



MINOR LAND DIVISION ADDENDUM FOR PUBLIC IMPROVEMENTS

File #: _____

Office Use Only
Revised 6-2013

REVIEW SUBMITTAL REQUIREMENTS

Preliminary plat application review begins after the memorandum on the concept review is complete and a properly completed application is filed. If a preliminary plat and accompanying materials are submitted prior to completion of concept review, the application shall be received, but preliminary plat review shall not commence until completion of the concept review.

Submittal deadline for preliminary plats is the **1st Monday** of the month.

Mandatory Items to Submit:

- 6 – Complete folded sets, Full Size and 11x17**, of preliminary plat and associated materials, (*copies of plat, road plans, stormwater, erosion control plans and checklist*).
- Applicable fees.
- Financial guarantees (*submitted prior to construction*).
 - Road Construction: 50% of improvements.
 - Erosion Control: 50% of improvements.

FINAL REVIEW SUBMITTAL REQUIREMENTS

Submittal deadline for the final is the **1st Monday** of the month.

Mandatory Items to Submit:

- 1 – Copy** of the preliminary CSM with signatures of approval from the Town.
- 6 – Complete folded sets, Full Size and 11x17**, of final CSM and associated materials.
- 3 – Certification letters** for road construction.
- 3 – Certification letters** for stormwater and erosion control.
- Extra-territorial plat approval.
- Applicable fees.
- Outlot Statement – The developer shall show on the face of the plat the intended purpose and requested uses of each outlot.
- Drainage Easement Statement (*see attached wording*).
- General Zoning Notice Statement (*see attached wording*).
- Separate soil map 11x17 or full size identifying soil test locations on individual lots.

PRELIMINARY PLAT STANDARDS (§ 13.2 B.1.)

1. ___ Plat covers area owned or controlled by the developer and proposed for development.
2. ___ Be based upon a survey by a registered land surveyor.
3. ___ Complies with Wisconsin Administrative Code A-E7.
4. ___ Drawn at a scale of not more than 100 feet to 1 inch

DATA ON THE PRELIMINARY PLAT (§ 13.2 B.2.)

1. ___ Exterior boundaries of the proposed subdivision referenced to a line established in the U.S. Public Land Survey, and the total acreage encompassed thereby.
2. ___ The date, graphic scale, and north point.
3. ___ The name of the proposed plat prominently labeled.
4. ___ The name and contact information of the subdivider, subdivider's agent, engineers, surveyors, and other contractors/subcontractors.
5. ___ The owner of record and the identity of any proposed contract purchaser.
6. ___ The location of the plat by government lot, quarter-quarter section, section, township and range and the town, County and state of jurisdiction, noted immediate under the name of the subdivision.
7. ___ The location of the plat shall be indicated by bearing and distance from a boundary line of a quarter section in which the subdivision is located.
8. ___ The monumentation at the ends of the boundary line shall be described and the bearing and distance between them shown.
9. ___ The names, locations and right-of-way widths of any existing roads or other public or private ways, easements, railroad or utility rights-of-way included within or adjacent to the proposed plat, labeled and underscored with a dotted or dashed line.
10. ___ Existing road access restrictions and any existing access control limitations. These shall be explained within the application material and noted on the face of the plat.
11. ___ All proposed road names, which shall conform to § 13.7.B.4.
12. ___ Locations and widths for all driveway accesses and roads, and construction plans and specifications for any proposed roads.
13. ___ The location of existing property lines, buildings, drives, streams and watercourses, ponds, lakes, rivers, wetlands, rock outcrops, wooded areas, historic and archeological features, native prairie remnant and any other significant limiting features or characteristics within the proposed subdivision.
14. ___ The water elevations of adjoining lakes, ponds or streams at the date of the survey, and the ordinary high water mark, typical stream valley cross-sections, stream channels, flood areas from NFIP maps or other floodplain zoning maps.
15. ___ Wetlands, as defined by Wisconsin Statutes § 23.32, and mapped by WDNR pursuant to that statute and any other wetlands as identified by a professional wetland delineator.
16. ___ All floodplain boundaries.
17. ___ Private and municipal dumps, underground fuel or petroleum storage tanks, areas of known groundwater contamination, location of all existing wells, including advisory wells, and any WDNR designated Special Deep Casing Well Depth Requirement Areas.
18. ___ The contours, on an established datum, at vertical intervals of not more than 2 feet.

