

Certified Survey Map Application for MINOR Subdivision (4 lots or less)

Subdividers' Name: _____ # of Lots Total Acreage

Land Use Designation: % Ag/Res % Res/Trans % Pres/Res % Comm'l

Current Zoning Designation: _____ Primary Parcel ID#: 030-_____-_____-_____-_____

Property Location 1/4, 1/4, Sec. , T. N., R. W., Town of St. Joseph

Physical Address of Primary Parcel _____

Property Owner: _____	Developer/Agent: _____
Mailing Address: _____ _____	Mailing Address: _____ _____
Daytime Phone: _____	Daytime Phone: _____
E-Mail: _____	E-Mail: _____
Engineer: _____	Engineer: _____
Mailing Address: _____ _____	Mailing Address: _____ _____
Daytime Phone: _____	Daytime Phone: _____
E-Mail: _____	E-Mail: _____

All fees and expenses incurred are the responsibility of the applicant/owner to be paid/provided as required throughout the process.

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 St. Joseph to process this application according to Chapter 168 of the Town of St. Joseph Code of Ordinances.

Signature: _____ Date: _____
☐ Owner ☐ Authorized Agent (*proof of authorization attached*)

Signature: _____ Date: _____
Developer

Certified Survey Map Submittal

- **Pre-Application Meeting:** Prior to submitting an application the landowner or their agent must schedule a meeting with the Town of St. Joseph staff to discuss the application and the process.
- Submittal deadline for certified map is 21 days prior to a Plan Commission meeting.
- The Plan Commission will make a recommendation to the Town Board.
- The Town Board may approve, conditionally approve, table or deny the CSM.
- Revisions must be addressed and resubmitted in final form to the Town Board.
- All fees must be received by the Town (Clerk's Office) at the time of submission of the Certified Survey Map.

Materials to submit should include:

- ___ 2 full-size copies of CSM with road plans and storm water and erosion control plans, if necessary
- ___ 1 copy of stormwater calculations, if necessary
- ___ 16 each of this application and of the following:
 - ___ List of Names and addresses of all adjoining property owners including those across public roadways
 - ___ Stamped and addressed envelopes and accompanying letters apprising them of proposed action (include a copy for Town Clerk's Office)
 - ___ 8 1/2" X 14" copies of CSM with calibrated line
 - ___ Overhead/aerial view of the property showing adjacent properties
 - ___ Completed Checklist – for Minor Subdivision CSM regarding all requirements in Chapter 168 Article II (Application and Review Procedures) and Article IV for Subdivisions with land located within the Residential Preservation or Residential Transitional areas as designated in the Town Comprehensive Plan.

If there are road plans and stormwater controls:

Submit to Attorney

- ___ 1 – 8 1/2" X 14" copy of CSM

Submit to Engineer:

- ___ 1 – full size copy of CSM
- ___ 2 – 8 1/2" X 14" copies of CSM
- ___ 2 copies of stormwater calculations

Additional:

- ___ Applicant shall flag all applicable property/project corners, centerline of proposed roads and label the flags accordingly (i.e.: 'Name' NE corner)
- ___ DOT certification letter if the parcel abuts a state highway
- ___ St. Croix County Highway approval of any access onto a county highway
- ___ Verification of village of North Hudson approval if CSM is within extraterritorial boundaries
- ___ Submit permits and plans to DNR if disturbing over 5 acres of land or affecting surface water per NR216 and Chapter 30

Materials to be submitted prior to construction:

- ___ Financial guarantee for road construction if necessary
- ___ Homeowner's association bylaws if necessary
- ___ Covenants and deed restrictions if necessary
- ___ Conservation easement documents if necessary

TOWN USE ONLY:

Escrow Funds: \$10,000 (**with** new public roads) LOC _____ Check _____ Other _____
(and/or infrastructure) **-OR-**
\$200/per lot (**no** new public roads) LOC _____ Check _____ Other _____

Fees: \$400 for each CSM review: _____ (must be paid at the time of submittal)

Escrow: _____ Construction will require escrow (or bond or letter of credit) of 120% of the bid price for road construction to insure completion. The Town Engineer will negotiate when partial construction is satisfactorily completed. Reduction of the letter of credit is by Town Board approval.

