exclude the primary conservation features, are sensitive to the secondary conservation features, and maximize viewsheds and open space.**

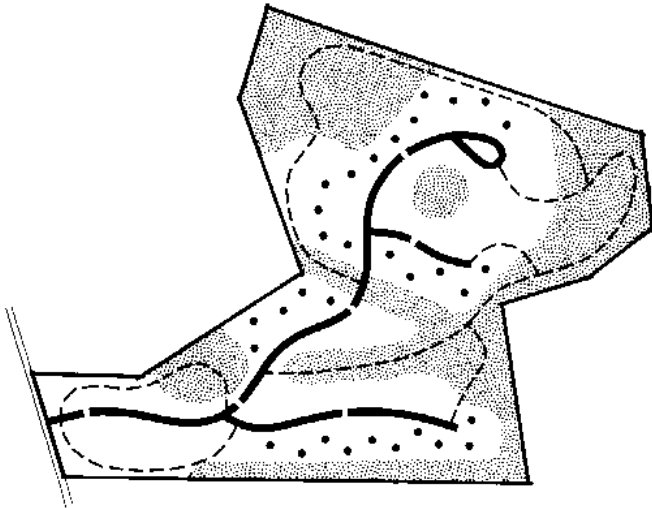


## Conservation Design Process (cont.)



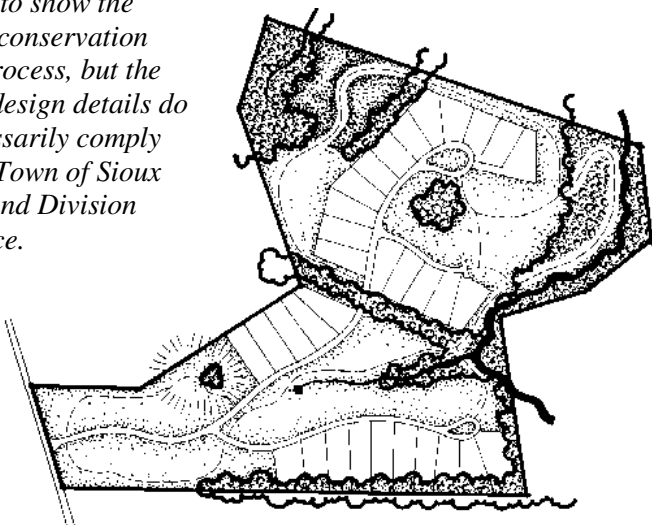
**Place the housing sites within the potential development areas.**

Subdividers and plat designers are encouraged to keep in mind the vision and goals found within the *Town of Sioux Creek Comprehensive Plan* when formulating their plans.



**Align the streets and trails.**

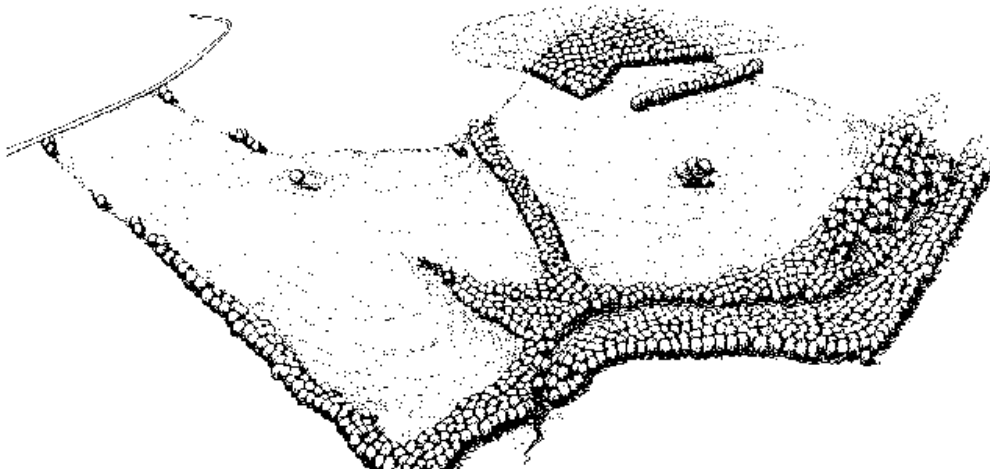
*NOTE: These graphics are used to show the general conservation design process, but the specific design details do not necessarily comply with the Town of Sioux Creek Land Division Ordinance.*



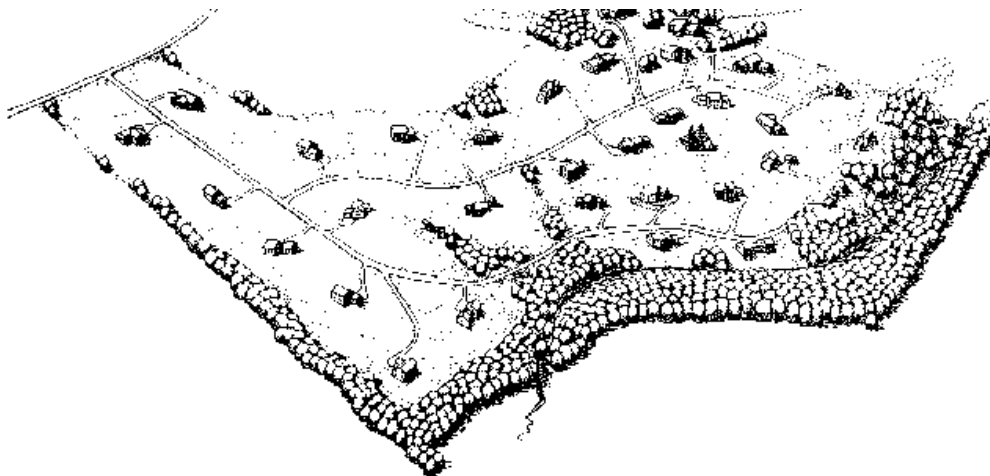
**Draw in the lot lines.**

**Develop additional needed plans, such as stormwater management plans, landscaping/prairie restoration plans, open space management plans, etc.**

