

Failure of the Town Planning Commission to act within forty (40) days of the date of filing or within the time as extended by agreement with the subdivider, shall constitute an approval.

Approval or conditional approval of a Preliminary Plat shall not constitute automatic approval of the Final Plat, except that if the Final Plat is submitted within six (6) months of preliminary plat approval and conforms substantially to the preliminary plat layout as indicated in Section 236.11 (1) (b) of the Wisconsin Statutes, the Final Plat shall be entitled to approval with respect to such layout. The Preliminary Plat shall be deemed an expression of approval or conditional approval of the layout submitted as a guide to the preparation of the Final Plat which will be subject to further consideration by the Town Planning Commission at the time of its submission.

3.4 Final Plat Review

The subdivider shall prepare a Final Plat and a letter of application in accordance with this Ordinance and shall file an adequate number of copies of the Plat and the application with the Town Clerk at least twenty-five (25) days prior to the meeting of the Town Planning Commission at which action is desired.

The Town Clerk shall, within seven (7) days after filing, transmit four (4) copies to the Town Planning Commission; two (2) copies to the Director of the Planning Function in the Wisconsin Department of Local Affairs and Development; additional copies to the Director of the Planning Function for re-transmission of two (2) copies each to the Wisconsin Department of Transportation if the subdivision abuts or adjoins a state trunk highway or a connecting street; and the Wisconsin Department of Health and Social Services if the subdivision is not served by a public sewer and provisions for such service has not been made and the Wisconsin Department of Natural Resources if shorelands are contained within the proposed subdivision; two (2) copies to the clerk of each adjoining city or village if the subdivision lies within the extraterritorial plat approval jurisdiction of the city or village two (2) copies to each affected public or private utilities.

The Town Planning Commission, the Town and each adjoining city or village in whose extraterritorial plat approval jurisdiction the subdivision lies are designated approving agencies. The Wisconsin Department of Local Affairs and Development, the Wisconsin Department of Transportation, the Wisconsin Department of Natural Resources shall be hereinafter referred to as objecting agencies.

Partial Platting. The Final Plat may constitute only that portion of the approved Preliminary Plat which the subdivider proposes to record at that time. Approval of a Final Plat for only a portion of the Preliminary Plat shall extend approval for the remaining portion of the Preliminary Plat for one (1) year from the date of such Final Plat approval.

3.5 Final Plat Approval

The objecting agencies shall, within twenty (20) days of the date of receiving their copies of the Final Plat, notify the subdivider and all other approving and objecting agencies of any objections. If there are no objections, they shall so certify on the face of the copy of the Plat and shall return that copy to the Town Planning Commission. If an objecting agency fails to act within twenty (20) days, it shall be deemed to have no objection to the Plat.

Submission. If the Final Plat is not submitted within six (6) months of the last required approval of the Preliminary Plat, the Town Board may refuse to approve the Final Plat.

The Town Planning Commission shall, within thirty (30) days of the date of filing of the Final Plat with the Town Clerk, recommend approval, conditional approval or rejection of the Plat and shall transmit the Final Plat and application along with its recommendations to the Town Board.

The Town Planning Commission shall, within sixty (60) days of the date of filing the original Final Plat with the Town Clerk, approve or reject such Plat unless the time is extended by agreement with the subdivider. If the Plat is rejected, the reasons shall be stated in the minutes of the meeting and a written statement of the reasons forwarded to the subdivider and surveyor. The Town Board may not inscribe its approval on the Final Plat unless the Town Clerk certifies on the face of the Plat that the copies were forwarded to objecting agencies as required herein, the date thereof, and that no objections have been filed within twenty (20) days or, if filed, have been met.

Failure of the Town Board to act within sixty (60) days, the time having not been extended and no unsatisfied objections having been filed, the plat shall be deemed approved.

Recordation. After the Final Plat has been approved by the Town Board and required improvements as shall be required by the Town, either installed or a contract and sureties insuring their installation is filed, the Town Clerk shall cause the certificate inscribed upon the Plat attesting to such approval to be duly executed and the Plat returned to the subdivider for recording with the county register of deeds. The register of deeds cannot record the Plat unless it is offered within thirty (30) days from the date of the last approval.

Copies. The subdivider shall file ten (10) copies of the Final Plat with the Town Clerk for distribution to the Town Treasurer, County Highway Commissioner, County Surveyor, Zoning Administrator and other affected departments for their files.

Jurisdiction. When the land to be subdivided lies within one and one-half (1½) miles of the corporate limits of a village or city, the subdivider shall proceed as specified in Section 3.1 through 3.5 except:

Transmittal Responsibility lies with the Village or City Clerk or Town Clerk to whom ever the Plat is first submitted; and the subdivider shall indicate which one in his application.

