



# CITY OF WAUPACA, WISCONSIN

## FINAL SUBDIVISION PLAT APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST

**PROJECT NAME** \_\_\_\_\_

<b>FINAL SUBDIVISION PLAT APPLICATION</b>	<b>MET</b>	<b>*NOT MET</b>	<b>N/A</b>
Completed Preliminary Subdivision Plat application form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COPIES OF FINAL SUBDIVISION PLAT</b>	<b>MET</b>	<b>*NOT MET</b>	<b>N/A</b>
1 full-size copy of the Final Subdivision Plat prepared by a Wisconsin registered land surveyor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 copies (no larger than 11" X 17") of the Final Subdivision Plat prepared by a Wisconsin registered land surveyor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 copy of the Final Subdivision Plat on CD in PDF format and GIS shapefile format.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FINAL SUBDIVISION PLAT SHALL DENOTE</b>	<b>MET</b>	<b>*NOT MET</b>	<b>N/A</b>
The title under which the proposed subdivision is to be recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The location of the proposed subdivision by lot, quarter section, section, township, range, city, county and state.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The names and addresses of the owner, subdivider and land surveyor preparing the plat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of map.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graphic scale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North arrow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location map relative to nearest intersection of two public streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corporate limit lines within the exterior boundaries of the plat or immediately adjacent thereto.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location, right-of-way width and names of all existing streets, alleys or other public ways, easements, railroad and utility rights-of-way, and all section and quarter section lines within the exterior boundaries of the plat or immediately adjacent thereto.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location and name of any adjacent subdivisions, parks and cemeteries and owners of record of abutting unplatted lands.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type, width and elevation of any existing street pavements within the exterior boundaries of the plat or immediately adjacent thereto, together with any legally established centerline elevations, all referenced to Mean Sea Level Datum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All existing improvements (e.g. buildings, driveways, sanitary septic systems, wells).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\* NOT MET – APPLICANT SHALL EXPLAIN WHY REQUIREMENT IS NOT NECESSARY**

Existing topography at two foot contour intervals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public road dedication(s) and reservation(s) in accordance with City adopted Comprehensive Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location, width and names of all proposed streets and public right-of-way, such as alleys and easements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dimensions and areas of all lots, together with proposed lot and block numbers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Single Family Residence direct vehicle access restrictions within thirty feet of a public street intersection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multifamily, commercial, industrial direct vehicle access restrictions within one hundred fifty feet of a public street intersection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location and approximate dimensions of any sites to be reserved or dedicated for parks, playgrounds or drainage ways or public use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radii of all curves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Federal / State regulated wetlands, watercourses or bodies. Floodplain limits and the contour line representing the elevation of the 100-year recurrence interval flood. Location of the ordinary high water mark (OHWM) as defined by the Wisconsin Department of Natural Resources or Army Corp. of Engineers to any watercourse or body.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetlands, navigable streams and FEMA floodplain are prohibited within any lot, other than an outlot owned in perpetuity by a subdivision homeowner association or the City of Waupaca. Lots are prohibited within 150 feet of the nearest navigable streambank in accordance with the City Floodplain/Wetland Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipal sewer and water is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FINAL SUBDIVISION PLAT SHALL ALSO INCLUDE</b>	<b>MET</b>	<b>*NOT MET</b>	<b>N/A</b>
Grading and Stormwater Drainage Plan in accordance with City stormwater utility requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of all draft restrictive covenants addressing cul de sac landscape isles and outlot ownership/maintenance in perpetuity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$200 Public Site Fee for each new residential lot payable when the lot is first sold.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SUBDIVISION ORDINANCE REQUIREMENTS</b>	<b>MET</b>	<b>*NOT MET</b>	<b>N/A</b>
Conditions met of Preliminary Plat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approved engineering.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All recordable easements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Credit approved by staff. The Letter of Credit shall contain adequate financing to cover all public infrastructure improvements necessary for the proposed development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developer Agreement approved by staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\* NOT MET – APPLICANT SHALL EXPLAIN WHY REQUIREMENT IS NOT NECESSARY**