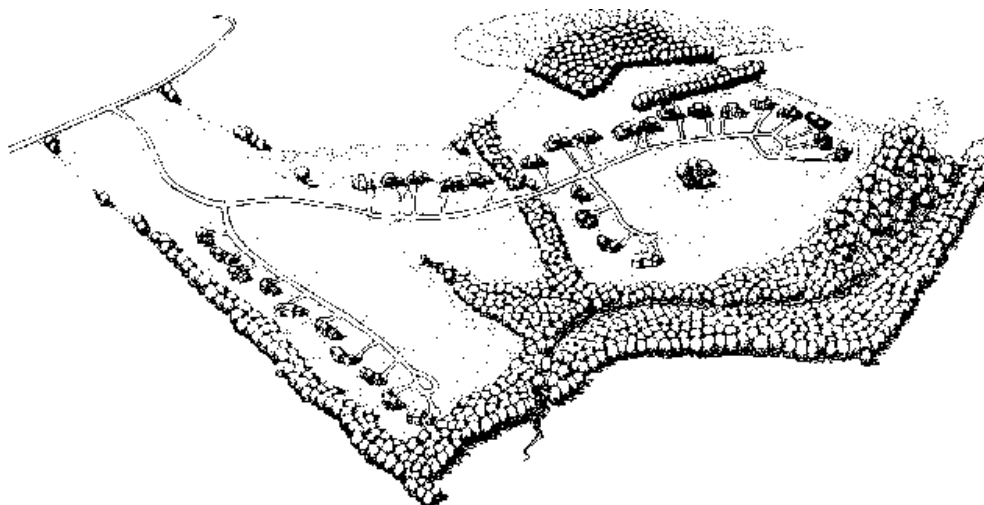
## Conservation Design Process (cont.)



**Aerial View – Pre-Development**



**Aerial View – Conventional Subdivision Plan**



**Aerial View – Conservation Subdivision Design Plan**

## VIII. GENERAL REVIEW PROCESS

The following steps in the general review process correspond to the process as illustrated at the end of this section. The review process requirements are fully described in Section 7 of the *Town of Sioux Creek Land Division Ordinance*. The Plan Commission will keep the Town Board informed throughout the process through meeting minutes and periodic reports to the Town Board on progress.

*Unless extended by mutual agreement, within 90 days upon receipt of a complete application, the Plan Commission shall take action.*

### **STEP 1: Pre-Application Contact with Town Clerk**

- Discuss your proposed project with the Town Clerk to obtain the appropriate copies of ordinance(s), application form(s), and other materials.
- If only two lots (parent & one new) are involved in the land division, provide the Town Clerk with the appropriate maps or materials for a determination if Step 2 & Step 3 can be skipped.<sup>2</sup>

*15 copies of the sketch plan must be submitted to the Town Clerk at least 14 days prior to the initial consultation.*

### **STEP 2: Initial Consultation and Sketch Plan Review**

- Described in Section 7.1 of the Land Division Ordinance.
- All ownership interests in the property(s) must be identified.
- An initial consultation meeting with the Plan Commission is required to review the sketch plan; additional meetings may be scheduled as needed.
- Sketch plan requirements are further described in Section IX of this Handbook.

### **STEP 3: Preliminary Plat and CSM Review**

- Described in Section 7.2 of the Land Division Ordinance.
- The review process for preliminary plats and certified survey maps is generally the same.
- Must be prepared by a registered land surveyor.
- A site inspection may be required at the discretion of the Plan Commission.
- Preliminary Plat/CSM requirements are further described in Section IX of this Handbook.
- Additional studies, plans, or reviews may be required.

*15 copies of the plat or CSM must be submitted to the Town Clerk at least 14 days prior to the review meeting.*

### **STEP 4: Preliminary Plat and CSM Action**

- Described in Section 7.3 of the Land Division Ordinance.
- A Public Hearing is required prior to action. The Town will notify all adjacent landowners of the proposed land division.

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<sup>2</sup> See Section 7.4 of the Town of Sioux Creek Land Division Ordinance. If no proposed lots are less than 20 acres in size, a CSM is not required and only administrative review and approval by the Town Clerk is needed.

- The Plan Commission may approve, conditionally approve, or reject a land division application.
- A decision of the Plan Commission may be appealed in accordance with the Town's Administrative Appeals Ordinance.

#### **STEP 5: Any Required Public Improvements or Other Conditions**

- Generally described in Sections 7.3(C), 6.1(A)(1)(a.), 6.3(A), and 6.7 of the Land Division Ordinance.
- Public improvements, stormwater drainage systems, parkland dedications, final developer's agreements, final management plans, or other specific actions, studies, or plans may be required by the Plan Commission prior to final plat approval.

*15 copies of the plat or CSM, and all required materials, must be submitted to the Town Clerk at least 14 days prior to the Plan Commission review meeting.*

