

Village of Stockbridge ~ Land Division Application

This form must be submitted to the Village Clerk with the items listed in the checklist below 28 days prior to the Plan Commission meeting for staff review and agenda placement (plat sketch plans may be submitted 10 days prior). The review process will not begin until an application is determined to be complete and the appropriate fee is paid to the Village Clerk. In addition to the requirements of this application, the applicant or their agent should attend the Plan Commission meeting to answer questions. Applicants are encouraged to present a preliminary sketch plan to the Plan Commission for discussion prior to commencing professional services for the creation of a Certified Survey Map (CSM) or preliminary plat. All land divisions shall comply with the requirements of Chapter 19 of the Village Code. If you have any questions about procedure or requirements, please contact Morgan Shapiro, Zoning Administrator, at (920) 267-6088 or mshapiro@msa-ps.com.

Owner Name(s):	
Applicant Name (if different than above):	
Project Address:	Parcel #(s):
Applicant Address (if different than above):	
Applicant Email:	Surveyor:
Surveyor Phone:	Surveyor Email:
Current Zoning:	Existing Use of Property:
Development Size: _____ acres and _____ lots	Acres Remaining in Parent Parcel:
Proposed Zoning:	Plat Name:

Land Division Submittal Checklist:	
Fee (see information at right)	• Sketch Plan: No fee. • CSM: \$400 +\$25 per lot • Preliminary Plat: \$500 plus \$15 per lot. • Final Plat: \$350 plus \$15 per lot. <i>Make Checks Payable to: Village of Stockbridge</i>
Complete Application (<i>this page</i>)	
Sketch plan/CSM/Plat (<i>one hard copy</i>)	
Letter of Intent/Project Description (<i>one hard copy</i>)	

Applicant Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____

For Staff Use Only		
Date Received:	Fee Amount:	Paid?
Project to Appear before Plan Commission on:		PH Publication Dates:
Plan Commission Recommendation: ☐ Denied ☐ Approved Subject to:		
Village Board Decision: ☐ Denied ☐ Approved (Res # _____) Subject to:		

19.03 GENERAL PROVISIONS

1. SUBDIVISION. The dividing of a lot, parcel, or tract of land by the subdivider thereof for the purpose of sale or of building development where the act of division creates five or more parcels of building sites of five acres or less (each) in area, or five or more parcels or building sites of five acres or less (each) in area are created by successive division within a period of five years.
2. MINOR SUBDIVISION. Those divisions of land into one to four lots or building sites. Certified survey maps shall be used for such divisions. Certified survey maps shall be prepared in accordance with Chapter 236, Wisconsin Statutes, and the provisions of this Ordinance. Ten copies and the original of the map shall be filed with the Plan Commission, ten days prior to the meeting of the Commission at which action is desired. If not recorded in the office of the Register of Deeds within 30 days, approved certified survey maps shall be re-submitted to the Plan Commission for re-approval.
 - a. The map shall include a certificate by the owners of record in substantially the same form as required by Sec. 236.21(2)(a), Stats.
 - b. A certificate of approval of the Plan Commission shall be typed, lettered, or reproduced legibly on the face of the map.
3. No division of land which meets the definition of subdivision used in this ordinance within the Village or within its extraterritorial jurisdiction, shall be permitted unless a plat or certified survey map is submitted and approved in accordance with this ordinance and Chapter 236 of the Wisconsin Statutes.
4. In addition to the provisions of this Ordinance and Chapter 236 of the Wisconsin Statutes; all subdivisions shall conform to the Zoning Ordinance, and any other ordinance or plans adopted by the Village.
5. For all subdivision improvements required to be installed by the subdivider, the subdivider shall provide satisfactory proof that he had contracted to install such improvements or shall file a performance bond, ensuring installation of such improvements within the time required by the Plan Commission.
6. All improvements shall be inspected and found to have been installed according to specifications, prior to either acceptance of the improvement by the Village Board or release of the subdivider's bond.
7. The developer of land shall not be granted approval for the division of said land if it is deemed unsuitable by the Plan Commission for reason of flooding, severe erosion potential, unfavorable topography, inadequate water supply or sewage disposal capabilities or any other feature likely to be harmful to the health, safety, or general welfare of the future residents or uses of the proposed subdivision.
8. Any person aggrieved by an objection to a plat or failure to approve a plat may appeal therefrom, as provided in Secs. 236.13(5) and 62.23(7)(e), Stats., within 30 days of notification of the rejection of the plat. Where failure to approve is based on an unsatisfied objection, the agency making the objection shall be made a party to the action. The court shall direct that the plat be approved if it finds that the action of the approving or objecting agency is arbitrary, unreasonable or discriminatory.

Certified Survey Map (CSM) Procedure (§300-12(A) through (D), (F), and (G))

- CSMs shall be submitted for staff review 30 days prior to the Plan Commission meeting the applicant wishes to appear at. The Plan Commission shall review the CSM for compliance with Chapter 300 and make a recommendation to the Common Council.
- The Common Council shall approve or deny the CSM.
- The applicant shall submit a copy of the recorded document to the City Clerk.
- Building permits may be issued only after all of the preceding requirements have been met.

CSMs must include the items listed in §300-12(E).

Plat Sketch Plan (§300-11)

Submittal of a plat sketch plan is recommended, but not required, prior to submittal of a Preliminary Plat. Plat sketch plans shall be submitted for staff review 10 days prior to the Plan Commission meeting the applicant wishes to appear at. Plat sketch plans will be reviewed by staff and the Plan Commission for concept feedback.

If a plat sketch plan is submitted, it shall contain the items listed in §300-11(B).

Preliminary Plat Procedure (§300-13)

- Preliminary plats shall be submitted for staff review 30 days prior to the Plan Commission meeting the applicant wishes to appear at.
- The Plan Commission shall review the Preliminary Plat for compliance with Chapter 300 and shall recommend approval, conditional approval, or denial and submit its recommendation to the Common Council within 30 days of completion of the public hearing. Reasons for recommending denial will be transmitted to the applicant.
- The Common Council shall approve or deny the Preliminary Plat.

Preliminary plats must include the items listed in §300-16.

Final Plat Procedure (§300-14)

- Not less than 36 months* after the date of approval of the preliminary plat, the owner or subdivider shall submit the final plat to the City Clerk, in full compliance with Wis. Stats. 236.20; otherwise the preliminary plat will be considered void, unless an extension is requested, in writing, by the subdivider and for good cause granted by the City. The final plat may constitute a portion of the approved preliminary plat. An abstract of title or registered property report to show that the property is controlled by the applicant.
- Final plats shall be submitted for staff review 30 days prior to the Plan Commission meeting the applicant wishes to appear at.
- The Plan Commission shall review the Final Plat for compliance with Chapter 300 and make a recommendation to the Common Council. Reasons for recommending denial will be transmitted to the applicant.
- The Common Council shall approve or deny the Final Plat. Upon approval, the subdivider shall record the plat with the County Register of Deeds within 12 months after the date of the final approval and within 36 months after the first approval; otherwise, the approval shall be considered void. The subdivider shall furnish the City with a tracing and three prints of the final plat showing evidence of the recording.

Final plats must include the items listed in §300-17.