



MINOR LAND DIVISION APPLICATION

File #: _____

Office Use Only
Revised 1-2014

SITE INFORMATION

Total Acreage: _____ Size of Original Parcel: _____ Number of Lots: _____ Number of Outlots: _____

Property Location: _____ 1/4, _____ 1/4, Sec. _____, T. _____ N., R. _____ W., Town of _____

Computer #: _____ - _____ - _____ - _____ Parcel #: _____ . _____ . _____ . _____

Zoning District: (Check one): AG. AG. II AG. RES. RESIDENTIAL COMMERCIAL INDUSTRIAL
Overlay District: (Check all that apply): SHORELAND RIVERWAY FLOODPLAIN ADULT ENTERTAINMENT

Make a sketch in the box showing how the new lot(s) fit within the original parcel.

APPLICANT INFORMATION

Property Owner: _____ Contractor/Agent: _____

Mailing Address: _____ Mailing Address: _____

Daytime Phone: (____) _____ Daytime Phone: (____) _____

Cell: (____) _____ Cell: (____) _____

E-mail: _____ E-mail: _____

Surveyor: _____ Daytime phone: (____) _____

Mailing Address: _____ E-mail: _____

Applications are due on the 1st Monday of each month.

I attest that the information contained in this application is true and correct to the best of my knowledge.

Property Owner Signature: _____ Date _____

Contractor/Agent Signature: _____ Date _____

MINOR LAND DIVISION SUBMITTAL REQUIREMENTS

A minor subdivision is one that creates four or less lots in a five-year period. If prior or concurrent division, of the parcel that existed five years prior to the date of application, exceeds this limitation the application is not eligible for the minor land division process. The split of one lot into two lots is considered to be a one-lot land division as it relates to eligibility for this process. Applications on ineligible parcels will be returned. An applicant may reapply at the first regularly scheduled submittal deadline after the ineligible period expires.

Mandatory Items to Submit:

- The application for a minor subdivision shall show or identify the original parcel of which the proposed subdivision was part of five years prior to the date of application
- 4 – Copies** of the preliminary Certified Survey Map.
- 1 - Copy** of the application and submittal checklist page.
- Applicable fees (*noted below*).
- Extra-territorial plat approval, (*if applicable*).
- A copy of the soil test for all proposed lots not having a residence on the lot.
- A copy of the certified survey map showing soil test locations.
- Checklist for Compliance with Wisconsin State Statute 236.34 Platting Standards.
- General Zoning Notice statement.
- DOT certification letter if the proposed lot(s) abut(s) a state highway.
- Property Disclosure statement.
- Applicant shall flag all property/project corners and mark flags accordingly.
- Addendum For Public Improvements (if applicable)

Application Fees - Required

Base Application Fee for a Single Lot CSM:	\$550	\$ _____
Additional Fees per lot – 2 to 4 Lot CSM:	\$90 per lot / outlot	\$ _____

Additional Fees (*if applicable*)

Road Design Review & Inspection:	\$550	\$ _____
Erosion Control Inspection:	\$225	\$ _____
Re-submittal Fee:	\$550	\$ _____
Waiver Request Fee:	\$825	\$ _____
Re-inspection Fee	\$225	\$ _____