#### **STEP 6: Final Plat Review and Action**

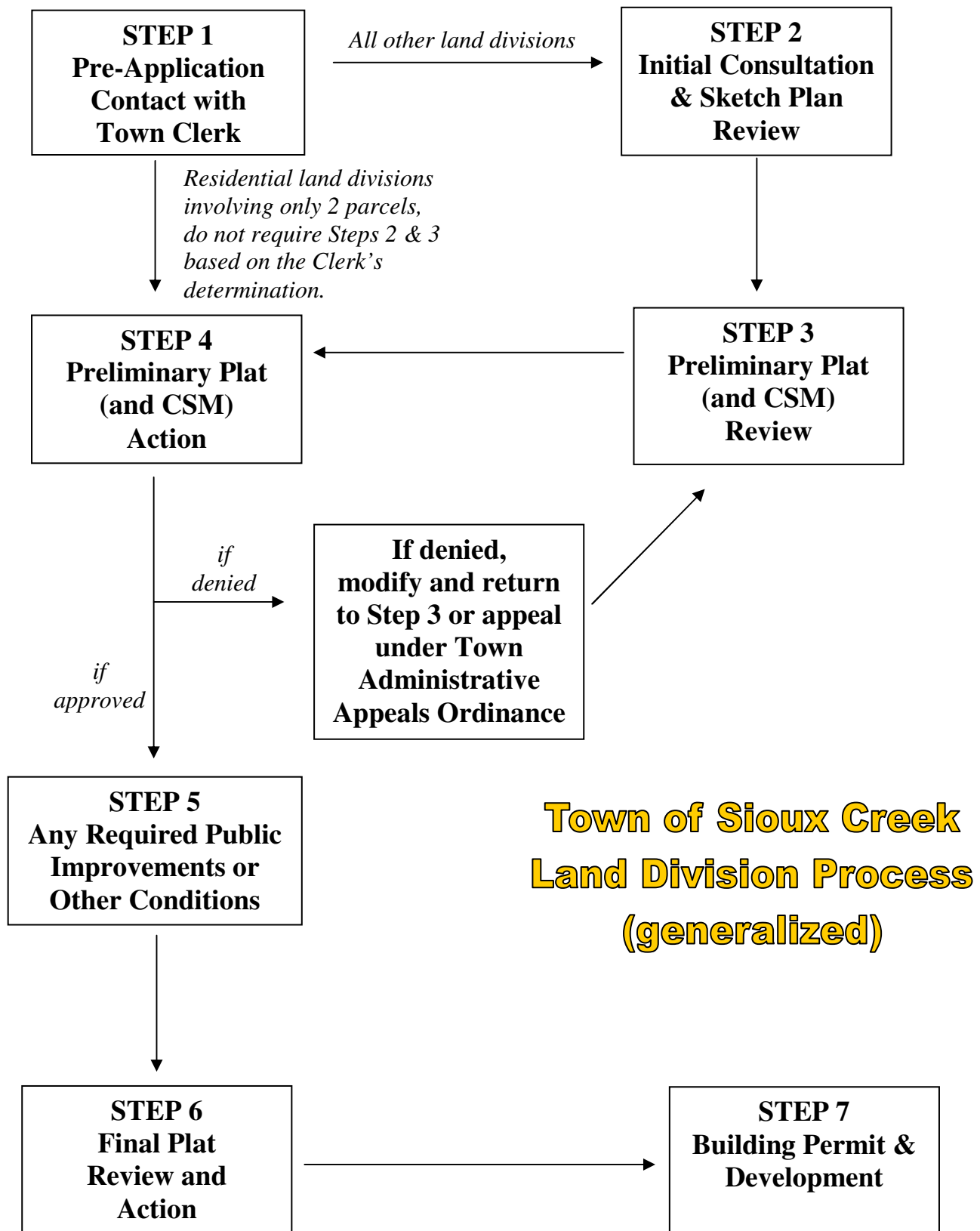
- Described in Section 9 of the Land Division Ordinance.
- The final plat must be submitted within 24 months of preliminary plat approval.
- Final approval on any public dedications, open space management plans, easements, developer's agreements, etc., is required by the Town prior to Final Plat approval.
- An updated title abstract, title insurance policy, or title insurance certificate is required.
- Final plats require review and acceptance by the Plan Commission and Town Board within sixty (60) days of receipt of a complete final plat with all required materials and documentation.

#### **STEP 7: Building Permit and Development**

Prior to development, construction, and the sale of any lots:

- Approved final plats must be recorded at the Barron County Courthouse in accordance with the requirements of s.236.25, Wisconsin Statutes.
- Approval of the final plat does not negate the responsibility of the applicant to acquire all other required permits from the Town of Sioux Creek, Barron County, State of Wisconsin, or Federal agency prior to development.
- The City of Chetek has extraterritorial plat review jurisdiction within 1.5 miles of the City's incorporation boundaries. City regulations apply and City approval of any land divisions is required within the 1.5-mile extraterritorial plat review area.





*During the land division process, the Plan Commission Chairperson will act as a liaison to the Town Board to keep Board members informed on applications.*

## IX. WAIVERS AND APPEALS

### Waiver of Design Standards

The Town of Sioux Creek Plan Commission has considerable flexibility in the review and application of the Land Division Ordinance, as defined within the Ordinance.

The Plan Commission may approve a waiver of design standards if all of the following are true:

- there are unique conditions (e.g., physical, topography, shape) specific to the property to be subdivided which require a modification or waiver from the design standards for the preservation and enjoyment of substantial property rights enjoyed by similar properties in the vicinity;
- the conditions are unique to the property;
- the waiver does not conflict with the intent and purpose of the *Town of Sioux Creek Land Division Ordinance*, *Town of Sioux Creek Comprehensive Plan*, or other applicable laws or regulations;
- the waiver is not detrimental to the health, safety, general welfare, and aesthetics of the community or neighborhood in which it is located;
- the waiver is not based on mere inconvenience or financial hardship; and,
- the waiver is not required due to a self-created hardship of the subdivider.

Waivers for administrative, procedural, fee, and enforcement requirements will not be granted.

An application for a waiver should be submitted with the sketch plan or preliminary plat if possible, or at the time of discovery otherwise. The review of a waiver application requires notification of nearby landowners by the Town, at the subdivider's expense, and a public hearing. This public hearing may be combined with the public hearing required for the preliminary plat approval.

If a waiver is requested separately from a sketch plan or preliminary plat review, the application must be submitted **10 days in advance** of the Plan Commission meeting.

### Appeals

A subdivider or other resident may appeal an approval, conditional approval, or rejection determination of the Plan Commission in accordance with the process and policies found within the *Town of Sioux Creek Ordinance Regarding Administrative Appeals*.

## **X. OTHER RULES AND REGULATIONS TO CONSIDER**

The following are some of the primary rules and regulations to consider when proposing a land division or development within the Town of Sioux Creek. In general, if two rules differ, the more stringent of the rules apply.

The following list is not inclusive of all potential rules and regulations which may apply to a particular land division. It is the responsibility of the subdivider to be aware of and comply with all applicable regulations and permitting requirements.

### **Town of Sioux Creek**

Contact the Town of Sioux Creek Town Clerk for more information on the following:

- Town of Sioux Creek Building Ordinance
- Town of Sioux Creek Ordinance Regarding Administrative Appeals
- Town of Sioux Creek Driveway Ordinance
- Town of Sioux Creek Junk Ordinance
- Town of Sioux Creek Telecommunications Ordinance

*The Town of Sioux Creek is unzoned, with the exception of the shoreland and floodplain areas which fall under the Barron County Land-Use Ordinance.*

### **City of Chetek**

Contact the City of Chetek (715-924-4838) for more information on:

- City of Chetek Subdivision Ordinance, if all or part of the land division is within 1.5 miles of the City's incorporation boundary.