DATA ON THE PRELIMINARY PLAT CONTINUED (§ 13.2 B.2.)

19. ___ The identification, location and dimensions, including acreage, of all parks, parkways, playgrounds, drainage ways, stormwater ponds or other common areas whether proposed for dedication to the public or remaining privately owned. In an accompanying document, the subdivider shall indicate how these areas are proposed to be owned, managed and maintained.
20. ___ Dimensions, size and numbers of all lots. Where applicable, size shall be indicated with inclusion and exclusion of rights-of-way and areas below the ordinary high water mark of navigable waters.
21. ___ A list or depiction showing the following information for each proposed lot:
- a) ___ Existing and intended land use.
 - b) ___ Existing and intended zoning, including overlay districts, i.e. Lower St. Croix Riverway district.
 - c) ___ Required minimum lot area and lot widths under intended zoning.
 - d) ___ Contiguous buildable area. Identified in acres and differentially shaded.
 - e) ___ Lowest Building Opening (L.B.O.) for lots affected by a High Water Elevation (H.W.E.), drainage easement or floodplain.
 - f) ___ Identification that the contiguous buildable area extends to a portion of the lot abutting a road with such area being sufficient to carry a driveway access.
 - g) ___ All required setbacks.
22. ___ Identification of all proposed outlots.
- a) ___ Indicate proposed purpose and proposed ownership and control of each outlot.
 - b) ___ All outlots that have deed restrictions, covenants or conservation easements shall be referenced on the plat and copies of such draft documents shall be provided.
23. ___ The location of any of the following items within 200 feet of the proposed subdivision:
- a) ___ The location and names of adjacent plats, certified survey maps, unplatted lands, publicly-owned lands, parks and cemeteries, all labeled and underscored with a dotted or dashed line.
 - b) ___ Existing land use and zoning, including overlay districts, i.e. Lower St. Croix Riverway district.
 - c) ___ Topography, water bodies, watershed features, floodplains, wetlands, historic and archeological features and any other limiting features or characteristics.
 - d) ___ Private and municipal dump sites, underground fuel or petroleum storage tanks or areas of known groundwater contamination.
24. ___ Two-foot contour mapping on adjacent properties within 100 feet of the proposed subdivision.
25. ___ Additional two-foot contour mapping where necessary to evaluate stormwater management and road connections.

ADDITIONAL SUBMITTALS (§ 13.2 B.3.a)

1. ___ Construction plans and specifications for any proposed roads.
2. ___ Ownership, management and maintenance plans for parks, parkways, playgrounds, drainage ways, stormwater ponds or other common areas whether proposed for dedication to the public or remaining privately owned.
3. ___ A report to address how sensitive areas shall be handled. The report shall include the following:
 - a) ___ An aerial-photograph overlay map, prepared by a registered land surveyor, showing sensitive areas found in §§ 13.2 B.2.a.13) through 20) and 8) and 11) below.
 - b) ___ The data on sensitive areas found in §§ 13.2 B.2.a.13) through 20) and 8) and 11) below.
 - c) ___ Zoning Administrator concept review comments.
 - d) ___ Relevant design standards.
 - e) ___ These sensitive areas shall be placed within lots or common open space, consistent with the one-half acre or more contiguous buildable area standard of § 13.7 G.2. and Common Open Space Requirements for Conservation Design Development, and subject to conservation easements, deed restrictions or covenants approved by and enforceable by St. Croix County.
4. ___ Required or proposed deed restrictions, covenants or conservation easements for lot and outlot.
 - a) ___ Deed restrictions, covenants or conservation easements shall be enforceable by St. Croix County against all lots and outlots within the subdivision.
 - b) ___ The Zoning Administrator shall review such proposed deed restrictions, covenants or conservation easements and approve if acceptable.
5. ___ Any proposed conservation easement for common open space protection.
6. ___ Grading, stormwater management and erosion and sediment control plans shall be submitted for all land disturbances and must include Best Management Practices in accordance with § 13.7 E.
7. ___ A draft maintenance plan for all designed stormwater ponds shall be submitted. The plan shall list all scheduled maintenance activities and the responsible party or parties.
8. ___ Land areas with 12 to 19.9 percent, 20 to 24.9 percent, 25 to 29.9 percent and/or 30 percent and greater slope shall be differentially shaded and labeled or otherwise clearly indicated on a separate map with the road layout, lot lines, and driveway access locations.
9. ___ All sloped areas to be developed, graded or stripped as described in § 13.7 C, shall be differentially shaded on a separate exhibit of the preliminary plat's grading plan. The percentage of disturbance of these slopes shall be calculated and identified in a table on this exhibit.
10. ___ Verification that adjoining landowners were notified of road layout within the subdivision by means of return receipt of certified mail to each adjoining landowner.
11. ___ Shading of soils identified as limiting for the placement of POWTS and storm water retention/detention ponds (see table in § 13.2 B.).
12. ___ A location on each lot that will accommodate an on-site wastewater treatment system and its replacement as indicated by soil borings.
 - a) ___ When private on-site wastewater treatment systems serving single lots are intended, at a minimum, one boring for every three acres throughout the plat is required to demonstrate soil suitability.
 - b) ___ Soil boring locations in reference to the locations of contiguous buildable areas shall be identified on a separate, scaled map, with cross-reference to test results as reported on a current State soil evaluation form.
13. ___ When a common wastewater treatment system is proposed, a complete site and design evaluation for suitability of state approved common on-site wastewater treatment systems that serve more than one dwelling shall be provided. A sewer and/or water supply management plan shall be provided; which estimates service contract needs, insurance requirements, replacement and other associated costs and defines the means for funding and enforcing the same on an on-going basis.