Total Fees: \$ _____

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Total Fees Paid: \$ _____

File #: _____

Fee Received: ____/____/____

Receipt #: _____

WISCONSIN STATE STATUTE 236.34 PLATTING STANDARDS

Surveyor: _____ Map Review Number: _____

Owner(s) or Agent: _____

Location: _____ ¼ _____ ¼, Section _____, T _____ N, R _____ W, Town of _____

1. _____ **236.34(1)** Not more than 4 land parcels (consisting of lots and outlots) per Certified Survey Map.
2. _____ **236.34(1)(a)** _____ Survey performed and prepared by a Wisconsin Registered Land Surveyor. _____ Error of closure ratio not to exceed 1 in 3000.
3. _____ **236.34(1)(b)** All corners shall be monumented in accordance with s. 236.15(1)(c), (d) and (g).
4. _____ **236.34(1)(c)** The map prepared in accordance with s. 236.20(2)(a), (b), (c), (e), (f), (g), (h), (i), (j), (k) and (L) and 236.20(3)(b), (d) and (e); _____ graphic scale not more than 500-feet to 1-inch shown on each layout sheet; _____ sheet size 8 ½" x 14", with 1 ½" binding margin and ½" margin along other sides; _____ relationship of multiple sheets numbered; _____ map prominently titled "CERTIFIED SURVEY MAP", with location of _____ government lot, _____ quarter-quarter section, _____ section, _____ township, _____ range, and _____ county and _____ state noted.
5. _____ **236.20(2)(a)** Show the exterior boundaries of the land surveyed and divided.
6. _____ **236.20(2)(b)** Clearly identify and describe found or set monumentation (_____ type of monument, _____ type of material, _____ outside diameter or dimension, _____ weight per foot, etc.). _____ Label or show in map legend.
7. _____ **236.20(2)(c)** Dimension by bearing and distance: _____ exterior map boundary, _____ block boundaries, _____ public roads or grounds, and _____ lot lines. _____ Easement boundaries properly dimensioned. _____ Show any previously recorded dimensioning.
8. _____ **236.20(2)(e)** All lots and outlots consecutively numbered.
9. _____ **236.20(2)(f)** The exact width of all easements, streets and alleys.
10. _____ **236.20(2)(g)** Monument, plat and dimension all meander lines in accordance with s. 236.15(1)(d).
11. _____ **236.20(2)(h)** The centerline of all roads and highways.
12. _____ **236.20(2)(i)** _____ Show north point and _____ reference bearings to a boundary line of a quarter section in which the map is located.
13. _____ **236.20(2)(j)** Show the area in square feet of each lot and outlot.
14. _____ **236.20(2)(k)** _____ Show main chord of circular curve with dotted or dashed line. Curve dimensioning shall show: _____ curve identifier, _____ radius length, _____ central angle, _____ chord bearing, _____ chord length and _____ arc length. _____ Tangent bearing at each end of the main chord.
15. _____ **236.20(2)(L)** Compliance with this section may be waived by Wisconsin Department of Administration, Plat Review.
16. _____ **236.20(3)(b)** _____ Location of the map by bearing and distance from the boundary line of a quarter section in which the map is located. _____ Describe the monumentation at the ends of the boundary line and the bearing and distance between them shown.
17. _____ **236.20(3)(d)** The names of adjoining roads, highways and subdivisions shown in their proper location underscored by a dotted or dashed line.
18. _____ **236.20(3)(e)** _____ Abutting roads and highways shown in their proper location by dotted or dashed line. _____ The width of those roads and highways also shown.
19. _____ **236.34(d)** Certificate of the surveyor who made the survey, division and map of the land described.
20. _____ **236.34(d)(1)** By whose direction the surveyor made the survey, division and map of the land described.
21. _____ **236.34(d)(2)** _____ Clear and concise description of the map boundary by _____ government lot, _____ quarter-quarter section, _____ section, _____ township, _____ range, _____ county and _____ state; _____ by metes and bounds commencing at a section or quarter section corner of the quarter section in which the map is located.
22. _____ **236.34(d)(3)** Statement that the map correctly represents the exterior boundary and the land division made.
23. _____ **236.34(d)(4)** Statement that surveyor has fully complied with the provisions of s. 236.34.
24. _____ **236.34(e)** Dedications require certificates in substantial form with s.236.21(2)(a) and approved by local jurisdiction.
25. _____ **Chapter A-E7 Wisconsin Administrative Code** Map complies with minimum standards for property surveys.



MINOR LAND DIVISION PROPERTY DISCLOSURE

Section 13.5 A.1.a of the St. Croix County Land Division Ordinance requires that Minor Land Divisions be processed under the same application procedures and requirements as the Major Land Divisions. Section 13.5 A.3.c authorizes the Zoning Administrator to waive certain requirements if no public improvements or stormwater facilities are required. Consideration will be given to waiving topographic mapping and stormwater and erosion control standards as part of the minor land division process if the following conditions exist on the site: *(check if applicable)*

Slope Disclosure

- The property does not contain 12% or greater slopes.
- The property contains slopes greater than 12%, but the slopes are not being disturbed. (Attach a supplemental map to identify the approximate location)
- This property contains slopes greater than 12%, but less than 10,000 sq. ft between 12% and 19.9% is being disturbed.

* Disturbance of 10,000 sq. ft. or greater between 12% and 19.9% requires a Land Use Permit.
 * Disturbance on anything greater than 20% slopes requires a Land Use Permit.

Road and Driveway Disclosure

- The proposed CSM does not involve the construction of any roads.
- All driveways on the proposed CSM meet applicable separation distances.

Water Resources Disclosure

- The property either does not contain wetlands or development will not encroach upon identified wetlands. If wetlands are present on the property attach a map identifying their approximate boundaries.
- The property does not contain flood hazard areas as identified by the Federal Emergency Management Agency (FEMA).

I attest that the information contained in this application is true and correct to the best of my knowledge.

Licensed Surveyor: _____
(Name - please print)

Surveyor Signature: _____ Date: _____