### **Barron County**

Contact the Barron County Zoning Office (715-537-6375) for more information on:

- Barron County Shoreland Zoning Regulations (*part of the County Land-Use Ordinance*)
- Barron County Floodplain Zoning Regulation (*part of the County Land-Use Ordinance*)
- Barron County Sanitary Ordinance (*part of the County Land-Use Ordinance*)
- Barron County Land Division Regulations, if the land division creates at least one parcel of land which is eleven (11) acres or smaller. (*part of the County Land-Use Ordinance*)

Key provisions of the Barron County ordinances are summarized on the following page.

### **State of Wisconsin & Federal**

- State approval is required on any subdivisions of five or more lots, less than 1.5 acres, created by one division or successive divisions within a 5-year period.
- There is a wide variety of additional State and Federal regulations regarding construction, natural resources protection, wetlands, shorelands, water quality, utilities, roadways, etc, which may apply to the proposed subdivision.
- Changes to wetlands and navigable waters may require special permits from both the Wisconsin Department of Natural Resources and the U.S. Army Corps of Engineers.

## BARRON COUNTY ORDINANCES – KEY PROVISIONS

It is the subdivider's responsibility to contact the Barron County Zoning Office to become knowledgeable of any applicable County regulations and permitting requirements as well as any changes from the requirements summarized below.

### **Barron County Shoreland Zoning Regulations**

All areas within 1,000 feet of a navigable lake or pond OR within 300 feet of a river or stream are covered by the Barron County Shoreland Ordinance.

#### **Shoreland Setbacks and Requirements<sup>3</sup>**

Lake/River Class	Lot Size	Lot Width	Shoreline Setback	Sidyard Setback	Vegetative Protection Area
Class 1	43,560 sq ft.	150 ft.	75 ft.	20 ft.	50 ft. from OHWM
Class 2	62,500 sq ft.	200 ft.	100 ft.	35 ft.	75 ft. from OHWM
Class 3	80,000 sq ft.	250 ft.	100 ft.	35 ft.	75 ft. from OHWM
Class 4	160,000 sq. ft.	400 ft.	125 ft.	40 ft.	100 ft. from OHWM

- No clear-cutting is allowed in the vegetative protection area. A view/access corridor of 30' in width is allowed, with up to 50% of the existing trees allowed to be removed in the view/access corridor.
- Other requirements regarding cutting, access, grading, filling, and placement of wharves or piers apply.

***Most, if not all navigable surface waters in the Town of Sioux Creek, including the rivers and streams, fall within the Class 3 lake classification.***

### **Barron County Floodplain Zoning Regulations**

The following requirements generally pertain to new development, or the alteration or relocation of existing structures:

- Generally, no primary structures (e.g., homes, businesses), potable wells, or permanent sewage systems are allowed in the floodway. There are some special exceptions.
- Residential and commercial structures in the floodfringe must not have any floor, basement, or crawlway below the regional flood elevation and all structures should have dryland access.
- Additional regulatory standards, planning, and data analysis requirements apply.

**Please  
note!**

### **Barron County Land Division Regulations**

- Minimum lot size of 1 acre (or 43,560 sq. ft.) and a minimum lot width of 150 feet.
- Creation of lots of more than eleven (11) acres need no County approval

### **Barron County Sanitary Ordinance**

- A sanitary permit is required before construction in an unsewered area. A soil evaluation by a certified soil tester is highly recommended and may be required. Setbacks may apply.

<sup>3</sup> Shoreland distances are measured from the normal or ordinary high water mark (OHWM).



## **APPENDIX A:**

### **LAND DIVISION APPLICATION FORM AND CHECKLISTS**

**<INSERT FORMS HERE>**

## **APPENDIX B:**

### **FEE SCHEDULE**

The Town of Sioux Creek Board has established the following fee schedule for land division applications in the Town of Sioux Creek to be paid by the applicant:

**Certified Survey Map Review (Minor Subdivisions)**

Minor Subdivisions not requiring Plan Commission Review	\$50
All Other Minor Subdivisions, except commercial and industrial	\$200 plus \$50 per lot
Commercial and Industrial Minor Subdivisions	\$500, plus \$50 per lot

**Subdivision Plat Review (Major Subdivisions)**

Sketch Plan Review Application	\$500
Preliminary Plat Review Application	\$500, plus \$50 per lot
Final Plat Review Application	\$300

**Other Related Fees**

Request for Waiver of Design Standards not part of a preliminary plat	\$500
Any required mailings to nearby landowners	<at cost>
Any additional studies or engineering analysis required by Town	<at cost>
Any additional costs incurred by Town in review of the application	<at cost>

**Penalties for Non-Compliance**

Violation of the Land Division Ordinance	\$100 per day, plus costs of prosecution and any other applicable costs incurred by the Town of Sioux Creek
<i>and/or</i>	
Assessor's Plat to remedy the non-compliance	<at cost to subdivider>