DESIGN STANDARDS FOR MAJOR AND MINOR SUBDIVISIONS (§ 13.7)

Section 13.7 B. of the ordinance details design standards for Major and Minor Subdivisions. Unless waived or exempted by the Zoning Administrator all standards in (§ 13.7) are to be met. The checklist below is only an outline identifying major categories and certain key requirements. The applicant should refer to the specific sections of the ordinance to ensure that an aspect of a design is consistent with the standards outlined in the ordinance.

General Design Standards ((§ 13.7A):

1. ____ It is recommended that the applicant flag all applicable property/project corners, centerline of proposed roads and label the flags accordingly (i.e.: 'Name' NE corner).
2. ____ Topsoil stripped from the subdivision will not be removed from the subdivision until final land contours, topsoil finishing and seeding is successfully completed.
3. ____ Soil evaluations for each lot to show that it will support an on-site wastewater treatment system, or, a complete site and design evaluation for suitability of state approved common on-site wastewater treatment systems that serve more than one dwelling.

Selected Road Standards (§ 13.7 B):

4. ____ Construction plans and specifications for any proposed roads.
5. ____ D.O.T certification letter if the parcel abuts a state highway.
6. ____ Verification that adjoining landowners were notified of road layout within the subdivision by means of return receipt of certified mail to each adjoining landowner.
7. ____ Roads named consistent with § 13.7 B.4.

Selected Land Disturbance Standards (§ 13.7 C):

8. ____ No disturbance of slopes in excess of 30%.
9. ____ Disturbance of slopes between 12% to 19.9% is limited to 50% of the entire slope area within this range over the entire subdivision.
10. ____ Disturbance of slopes between 20% to 29.9% is limited to 10% of the entire slope area within this range over the entire subdivision.

Selected Utility Easement Standards (§ 13.7 D):

11. ____ Lots are served by underground utilities where available.
12. ____ Utility lines and equipment within an easement are no closer than one foot to a lot line or three feet to any survey monument.

Stormwater Management and Erosion and Sediment Control Plans (§ 13.7 E):

13. ____ Narrative describing significant aspects of the plan.
14. ____ Plan meets or exceeds BMP's in recommended technical manuals to include addressing:
 - a. Riprap/turf reinforcement mat – culvert outlets, channels etc.
 - b. BMP removal plan.
 - c. Winter suspension plan.
 - d. Implementation schedule – start/end dates of disturbance/stabilization and all phasing.
 - e. Permanent stabilization – stable slopes, sod, seed (rates, species, planting dates, areas), fertilizer, mulch/anchor, for all disturbed areas including agriculture land and stormwater ponds. Pond detail – elevations bottom/outlet/overflow, inlet/outlet design, perm/temp storage, in/out hydrology, emergency overflow route.
 - f. Low Building Opening (LBO) – 2-ft. difference between critical 100-year storm event for ponds with outlet, 4-ft. for closed depressions.
 - g. Location of drainage easements
 - h. HWE for ponding areas.

