

Preliminary Plat Application for **MAJOR** Subdivision (5 lots or more)

(The submittal deadline for application and all materials is 30 days prior to the Plan Commission meeting [during business hours])

Subdivision 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

Preliminary Plat 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.
- If a Preliminary Plat is submitted prior to completion of the concept, the application will be accepted but the preliminary plat review will not begin until the Town completes the concept review.

Submittal deadline for preliminary plat is 30 days prior to the 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 plat. Revisions must be addressed and resubmitted in final form to the Town Board. All fees must be received by the Town prior to hearing the preliminary plat.

Materials to submit should include:

- ___ 2 – 22" X 34" full size copies of preliminary plat, road plans, stormwater and erosion control plans
- ___ **16** each of this application and of the following:
 - ___ List of Names* and addresses of all adjoining property owners including those across public roadways;
 - ___ Sets of preliminary plat: 11" X 17" copies of plat with calibrated line, road plans and stormwater and erosion control plans
- ___ Stamped and addressed envelopes and accompanying letters apprising those* listed of proposed action (include a copy for Town Clerk's Office)
- ___ 1 copy of stormwater calculations
- ___ Verification of Village approval if plat is within extraterritorial boundaries
- ___ DOT certification letter if the parcel abuts a state highway
- ___ St. Croix County Highway approval of any access onto a county highway
- ___ NR216 and Chapter 30 require the developer submit permits and plans to DNR if disturbing over 5 acres of land or affecting surface water
- ___ Applicant shall flag all applicable property/project corners, centerline of proposed roads and label the flags accordingly (i.e.: 'Name' NE corner)

Submit to Engineer:

- ___ 1 – 22" X 34" full size copy and 2 – 11" X 17" scaled copies of plat
- ___ Road plans, stormwater and erosion control plans
- ___ 2 copies of stormwater calculations

Submit to Town Attorney:

- ___ 1 – 11" X 17" copy of preliminary plat

Materials to submit for preliminary plat approval prior to construction:

- ___ Financial guarantee for road construction
- ___ Homeowner's association bylaws
- ___ Covenants and deed restrictions
- ___ Conservation easements documents
- ___ Signed developer's agreement

TOWN USE ONLY:

Fees: \$1,000 + \$25/each lot over 4 for each review: _____ (must be paid at the time of submittal).

Escrow: _____ \$10,000

Construction will require escrow (or bond or letter of credit) of 120% of the bid price for road construction and costs 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: _____

Government Agency Contacts:

- **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
- **Deputy Zoning Administrator**
Jay Kimble
715-781-0643
- **Building Inspector for Town of St. Joseph**
Todd Dolan
All Croix Inspections, LLC
715-377-2152
- **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

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 of 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 major subdivisions:

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

TOWN OF ST. JOSEPH CHECKLIST FOR MAJOR 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(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 survey work

___ **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.

PRELIMINARY PLAT SUBMITTALS:

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

FINAL PLAT SUBMITTALS:

- ___ **168.5(C)(3)(a)(1)** All preliminary plat requirements including amendments
- ___ **168.5(C)(3)(a)(2)** Dimensions and areas
- ___ **168.5(C)(3)(a)(3)** All easements with their intended use identified
- ___ **168.5(C)(3)(a)(4)** All required executed agreements
- ___ **168.5(C)(3)(a)(5)** All required financial guarantees
- ___ **168.5(C)(3)(a)(6)** All required materials