**TOWN OF SIOUX CREEK LAND DIVISION**  
APPLICATION FORM AND APPROVAL RECORD

SHADED AREAS FOR STAFF USE ONLY

PROJECT NUMBER		SUBDIVISION OR PROJECT NAME	
APPLICATION TYPE: <input type="checkbox"/> CERTIFIED SURVEY MAP (check all that apply) <input type="checkbox"/> SKETCH PLAN <input type="checkbox"/> PRELIMINARY PLAT <input type="checkbox"/> FINAL PLAT <input type="checkbox"/> WAIVER OF DESIGN STANDARD <input type="checkbox"/> LAND DIVISION W/ ALL LOTS >20 ACRES		ATTACHMENTS: <input type="checkbox"/> CERTIFIED SURVEY MAP CHECKLIST (check all that apply) <input type="checkbox"/> SKETCH PLAN CHECKLIST <input type="checkbox"/> PRELIMINARY PLAT CHECKLIST <input type="checkbox"/> FINAL PLAT CHECKLIST <input type="checkbox"/> REQUIRED STUDIES BY ORDINANCE <input type="checkbox"/> APPLICABLE FEES	
<b>PROPERTY INFORMATION</b>			
STREET ADDRESS(ES)		COUNTY PARCEL IDENTIFICATION NUMBER(S) <i>(required)</i>	
SUBDIVISION OR PROJECT NAME <i>(if applicable)</i>			
LEGAL DESCRIPTION <i>(attach additional paper or maps as needed)</i>			
LOT(S)	BLOCK(S)	SECTION(S)	TOWNSHIP T 32 N
RANGE R 11 W			
TOTAL ACREAGE: _____		# OF TOTAL PROPOSED LOTS <i>(including parent parcel)</i> : _____	
IDENTIFY PROPOSED USES (single-family residential, condominium, type of commercial, etc):			
<b>APPLICANTS</b>			
APPLICANT/PROPERTY OWNER		STREET ADDRESS	
CITY	STATE	ZIP CODE	PHONE
FAX			
AGENT/CONSULTANT/SURVEYOR		STREET ADDRESS	
CITY	STATE	ZIP CODE	PHONE
FAX			
<i>All parties with an ownership interest in the properties involved in the land division must be identified by the applicant; contact information and the type of interest must be provided. Attach additional information or materials as needed.</i>			
<b>RELATE ANY PERTINENT APPLICATION CIRCUMSTANCES</b>			
(ATTACH ANY REQUIRED CHECKLIST OR ADDITIONAL MATERIALS)			<b>Please Note:</b> Subdividing your land may limit your options for future land divisions.
<b>CERTIFICATION</b>			
I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. In filing the application, I am acting with the knowledge and consent of those persons who are owners of subject property or are parties to this application. I understand that all materials required by the Town of Sioux Creek must be submitted prior to having this matter processed. I understand that public hearings or meetings may be required. I understand that additional fees or materials may be required as the result of considerations which may arise in the processing of this application. I understand that road and park dedications may be required as a condition of approval. I understand that I am consenting to allow the Town of Sioux Creek Plan Commission or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining any prior consent.			
SIGNATURE <b>X</b>		DATE	
SIGNATURE <b>X</b>		DATE	
<b>TOWN OF SIOUX CREEK LAND DIVISION ORDINANCE</b>			
PLEASE REFER TO THE TOWN OF SIOUX CREEK LAND DIVISION ORDINANCE FOR COMPLETE REQUIREMENTS ADDITIONAL EXPLANATORY MATERIALS CAN BE FOUND IN THE TOWN OF SIOUX CREEK LAND DIVISION PROCEDURAL HANDBOOK.			
<b>PLEASE SEE THE BACK</b>			

## FEES

Fees are established by the Town Board and subject to change annually.  
The fee schedule is provided in *the Town of Sioux Creek Land Division Procedural Handbook*.

Additional potential costs to the developer as discussed in the *Town of Sioux Creek Land Division Ordinance*:

- any required mailings to nearby landowners
- any additional costs incurred by Town in review of the application, including studies, engineering analysis, legal, etc.

## SURVEYOR CERTIFICATION

All CSMs and Final Plats must be preformed and prepared by a Wisconsin Registered Land Surveyor. Preliminary Plats must be based upon a survey of a registered land surveyor.

Check the following to verify that each has been completed:

- € THE SURVEYOR'S STAMP AND SIGNATURE IS INCLUDED ON THE FACE OF THE CERTIFIED SURVEY MAP
- € THE SURVEYOR'S CERTIFICATE IS INCLUDED WITH THE CSM OR FINAL PLAT.
- € THE SURVEYOR MUST INCLUDE A STATEMENT OF CORRECT REPRESENTATION AND A STATEMENT OF FULL COMPLIANCE WITH THE PROVISIONS OF WIS. STATS 236.

## GOVERNMENTAL TRACKING & APPROVALS

SHADED AREAS FOR STAFF USE ONLY

Application Received by Town Clerk: \_\_\_\_\_

Initial Consultation with Plan Commission (if required): \_\_\_\_\_

Site Inspection (if required): \_\_\_\_\_

Certified mailing sent to landowners within 200 feet: \_\_\_\_\_

Public Hearing: \_\_\_\_\_

Plan Commission Action on Preliminary Plat or CSM: \_\_\_\_\_

Plan Commission Action on Final Plat or CSM: \_\_\_\_\_

Town Board Action on Final Plat or CSM: \_\_\_\_\_

← ← may be  
same  
date

## LAND DIVISIONS INVOLVING ONLY TWO PARCELS (Town Clerk Administrative Review)

Application Received by Town Clerk: \_\_\_\_\_

Application Reviewed and Approved by Town Clerk: \_\_\_\_\_

If referred to Plan Commission, note reason(s): \_\_\_\_\_

## If Conditional Approval, note conditions here (*attach minutes*):

SHADED AREAS FOR STAFF USE ONLY

Date Conditions Met: \_\_\_\_\_

## If Denied, note reasons for denial here (*attach minutes*):

SHADED AREAS FOR STAFF USE ONLY

## STAFF NOTES & OTHER KEY DATES

SHADED AREAS FOR STAFF USE ONLY

## PLEASE NOTE

The *Town of Sioux Creek Comprehensive Plan* vision statement, goals, objectives, and strategies can provide important insight and guidance to assist in the planning of your land division.

Other State, County, and/or local rules and regulations may also apply to your land division and the development of your property. Some of these are discussed in the *Town of Sioux Creek Land Division Procedural Handbook*.

## CERTIFIED SURVEY MAP CHECKLIST

Certified Survey Maps (CSMs) are required for all minor land divisions which create four or less lots in a five-year period, if any lot is less than 20 acres in size. Applications for ineligible parcels will be returned.