DESIGN STANDARDS FOR MAJOR AND MINOR SUBDIVISIONS CON'T. (§ 13.7)

Stormwater Management and Erosion and Sediment Control Plans (§ 13.7 E) Continued:

15. ____ Plan certified by a registered professional engineer.
16. ____ Registered professional engineer will oversee installation of stormwater and erosion control features and submit a copy of record drawings upon completion.
17. ____ Post development runoff volume is maintained or reduced compared to predevelopment conditions for the 25 year, 24 hour, Type II storm event. Provide summary table.
18. ____ Peak runoff discharge rates are maintained or reduced compared to predevelopment conditions for the 2, 10, 100 year, 24 hour, Type II storm event. Provide summary table.
19. ____ Runoff volumes and peak discharges are calculated using USDA Technical Release 55 (TR-55). The following curve numbers were utilized for cropland for the associated soil type; A-56, B-70, C-79 and D-83.
20. ____ Maintenance plan submitted for all designed stormwater ponds to include a schedule of maintenance activities and the party responsible to perform the maintenance.
21. ____ Stormwater ponds designed to remove 60% of the total phosphorus in runoff water. Recommended modeling techniques include SLAMM or P8.
22. ____ Filter strips along waterways designed to NRCS filter strip standards, Code 393.
23. ____ Constructed drainage swales designed to accommodate a 10 year, 24 hour, Type II storm event.

Drainage Easements (§ 13.7 F):

24. ____ Drainage easements provided for stormwater ponds and drainage swales.
25. ____ County is granted authority to enforce easement rights, covenants and/or deed restrictions regarding easements.

Lots (§ 13.7 F):

26. ____ Each lot affected by a high water elevation (HWE) established for a closed depression or constructed stormwater pond without a designed outlet shall have a lowest building opening (LBO) set at a minimum of four feet higher than the HWE calculated using the Critical 100 Year Storm Event.
27. ____ Each lot affected by a HWE established for a constructed stormwater pond with a designed outlet shall have a LBO set at a minimum of two feet higher than the HWE calculated using the Critical 100 Year Storm Event.
28. ____ All lots in major subdivisions are served by new, interior public roads unless the Zoning Administrator makes an exception.
29. ____ Subdivisions with 30 or more lots have two or more interconnected accesses onto an existing public road.
30. ____ All lots are numbered consecutively throughout the plat.
31. ____ Each lot contains a net contiguous buildable area of ½ acre without disturbing 25% slopes.
32. ____ Each lot contains an area suitable for the POWTS and its replacement. The area for the POWTS must be in addition to the contiguous buildable area.
33. ____ Lot area is calculated excluding rights-of-way and lands below the ordinary high water mark.
34. ____ Lot area and width conform to table in § 13.7 F.2.d.
35. ____ Depth to width lot ratio does not exceed 3:1 for lots less than 10 acres or 4:1 for lots 10 acres or greater, inclusive of the right-of-way.
36. ____ Side lot lines are substantially at right angles or radial to road lines.
37. ____ Lot lines follow local jurisdictional and zoning boundary lines rather than crossing them.
38. ____ Lots fronting on 2 non-intersecting roads is avoided.
39. ____ Each lot fronts on a public road.
40. ____ All lots have a minimum of 66 ft. of road frontage, 33 ft. if on the bulb of a cul-de-sac or loop end of a road.
41. ____ Each lot has driveway access that connects the contiguous buildable area to the road where the lot takes access.
42. ____ Driveways do not disturb 25% or greater slopes, wetlands, ponds, lakes or other sensitive areas.
43. ____ Accesses serving 3 or more lots are dedicated public roads.
44. ____ Private roads existing prior to January 1, 2006, that had served 2 or more lots or parcels are dedicated in their entirety if any additional lots or parcels will take access from the private road.

FINAL PLAT APPLICATION REVIEW CHECKLIST

1. ___ Final plat conforms to all conditions placed on the preliminary plat.
2. ___ Layout features substantially conform to the approved preliminary plat.
3. ___ Depiction of wetlands is based upon field identification and on-site staking conducted by a professional wetland delineator.
4. ___ All roads named consistent with § 13.7 B.4.
5. ___ All easements and applicable setbacks shown on final plat.
6. ___ A complete soils evaluation shall be done on each lot to determine suitability for an on-site wastewater treatment system for a dwelling on a single lot, or a complete site and design evaluation for suitability of state approved common on-site wastewater treatment systems that serve more than one dwelling.
7. ___ Soil boring locations in reference to the locations of contiguous buildable areas shall be identified on a separate, scaled map with cross-reference to test results as reported on a current State soil evaluation form.
8. ___ The applicant shall submit final versions of all proposed restrictive covenants, conservation easements or deed restrictions with the final plat.
9. ___ The applicant shall submit a final maintenance plan and identify the responsible party for all designed stormwater ponds.
10. ___ The applicant shall submit a set of record drawings showing substantial compliance with all improvements on the preliminary plat, including stormwater management and erosion and sediment control measures.
11. ___ The applicant shall submit a final wastewater treatment system and/or water supply management plan for all common systems. (*if applicable*).
12. ___ Low Building Openings (LBO) consistent with preliminary plat.
13. ___ Minimum of 3 benchmarks referenced to Mean Sea Level.

