

Concept Application for **MAJOR** Subdivision (5 lots or more)

(The submittal deadline for application and all materials is 3rd Wednesday of each month [during business hours])

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

Concept 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 concept map is 30 days before the Plan Commission meeting.
- The Town Engineer will formally review the concept and provide written comments.
- A predevelopment agreement must be executed and included with the concept submittal.
- All fees must be received by the Town (Clerk's Office) at the time of submission of the concept.

Materials to submit should include:

___ 1 – 22" X 34" sketch/concept drawing

___ 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 those* listed of proposed action (include a copy for Town Clerk's Office)

___ 11" X 17" Sketch/concept drawings with calibrated line

___ Overhead/aerial view of the property showing adjacent properties

___ Completed Checklist – All requirements in Chapter 168 Article II (Application and Review Procedures) and/or Article IV for Subdivisions with land located within the Residential Preservation or Residential Transitional areas as designated in the Town Comprehensive Plan.

Submit to Engineer:

___ 1 – 22" X 34" sketch/concept drawing

TOWN USE ONLY:

Fees: \$500 for each concept review: _____ (must be paid at the time of submittal).

Escrow Funds: \$10,000 LOC _____ Check _____ Other _____

Date Application received _____, By: _____

Government Agency Contacts:

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Town of St. Joseph
Teri Kelly, Clerk / Treasurer
1337 County Road V
Hudson, WI 54016
715-549-6235
clerk@tn.stjoseph.wi.gov• Town Chair
Theresa Johnson
715-222-6235• Zoning Administrator
Jay Kimble 715-
781-0643• Building Inspector for Town of St. Joseph
Todd Dolan
All Croix Inspections, LLC
715-377-2152 | <ul style="list-style-type: none">• Attorney for the Town of St. Joseph
Nick Vivian
Eckberg Lammers PC
430 2nd St
Hudson, WI 54016
651-351-2137• Engineer for the Town of St. Joseph
Lee Mann
Stantec
2335 Highway 36 West
St. Paul, MN 55113-3819
651-636-4600• St. Croix County Community Development
715-386-4680 |
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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 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 30 (see application form) 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 and that the application can be reviewed by the Town Engineer and Attorney
 - 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/subdivider.