### Required Information for All CSMs by Town Ordinance:

- € 15 copies of the preliminary certified survey map and all other maps or documentation required for the certified survey map review and approval. No maps or documents should be larger than 11" x 17".
- € Map showing the original parcel(s) of which the proposed land division was part of five years prior to the date of application.
- € The lot sizes in acres (including any outlots) shall be included on the CSM.
- € A copy of the soil test(s) for all proposed lots to have a residence or primary structure with an accompanying map(s) showing soil test locations.
- € Map(s) showing the location of the proposed lots relative to:
  - \_\_\_ any potential barriers to development, including wetlands, floodplains, ordinary high water marks, drainageways and other conservation features identified in the *Town of Sioux Creek Land Division Ordinance*.
  - \_\_\_ location of existing structures, wells, or septic systems.
- € None of the lots are intended for commercial or industrial use **OR** if one or more of the lots are intended for commercial or industrial use, the design and site plan meets all lot standards for commercial and industrial lots as required in the *Town of Sioux Creek Land Division Ordinance*.
- € If applicable, detailed design and construction plans for:
  - \_\_\_ all public improvements being built that are proposed to be dedicated to the Town
  - \_\_\_ all private roads
  - \_\_\_ all stormwater management and erosion control plans or improvements
- € The Right-to-Farm Statement shall be included on the face of the CSM in accordance with the *Town of Sioux Creek Land Division Ordinance*.
- € Certification by the surveyor on the face of the CSM that the CSM fully complies with the provisions of the *Town of Sioux Creek Land Division Ordinance*.
- € A copy of the recorded deed showing land ownership. Contact information and a statement of type of interest must be included with the application for all parties having an ownership interest in all properties related to the land division.

### Required Information for Clustered CSMs by Town Ordinance:

- € A restrictive covenant prohibiting future resubdivision is required. The Restrictive Covenant Statement shall be placed on the face of the CSM in accordance with the *Town of Sioux Creek Land Division Ordinance*.
- € If three or more lots are created, all lots shall abut a public or private road.

**Required Information for All CSMs by Wisconsin Statute 236.24:**

1. \_\_\_\_ **236.34(1)** Not more than 4 land parcels (consisting of lots and outlots) per Certified Survey Map.
2. \_\_\_\_ **236.34(1)(a)** Survey performed and prepared by a Wisconsin Registered Land Surveyor. Error of closure ratio not to exceed 1 in 3000.
3. \_\_\_\_ **236.34(1)(b)** All corners shall be monumented in accordance with s. 236.15(1)(c), (d) and (g).
4. \_\_\_\_ **236.34(1)(c)** The map prepared in accordance with s. 236.20(2)(a), (b), (c), (e), (f), (g), (h), (i), (j), (k) and (l) and 236.20(3)(b), (d) and (e); graphic scale not more than 500-feet to 1-inch shown on each layout sheet; sheet size 8 ½" x 14", with 1 ½" binding margin and ½" margin along other sides; relationship of multiple sheets numbered; map prominently titled "CERTIFIED SURVEY MAP", with location of government lot, quarter-quarter section, section, township, range, and county and state noted.
5. \_\_\_\_ **236.20(2)(a)** Show the exterior boundaries of the land surveyed and divided.
6. \_\_\_\_ **236.20(2)(b)** Clearly identify and describe found or set monumentation (type of monument, type of material, outside diameter or dimension, weight per foot, etc.). Label or show in map legend.
7. \_\_\_\_ **236.20(2)(c)** Dimension by bearing and distance: exterior map boundary, block boundaries, public roads or grounds, and lot lines. Easement boundaries properly dimensioned. Show any previously recorded dimensioning.
8. \_\_\_\_ **236.20(2)(e)** All lots and outlots consecutively numbered.
9. \_\_\_\_ **236.20(2)(f)** The exact width of all easements, streets and alleys.
10. \_\_\_\_ **236.20(2)(g)** Monument, plat and dimension all meander lines in accordance with s. 236.15(1)(d).
11. \_\_\_\_ **236.20(2)(h)** The centerline of all roads and highways.
12. \_\_\_\_ **236.20(2)(i)** Show north point and reference bearings to a boundary line of a quarter section in which the map is located.
13. \_\_\_\_ **236.20(2)(j)** Show the area in square feet of each lot and outlot.
14. \_\_\_\_ **236.20(2)(k)** Show main chord of circular curve with dotted or dashed line. Curve dimensioning shall show: curve identifier, radius length, central angle, chord bearing, chord length and arc length. Tangent bearing at each end of the main chord.
15. \_\_\_\_ **236.20(2)(L)** Compliance with this section may be waived by Wisconsin Department of Administration, Plat Review.
16. \_\_\_\_ **236.20(3)(b)** Location of the map by bearing and distance from the boundary line of a quarter section in which the map is located. Describe the monumentation at the ends of the boundary line and the bearing and distance between them shown.
17. \_\_\_\_ **236.20(3)(d)** The names of adjoining roads, highways and subdivisions shown in their proper location underscored by a dotted or dashed line.
18. \_\_\_\_ **236.20(3)(e)** Abutting roads and highways shown in their proper location by dotted or dashed line. The width of those roads and highways also shown.
19. \_\_\_\_ **236.34(d)** Certificate of the surveyor who made the survey, division and map of the land described.

State statutes and requirements are subject to change.

The applicant must comply with all pertinent State regulations.

20. \_\_\_\_ **236.34(d)(1)** By whose direction the surveyor made the survey, division and map of the land described.
21. \_\_\_\_ **236.34(d)(2)** Clear and concise description of the map boundary by government lot, quarter-quarter section, section, township, range, county and state; by metes and bounds commencing at a section or quarter section corner of the quarter section in which the map is located.
22. \_\_\_\_ **236.34(d)(3)** Statement that the map correctly represents the exterior boundary and the land division made.
23. \_\_\_\_ **236.34(d)(4)** Statement that surveyor has fully complied with the provisions of s. 236.34.
24. \_\_\_\_ **236.34(e)** Dedications require certificates in substantial form with s.236.21(2)(a) and approved by local jurisdiction.
25. \_\_\_\_ **Chapter A-E7 Wisconsin Administrative Code** Map complies with minimum standards for property surveys.



## SKETCH PLAN CHECKLIST

A sketch plan to be reviewed at an initial consultation meeting is required for CSMs involving three or more lots, all major subdivisions, and all land divisions where a lot is intended for commercial or industrial use. At the Town Clerk's discretion, an initial consultation and sketch plan review may be required for land divisions involving only two lots.