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 stormwater management plan, sediment and erosion control plan for this Plat. This includes, but is not limited to, building upon, obstructing, altering, filling, excavating or planting in any drainage easement(s), stormwater ponds, water drainage ditches, water runways, water culverts, or berms.

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 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 stormwater sediment and erosion control plan for the subdivision. No owner or resident shall do anything, which would interfere with or change the operation of these plans. This includes, but is not limited to, building upon, obstructing, altering, filling, excavating or planting in, any drainage easement(s), water drainage ditches, water runways water culverts, berms. Information about the approved comprehensive operation and maintenance plan may be obtained from the Declarant.

WORDING FOR GENERAL ZONING NOTICE STATEMENT

The following note is to be placed on the final plat for major subdivision 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 Community Development Department and the Town of _____.

COUNTY TREASURER'S CERTIFICATE

(STATE OF WISCONSIN
_____ COUNTY) SS

I, _____, being the duly elected, qualified and acting treasurer of the county of _____, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of _____ (date) _____ Affecting the lands included in the plat of _____.

(Date)

(Treasurer)

GOVERNMENT AGENCY CONTACTS

- St. Croix County Community Development Department
Contact: Alex Blackburn Land Use & Conservation Specialist
Telephone:(715) 386-4684 alex.blackburn@co.saint-croix.wi.us
Contact: Tamara Wittmer Planning & Land Conservation Specialist
Telephone: (715) 531-1906 tamara.wittmer@co.saint-croix.wi.us
Contact: Kevin Grabau Land Use Administrator
Telephone:(715) 381-4382 kevin.grabau@co.saint-croix.wi.us
- St. Croix County Highway Department
Contact: Jeff Durkee, P.E. Highway Engineer
Telephone: (715) 796-2227 jdurkee@scchwy.org
Contact: Brian Halling, R.L.S County Surveyor
Telephone: (715) 796-2227 bhalling@scchwy.org
- Wisconsin Department of Transportation
Contact: Tammy Ricksecker Regional Access Management Coordinator
Telephone:(715) 836-3905 tammy.ricksecker@dot.wi.gov
- Wisconsin Department of Natural Resources
Contact: Jim Devlin Stormwater Plan > 1 acre – NR 216 Permit
Telephone:(715) 684-2914 James.Devlin@dnr.state.wi.us
- U.S. Army Corp of Engineers
Contact: Jim Weinzierl Regulatory Specialist
Telephone:(651) 290-5263 james.a.weinzierl@mvp02.usace.army.mil

**SAMPLE ROAD, STORMWATER and EROSION CONTROL
CONSTRUCTION CERTIFICATION LETTER**

DATE: _____

TO: St. Croix County Community Development Department

FROM: (Project Engineer's Name) _____

RE: Engineering/construction Certification for the following project:

Project Name: _____

Section: _____, Town of _____

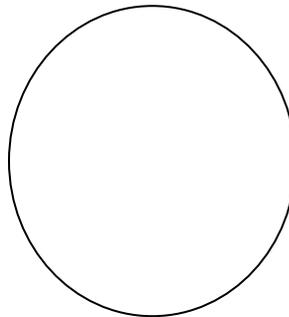
This correspondence shall serve as certification that all engineering designs and construction work on the above referenced project have been completed in accordance with all applicable State and St. Croix County technical standards/specifications and the construction plans approved by the Community Development Department.

Any variations from the originally approved construction plans are noted in the enclosed record drawing plans. These variations are considered to be within the tolerances of standard construction techniques and do not affect the original design(s) in any way.

OR

Any design changes made during construction has been pre-approved by the Community Development Department and/or Highway Department and are shown in the enclosed record drawing plans. Documentation of design changes (computations, etc.) is also enclosed for your records and review.

Please contact me if you have any questions.



(Signed P.E. stamp must be included)