Application received _____, 20__

By: _____

Wording for Drainage Easement Statement:

The following note is to be placed on the final plat:

No owner or resident shall do anything, which would interfere with or change the operation of the approved comprehensive water drainage and soil erosion plan for this Plat. This includes, but is not limited to, building upon, obstructing, altering, filing, excavating or planting in any pond easements, drainage easement(s), water drainage ditches, water runways, water culverts, berms or grass seedings.

The following note is to be placed on deeds for the future lot buyers:

Subject to notes, restrictions and any easements, covenants and right o ways of record including, but not limited to, those for drainage, water retention, ponds, and/or utilities as shown on the plat of (Plat Name) recorded in Vol. ____Pg. ____ St. Croix County, Wisconsin.

If the developer chooses to create covenants, the following should be included:

The following note is to be part of the Covenants for the plat:

Declarant was required by St. Croix County to have an approved comprehensive water drainage and soil erosion plat for the subdivision. No owner or resident shall do anything, which would interfere with or change the operation of this plan. This includes, but is not limited to, building upon, obstructing, altering, filing, excavating or planting in any pond easements, drainage easement(s), water drainage ditches, water runways, water culverts, berms or grass seedings. Information about the approved comprehensive water drainage and soil erosion prevention plan may be obtained from the Declarant.

Wording for General Notice Statement:

The following note is to be placed on the final plat for major subdivisions and on every minor subdivision:

Each parcel shown on this map is subject to State, County and Town laws, rules and regulations (i.e., wetland, minimum lot size, access to parcel, etc.). Before purchasing or developing any lot, contact the St. Croix County Planning and Zoning Department and the Town of St. Joseph.

Wording for Note on Assessments 168.5(C)(2)(a)(36):

The following note is to be placed on the Certified Survey Map for all minor subdivisions:

Lots may be subject to future assessments for any upgrades or improvements to the road.

Procedures for applying for a subdivision – Town of St. Joseph

1. **Application materials** and all required fees for approval of any proposed subdivision activity under Chapter 168 shall be submitted to the Town Board and the Town Plan Commission. Application materials including current Town requirements, checklists and deadlines are available in written form from the Town Clerk/Treasurer (staff).
 - a. An application for any Town Board action under Chapter 168 (Concept, Certified Survey Map, Preliminary Plat and Final Plat) shall be deemed to have been validly submitted to the Town when:
 - i. A written application and predevelopment agreement, signed by the owner and subdivider or by the owner and an authorized representative and accompanied by the applicable Town application checklist and **all** required materials and fees, have been personally delivered to the Town Clerk/Treasurer (staff).
 - ii. Copies of all application materials have been delivered to the Town Attorney and Town Engineer.
 - iii. The application has been acknowledged by the Plan Commission at its regular monthly meeting following the delivery of materials to the designated Town personnel.
 - iv. All information and written materials required to allow the Town Clerk/Treasurer (staff) to notify all adjoining landowners of what subdivision activity is being proposed is provided.
 1. Adjoining landowners shall include owners of land across any roadways from the proposed land division.
 - v. All such materials have been provided at least 21 days before a Plan Commission meeting so that the Town Clerk/Treasurer (staff) can process and mail said notices at least 10 days before the Town Plan Commission at which said subdivision proposal will be considered.
 - b. The Town Board, Town Plan Commission, Town Attorney or Town Engineer can require an applicant to provide additional information at any time where site characteristics or other unique circumstances make it appropriate to do so.
2. **Site Visit:** The Town Plan Commission and Town Board may make onsite visits to the property being considered for subdivision sometime before their meetings between the hours of 7:00AM and 8:00PM without notice to the owner.
3. **Presentation of Proposal:** The subdivider/owner or designee shall attend the meeting of the Plan Commission and Town Board to present the proposed land division. Failure to attend these meetings or to provide a complete application may be grounds for the Town Board or Plan Commission to table or deny the application.
4. **Conditions of Approval:** The Town Board may impose conditions upon its approval of any subdivision. Such conditions shall be stated in the Town Board's minutes and a copy given the applicant. Such conditions shall also be incorporated into the Developer's Agreement required under Chapter 168.
5. **Disapproval:** When the Town Board decides not to approve a preliminary plat, final plat or certified survey map, its reasons for denial shall be stated in the Town Board's meeting minutes and a copy thereof given to the applicant/