A sketch plan is not typically required for land divisions involving only two lots (the parent parcel and the new lot).

The sketch plan does not need to be prepared by a Wisconsin Registered Surveyor and may be a free-hand drawing, but must be reasonably accurate and in sufficient detail to generally determine site suitability, access, topography, drainage patterns, barriers to development, and development density. The sketch plan should provide the basic information necessary to determine compatibility with the standards within the *Town of Sioux Creek Land Division Ordinance* and vision and goals of the *Town of Sioux Creek Comprehensive Plan*.

### Required Information for all Sketch Plans by Town Ordinance:

- € 15 copies of all maps or other documentation required for the initial consultation. No maps or documents should be larger than 11" x 17".
- € Map(s) shall show:
  - \_\_\_ the original parcel(s) of which the proposed land division was part of for five years prior to the date of application.
  - \_\_\_ approximate property dimensions with estimated lot sizes in acres (including any outlots)<sup>1</sup>
  - \_\_\_ approximate lot dimensions and sizes in acres for any existing homes, farmstead, or other principal structures which will be included in the density and open space calculations
  - \_\_\_ general topography and approximate locations of surface waters, floodplains, wetlands, and any other potential barriers to development
  - \_\_\_ approximate location of existing wells, septic systems, easements, or rights-of-ways
  - \_\_\_ a description of the intended uses of each lot
  - \_\_\_ approximate areas for parking, significant landscaping, or grading, if proposed
- € An aerial photo or orthophoto of the property, with the property boundaries delineated, including at least 300' beyond each boundary for discussion of adjacent uses.
- € For major subdivisions, be prepared to generally discuss your ideas regarding common open space areas, conservation easements, and open space management plans.
- € Contact information and a statement of type of interest must be included with the application for all parties having an ownership interest in all properties related to the land division.

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<sup>1</sup> The Town of Sioux Creek acknowledges that the approximate lot locations and arrangements of the sketch plan are subject to change prior to completion of the preliminary subdivision plat based on subsequent analysis and conservation design planning. The purpose of sketch plan is establish a dialogue between the Plan Commission and developer, so that the developer's ideas and concepts can be discussed in the context of the Town's ordinance and comprehensive plan vision.

## PRELIMINARY PLAT CHECKLIST

This checklist is required for all preliminary plats involving five or more lots in a five-year period. Applications for ineligible parcels will be returned.

Major subdivisions in the Town of Sioux Creek must conform to the Town's conservation design standards.

### Required Information for All Preliminary Plats by Town Ordinance:

- € 15 copies of the preliminary certified survey map and all other maps or documentation required for the certified survey map review and approval. No maps or documents should be larger than 11" x 17".
- € Map showing the original parcel(s) of which the proposed land division was part of five years prior to the date of application.
- € The lot sizes in acres (including any outlots) shall be included on the Preliminary Plat.
- € A copy of the soil test(s) for all proposed lots to have a residence or primary structure with an accompanying map(s) showing soil test locations.
- € The following are required as described in the *Town of Sioux Creek Land Division Ordinance*:
  - \_\_\_ Environmental Assessment.
  - \_\_\_ Map(s) of Primary and Secondary Conservation Features, including the location of existing structures, wells, septic systems, and other utilities, as well as the general location of land uses and structures within 300 feet of property boundaries.
  - \_\_\_ Map of Potential Development Areas.
  - \_\_\_ Map of common open space shown as an outlot(s) to be protected by conservation easement
  - \_\_\_ Existing homes, farmsteads, or other primary structures are identified as lots and are included in the density and open space calculations, and meet the minimum lot size requirements.
  - \_\_\_ Lot, Density, and Open Space Calculations:

smallest lot size (excluding common open space):	acres
largest lot size (excluding common open space):	acres
average lot size (excluding common open space):	acres
total acreage of the original parent parcel(s):	acres
total number of lots proposed:	
total number of clusters proposed:	
total common open space	acres % of total acres
common open space contiguous to other open space and abutting the lots proposed to be developed	acres % of total acres
common open space proposed for active recreational use	acres

☐ % If a low-density major subdivision is proposed, provide the estimated percentage of Class 1 and Class 2 prime farmland soils. A NRCS Soils Map with the property identified should be included.

- € Map(s) showing all existing and proposed easements, rights-of-ways, and dedications.
- € Draft of all proposed conservation easements which identifies all proposed title holders or those with third-party enforcement rights.
- € Draft management plan for the common open space.
- € If applicable, detailed design and construction plans for:
  - \_\_\_ all public improvements being built that are proposed to be dedicated to the Town
  - \_\_\_ all private roads
  - \_\_\_ all stormwater management and erosion control plans or improvements
- € If applicable, a draft developer's agreement for all public improvements.
- € The Right-to-Farm Statement shall be included on the face of the Preliminary Plat in accordance with the *Town of Sioux Creek Land Division Ordinance*.
- € A detailed statement regarding how the proposed plat is consistent with the vision, goals, and objectives of the *Town of Sioux Creek Comprehensive Plan*.
- € Certification by the surveyor on the face of the Preliminary Plat that the Preliminary Plat fully complies with the provisions of the *Town of Sioux Creek Land Division Ordinance*.
- € Other plans or analyses as required by the Town of Sioux Creek Plan Commission.
- € A copy of the recorded deed showing land ownership. Contact information and a statement of type of interest must be included with the application for all parties having an ownership interest in all properties related to the land division.

