



CITY OF WAUPACA APPLICATION FOR EXTRATERRITORIAL PLAT

TYPE OF SUBDIVISION (CHECK ONE)
<input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat

SUBDIVISION PLAT TITLE
Title _____

PROPERTY OWNER		OWNER'S AGENT (if applicable)	
Name		Name	
Mailing Address		Mailing Address	
Phone	Fax	Phone	Fax
E-Mail		E-Mail	

PROPERTY INFORMATION	
Parcel No(s)	
Site Address/Location	Town of _____
Legal Description of Land *Please submit an electronic copy of Plat Map and the legal description in Microsoft Word format.	
Current Zoning:	Proposed Zoning:
Current Uses:	Proposed Uses:
Number of Lots and Outlots:	Total Acreage:
Average Lot Size:	Average Lot Width:

APPLICANT SIGNATURE _____
(Letter of designation required if not owner.)

DATE ____/____/____

OFFICE USE ONLY	
Date Filed: ____/____/____	
<input type="checkbox"/> Preliminary Plat Review Fee - NONE <input type="checkbox"/> Final Plat Review Fee - \$100.00	
Receipt No. _____	Date Paid: ____/____/____

PRELIMINARY AND FINAL PLAT REQUIREMENTS AND PROCESS

PREAPPLICATION.

It is recommended that, prior to the filing of an application for approval of the preliminary plat, the subdivider consult with the Plan Commission for advice and assistance. This step does not require formal application, fee or filing of a plat, but is intended to informally advise the subdivider of the purpose and objectives of these regulations, the comprehensive plan and the Official Map and to informally reach mutual conclusions regarding the general program and objectives of the proposed development.

PLAT PROCEDURE.

(1) PRELIMINARY PLAT PROCEDURE.

(a) The subdivider shall cause to be prepared a preliminary plat and supplementary materials by a Wisconsin registered land surveyor and shall file with the City Clerk a written application (2 copies) for conditional approval of said plat, accompanied by 8 blue-line prints or other acceptable reproductions at least 10 days prior to the meeting of the Plan Commission at which action is desired. The City Clerk shall retain an application and one plat map. The remaining application and maps shall be forwarded to the plan coordinator for use by the Plan Commission. (Am. Ord. #01-04)

(b) The preliminary plat shall cover the entire area owned by the subdivider even though only a small portion is proposed for development at the time. The Plan Commission may waive this requirement where it is unnecessary to fulfill the purpose of this chapter and undue hardship would result from strict application thereof.

(c) Following review of the preliminary plat and other material submitted for conformity with all ordinances, administrative rules and regulations, negotiations with the subdivider on changes deemed advisable and the kind and extent of public improvements which will be required, the Plan Commission and the Council shall, within 90 days of filing of the plat, approve, approve conditionally or reject the plat. Failure of the Commission and the Council to act within the 90 days, unless the time is extended by agreement with the subdivider, shall constitute an approval of the preliminary plat.

(d) In the event the plat is approved conditionally or rejected, the Council shall state, in writing, any conditions of approval or reasons for rejection.

(2) FINAL PLAT PROCEDURE.

(a) The final plat, a written application for approval, and such copies thereof as shall be required shall be submitted to the City Clerk within 6 months of approval of the preliminary plat and at least 25 days prior to the meeting of the Plan Commission at which action is desired. The Council may, however, waive compliance within the 6-month time limit, which may be extended by mutual agreement with the subdivider. (Am. Ord. #01-04)

(b) The subdivider shall not submit the final plat until approval of the Department of Development, as required by §236.12, Wis. Stats., shall have first been obtained. The Plan Commission shall refer the final plat with its recommendation to the Council within 30 days of its submission unless the time is extended by the Council. The Council shall approve or reject the final plat within 60 days of its submission to the City Clerk unless the time is extended by agreement with the subdivider. Reasons for rejection shall be stated in the minutes of the Council meeting and a copy forwarded to the subdivider. (Am. Ord. #01-04)

(c) The final plat may, if permitted by the Plan Commission, constitute only that portion of the approved preliminary plat which the subdivider proposes to record at that time.

(d) If the original of the final plat has been filed with another approving authority, the subdivider may file a true copy of such plat in lieu of the original. However, before approval of the Council will be inscribed on the original of the final plat, the surveyor or the subdivider shall certify the respects in which the original of the final plat differs from the true copy, and all modifications must first be approved.

(3) PLATS WITHIN THE EXTRATERRITORIAL PLAT APPROVAL JURISDICTION. When the land to be subdivided lies within 1 1/2 miles of the corporate limits of the City, the subdivider shall proceed as specified in sec. 18.17 of this chapter and subs. (1) and (2) above, except:

(a) Transmittal Responsibility. (Am. Ord. #01-04) Transmittal responsibility lies with the City Clerk, the town clerk or whomever the plat is first submitted, and the subdivider shall indicate which one in his application.

(b) Approval Agencies. Approval agencies include the Council, the town board and as listed in sec. 18.06 of this chapter. The subdivider must comply with the land division regulations of these agencies.

(c) Improvements. The subdivider may proceed with the installation of such improvements and under such regulations as the town board of the town within whose limits the plat lies may require. Wherever connection to any City utility is desired, permission for such connection shall require Council approval.

(d) Approval. All improvement requirements specified by the town board, or any special improvement district in matters over which they have jurisdiction, shall be met before filing of the final plat.

REPLAT. (Am. Ord. #01-04)

When it is proposed to replat a recorded subdivision, or part thereof, so as to change the boundaries of a recorded subdivision, or part thereof, the subdivider or person wishing to replat shall vacate or alter the recorded plat as provided in §§236.36 through 236.44, Wis. Stats. The subdivider, or person wishing to replat, shall then proceed as specified in secs. 18.17 and 18.18 of this chapter. The City Clerk shall schedule a public hearing before the Plan Commission when a preliminary plat of a replat of lands within the City is filed and shall cause notices of the proposed replat and public hearing to be mailed to the owners of all properties within the limits of the exterior boundaries of the proposed replat and to the owners of all properties within 200 feet of the exterior boundaries of the proposed replat.