TOWN OF ST. JOSEPH CHECKLIST FOR MINOR PLATS

Plat Name: _____

Owner(s) or

Agent: _____ Surveyor: _____

Location : _____, Section _____, T _____ N, R _____ W

Chapter 168 Town of St. Joseph Subdivision Regulations:

CONCEPT REVIEW SUBMITTALS:

___ **168.5(D)(2)** Concept review recommended but not required

___ **168.5(C)(1)(c)(4)** Name and address of the owner of the property and the subdivider

___ **168.5(C)(1)(c)(5)** Location and size of the property

___ **168.5(C)(1)(c)(6)** Name and addresses of all adjacent landowners

___ **168.5(C)(1)(c)(7)** Name and address of the surveyor who will be doing the surveywork

___ **168.5(C)(1)(c)(8)** Present use of the land and the land adjacent to the proposed subdivision

___ **168.5(C)(1)(c)(9)** Identification of any portion of the property and adjoining properties that is contained in the Preservation Residential Transition sections as defined in the Comprehensive Plan.

___ **168.5(C)(1)(c)(10)** Number and size of projected lots upon final land division

___ **168.5(C)(1)(c)(11)** Existing zoning and other land use controls on the proposed land division and the land adjacent to the proposed subdivision.

___ **168.5(C)(1)(c)(12)** Location of any slopes of 25%

___ **168.5(C)(1)(c)(13)** Locations of general land cover types, such as woodlands, wetlands and agricultural.

___ **168.5(C)(1)(c)(14)** Locations of historic and cultural features as listed at the Wisconsin State Historic Preservation Office, on the Wisconsin Architecture and Historic Inventory (AHI) or on the National Register of Historic Places.

___ Any subdivision occurring within the Preservation Residential and Residential Transition areas should follow the procedures in Appendix B regarding the Natural resource areas.

CERTIFIED SURVEY MAP:

___ **168.5(D)(3)** Submittals shall be same as those in 168-5(C)(2) and (3).

___ **168.5(C)(2)(a)(7)** Date, graphic scale of not more than 100 feet to 1 inch and North arrow.

___ Wisconsin Administrative Code: The plat bears the _____ dated seal, _____ signature and _____ certifying statement of the surveyor.

___ Name of the proposed plat.

___ **168.5(C)(2)(a)(3)** Name and address of the subdivider or contact person.

___ **168.5(C)(2)(a)(3)** The name of landowner or purchases under contract.

___ **168.5(C)(2)(a)(5)** The location by _____ Government lot, _____ quarter-quarter section, _____ section, _____ township, _____ range, _____ county and _____ state noted immediately under the plat name. The location of the plat by bearing and distance from a boundary line of a quarter section in which the plat is located. Describe the monumentation at the ends of said boundary line and the bearing and distance between them shown.

___ **168.5(C)(2)(a)(8)** A scale drawing of the exterior boundary of the lot, referenced to a line established in the US Public Lands Survey. ___ Total acreage of plat boundary.

___ **168.5(C)(2)(a)(9)** Present use of the land and the land adjacent to the proposed subdivision.

___ **168.5(C)(2)(a)(10)** Existing zoning and other land use controls on the proposed land division and the land adjacent to the proposed subdivision.

___ **168.5(C)(2)(a)(11)** Identification of any portion of the property and adjoining properties that are contained in the Preservation Residential or Residential Transition sections as defined in the Comprehensive Plan.