**State of Wisconsin Platting Standards (Wis. Stats. 236.24 & Chapt. A-E7 Wis. Adm. Code)**

1. \_\_\_ **236.15(1)(a)** The external plat boundary properly monumented, (iron monuments 18-inches in length with a minimum density of 3.65-pounds per linear foot).
2. \_\_\_ **236.15(1)(b)** All block corners, angle points and curve points within the plat boundary properly monumented (same as above).
3. \_\_\_ **236.15(1)(c)** All lot, outlot and public dedication corners properly monumented, (iron monuments 18-inches in length with a minimum density of 1.13-pounds per linear foot).
4. \_\_\_ **236.15(1)(d)** Points along all lot, outlot and public dedication lines and their intersection with meander lines properly monumented (same as above). All established meander points to be placed 20-feet from the ordinary high water mark.
5. \_\_\_ **236.15(2)** The survey performed by a registered land surveyor in this state. Error of closure not more than 1 in 3000.
6. \_\_\_ **236.16(4)** Include lands lying between water's edge and meander line with all lots, outlots and public dedications.
7. \_\_\_ **236.20(1)(a) & (b)** Each plat sheet shall be 22-inches by 30-inches with a 1 ½ -inch binding margin and 1-inch margins on the other sides. Each sheet shall show a graphic scale of not more than 100-feet to one inch.
8. \_\_\_ **236.20(2)(b)** Clearly identify and describe found or set monumentation, (type of monument, type of material, outside diameter, outside dimension, weight per foot, etc.) Label or show in map legend.

9. \_\_\_\_ **236.20(2)(c)** Dimension by bearing and distance: exterior plat boundary, block boundaries, boundaries of lots, outlots and public dedications. Nonparallel easements shown by centerline or boundary line bearing and distance.
10. \_\_\_\_ **236.20(2)(e)** Consecutively number lots and outlots within each plat or throughout plat additions.
11. \_\_\_\_ **236.20(2)(f)** Show the exact width of all easements, streets and alleys.
12. \_\_\_\_ **236.20(2)(g)** Dimension all established meander lines by bearing and distance. Show distance from points on meander line to the ordinary high water mark.
13. \_\_\_\_ **236.20(2)(h)** Show the centerline of all streets, roads and highways.
14. \_\_\_\_ **236.20(2)(i)** Show north point and reference bearings to a boundary line of a quarter section in which the plat is located.
15. \_\_\_\_ **236.20(2)(j)** Show the area in square feet (and acres) of each lot and outlot.
16. \_\_\_\_ **236.20(2)(k)** Show the main chord of a circular curve with a dotted or dashed line. Show curve dimensioning as follows: radius length, central angle, chord bearing, chord length, arc length and tangent bearing at each end of the main curve.
17. \_\_\_\_ **236.20(2)(L)** Compliance with this section may be waived by Wisconsin Department of Administration, Plat Review.
18. \_\_\_\_ **236.20(3)** The name of the plat in prominent letters, not in duplicate of any previously recorded plat in this county.
19. \_\_\_\_ **236.20(3)(c)** Show a location sketch with same orientation as plat (Show plat location within section and existing roads).
20. \_\_\_\_ **236.20(3)(d)** Show names of adjoining roadways and subdivisions in their proper locations underscored by a dotted or dashed line.
21. \_\_\_\_ **236.20(3)(e)** Show the location of abutting roadways with a dotted or dashed line. Dimension the roadway widths.
22. \_\_\_\_ **236.20(4)(a)** Identify or name public roadways on the plat.
23. \_\_\_\_ **236.20(4)(b)** Except roads, all dedications labeled “Dedicated to the public”.
24. \_\_\_\_ **236.20(4)(c)** All roads not dedicated clearly marked “Private”.
25. \_\_\_\_ **236.20(5)(a)** Show all existing buildings.
26. \_\_\_\_ **236.20(5)(b)** Show all features pertinent to proper subdivision.
27. \_\_\_\_ **236.20(5)(c)** Show elevations of adjoining waterways at date of survey, referenced to a permanent established datum.
28. \_\_\_\_ **236.21(1)** Surveyor’s Certificate of the surveyor who surveyed, divided, mapped this subdivision.
29. \_\_\_\_ **236.21(1)(a)** By whose direction.
30. \_\_\_\_ **236.21(1)(b)** A clear and concise description of the land surveyed, by government lot, quarter-quarter section, section, township, range, county and state; and by metes and bounds commencing with a monument at a section or quarter section corner of the quarter section.

State statutes and requirements are subject to change.

The applicant must comply with all pertinent State regulations.

- 31. \_\_\_\_ **236.20(1)(c)** Statement of correct representation.
- 32. \_\_\_\_ **236.20(1)(d)** Statement of full compliance with 236.
- 33. \_\_\_\_ **236.21(2)(a)** A certificate by the owner of the land. Certificate by all fee interest holders and mortgagee of record.
- 34. \_\_\_\_ **236.21(3)** Certificate of taxes and assessments paid to both county treasurer and town treasurer.
- 35. \_\_\_\_ **A-E 7.05(1)** Map drawn to a convenient scale.
- 36. \_\_\_\_ **A-E 7.05(3)** Show “Recorded As” if previously recorded dimensioning differs from platted.
- 37. \_\_\_\_ **A-E 7.05(4)** Show and describe necessary monuments, identify whether found or set.
- 38. \_\_\_\_ **A-E 7.08** Required U.S. public land survey monument location filed with the county.

## FINAL SUBDIVISION PLAT CHECKLIST

The following is required for final approval of any CSM or major subdivision plat in the Town of Sioux Creek.

The final subdivision plat must substantially conform to the preliminary plat or CSM previously approved by the Plan Commission.

### Required Information:

- € 15 copies of the final CSM or Preliminary Plat
- € 2 complete, final sets of all maps, record drawings, or other documentation required for the preliminary plat or CSM approval. No maps or documents should be larger than 11" x 17".
- € Minutes documenting Town Board approval and acceptance of any final management plans for open space, developer's agreements, financial assurances, or any public dedications, public easements, or public improvements.
- € Completion of any conditions or improvements as established by the Plan Commission as part of the Preliminary Plat or CSM approval.
- € If applicable, extraterritorial plat approval by the City of Chetek.
- € Updated abstract of title certified to date of submission or a policy of title insurance or a certificate of title from an abstract company to ascertain that all parties in interest have signed the owner's certificate on any plat.

Note: It is the responsibility of the applicant to ensure that the land division meets all applicable state, county, and local regulations.

The subdivider must ensure that the final plat is recorded in the Barron County Register of Deeds Office prior to any development.

When a final plat is recorded, the Register of Deeds will notify all approving authorities to ensure there are no official objections to your plat.

State statutes and requirements are subject to change.

The applicant must comply with all pertinent State regulations.