___ **168.5(C)(2)(a)(12)** Names and addresses of all adjacent landowners

___ **168.5(C)(2)(a)(13)** 2 foot contours of existing topography shown

___ **168.5(C)(2)(a)(14)** Identify slopes

___ **168.5(C)(2)(a)(15)** Drainage patterns and watershed boundaries

___ **168.5(C)(2)(a)(16)** Identify lakes and streams

___ **168.5(C)(2)(a)(17)** All delineations of wetlands and waterways

___ **168.5(C)(2)(a)(18)** Floodplain limits

___ **168.5(C)(2)(a)(19)** Roads, driveways, railroads, public ways

___ **168.5(C)(2)(a)(20)** Adjacent lands

___ **168.5(C)(2)(a)(21)** Location of all fuel storage tanks, dumps and wells.

___ **168.5(C)(2)(a)(22)** Location of rare, threatened and endangered species, native vegetation and other habitat areas.

___ **168.5(C)(2)(a)(23)** Locations of all existing property boundaries lines, structures, driveways, closed depressions, drainage ditches, water wells, on site waste water treatment systems, sinkholes, rock outcrops, wooded area, railroad tracks, other similar significant natural or man-made features within the tract being subdivided or immediately adjacent thereto.

___ **168.5(C)(2)(a)(24)** Public sites

___ **168.5(C)(2)(a)(25)** Location of soil boring tests indicating general location of septic system areas as required by Wis. Adm. Code

___ **168.5(C)(2)(a)(26)** Location of the proposed Net Project Buildable Area pursuant to 168-7(D) when required by the Town.

___ **168.5(C)(2)(a)(27)** Locations of all environmental corridors and isolated natural areas as mapped by the State, County, Town or local agencies.

___ **168.5(C)(2)(a)(28)** Plans for grading, stormwater management, and erosion and sediment control shall be submitted for all land disturbances

___ **168.5(C)(2)(a)(29)** Complete road construction plans that meet applicable State, County and Town requirements.

___ **168.5(C)(2)(a)(32)** Easements shall be shown and be limited to utility easements, drainage easements and access easements.

___ **168.5(C)(2)(a)(33)** Conservation easements, their location, purpose and proposed ownership and control.

___ **168.5(C)(2)(a)(34)** Overlay map of sensitive areas

___ **168.5(C)(2)(a)(35)** Context of the surrounding area within 660 feet of the tract

___ **168.5(C)(2)(a)(37)** Detailed statement as to whether and how the proposed development is consistent with the Comprehensive Plan.

___ The ratio of depth to width of a lot shall conform – see Appendix A

___ **168.25** All requests for waivers must be shown and listed on plat

___ **168.5(C)(2)(a)(29),(30), &(31)** Information for formulation of a draft Developer's Agreement including schedule of construction for accesses, road and all other improvements, the proposed restrictive covenants, proposed Homeowners Association bylaws and Letter of Credit format (amount not needed at this time)

Additional review Procedures for subdivisions located in the Preservation Residential and Residential Transition land areas as designated in the Comprehensive Plan shall be the same as those listed in Article II 168.5 except as follows:

_____ **168.15(A)(1)** Show general location and description of environmentally sensitive areas or further identification in the resources inventory

_____ **168.15(A)(2)** Encouraged to present more than one alternative concept

_____ **168.15(B)(1)** Resource inventory

_____ **168.15(B)(2)** Site analysis

_____ **168.15(B)(3)** Development Plan showing the layout of proposed open spaces, house sites, roads and lot lines.

Chapter 149 Town of St. Joseph Roads, Driveways, Trails, Erosion and Sediment Control and Right of Way Construction:

_____ Any proposed subdivision or address signage

_____ **149.3** No more than two roads shall intersect at one point

_____ **Plates RD-01,02,03-** 66-foot minimum right of way width

_____ **149.3** The intersection angle of roads shall not be less than 75°

_____ **149.7(A)** Design and construction standards

_____ **149.7(B)(1)** Roads to extend to subdivision border

_____ **149.7(B)(2)** Dead end roads shall not exceed 1000 feet in length

_____ **149.7(B)(6) & Plates** Cul de sac design

_____ **149.11** Locations, widths and placement for all driveways

_____ Identify joint driveways

_____ **149.4** Identify setback from roadways

_____ **149.7(A)** All roads serving two or more lots shall be signed and built to standards

_____ **Plates RD-01,02,03** Materials and standards for road construction

_____ **Plates ERO-1 through ERO-14** Erosion control standards for installation

_____ **Plates STO-12** Standards for trails