Approval Agencies include the Village Plan Commission or Village Board or City Plan Commission or Common Council, Town Board and the Town Planning Commission and the subdivider must comply with the land division ordinances of these agencies.

All improvement requirements, specified by the Town in matters over which they have jurisdiction, shall be met before filing of the Final Plat.

3.7 Replat

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 Sections 236.40 through 236.44 of the Wisconsin Statutes. The subdivider, or person wishing to replat, shall then proceed as specified in Sections 3.1 through 3.6.

The Town Clerk shall schedule a public hearing before the Town Planning Commission when a Preliminary Plat of a replat of lands within the Town jurisdiction is filed, and shall cause a Class 2 notice of the public hearing to be published and 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.

3.8 Certified Survey Map Review (Minor Subdivision)

When it is proposed to divide land into not more than two (2) parcels or building sites, any one of which if five (5) acres or less in size, or when it is proposed to divide a block, lot or outlot within a recorded subdivision plat into not more than two (2) parcels or building sites without changing the boundaries or said block, lot or outlot, the subdivider shall subdivide by use of the Certified Survey Map. ~~The Certified Survey Map shall include all parcels of land five (5) acres or less in size and may at the owner's direction include any other parcels containing more than five (5) acres.~~ Certified Survey Maps shall be prepared in accordance with Section 6.0 of this Ordinance.

All parcels of a plat shall subdivide by use of a certified survey map regardless of size of lots
Amended and adopted Aug 7, 1992
Kenneth J. Kiser, Clerk, Town of Greenfield

The Subdivider shall file six (6) copies of a Certified Survey Map and the letter of application with the Town Clerk. Prior to submitting a Final Certified Survey Map for approval, the subdivider may submit a preliminary Certified Survey Map. It shall be clearly marked "Preliminary Certified Survey Map" and shall be in sufficient detail to determine whether the final Certified Survey Map will meet layout requirements.

The Town Clerk shall within seven (7) days after filing transmit four (4) copies of the Map and letter of application to the Town Planning Commission, two (2) copies of the Certified Survey Map shall be retained by the Town Clerk when such C.S.M. proposes to dedicate land for street or other public areas. The recommendations of the Town Board shall be transmitted to the Town Planning Commission within 30 days from the date the Map is transmitted by the Town Clerk.

The Town Planning Commission shall transmit a copy of the Map to all affected Town and County Commissions or Departments for their review and recommendations concerning matters within their jurisdiction. Their recommendations shall be transmitted to the Town Planning Commission within 20 days from the date the Map is transmitted by the Town Planning Commission.

The Map shall be reviewed by the Town Planning Commission for conformance with this Ordinance and all ordinances, rules, regulations, adopted regional and town comprehensive plans or adopted plan components which affect it.

3.9 Certified Survey Map Approval (Minor Subdivision):

The Town Planning Commission shall approve, approve conditionally or reject such Map within 45 days from the date of filing of the Map unless the time is extended by agreement with the subdivider. If the Map is rejected, the reasons shall be stated in the minutes of the meeting and a written statement forwarded to the subdivider and surveyor. If the Map is approved, the Town Planning Commission shall cause the Town Clerk to so certify on the face of the original Map and return the Map to the subdivider.

The Town Board shall approve, approve conditionally, or reject the dedication of streets or other public areas over which the Town shall have jurisdiction when such streets or other public areas are included on the Certified Survey Map within 60 days from the date of filing of the Map unless the time is extended by agreement with the subdivider. If the dedication of streets or other public areas are rejected by the Town, the reasons shall be stated in the minutes of the meeting and a written statement forwarded to the subdivider and surveyor. If the dedication of streets and other public areas are approved, the Town Board shall cause the Town Clerk to so certify on the face of the original Map and return the Map to the subdivider. Failure of the Town Planning Commission to act within 45 days and the Town Board to approve the dedication of streets or other public areas within 60 days, the time having not been extended, the Map and dedication of streets or other public areas shall be deemed approved.

If a Certified Survey Map is approved or approved conditionally in preliminary form by the Town Planning Commission and the dedication of streets or other public areas is approved or approved conditionally in preliminary form by the Town Board and the final plat conforms substantially to the layout shown thereon, including any conditions of that approval, and if the final Certified Survey Map conforms with all other requirements of the Town Planning Commission the Town Clerk shall certify the approval of the Town Planning Commission on the face of the original Map, and the Town Clerk shall certify the approval of the Town Board on the face of the original Map.

PRELIMINARY PLAT

Section 4.0

4.1 General

A preliminary plat shall be required for all subdivisions and shall be based upon a survey by a registered land surveyor and the plat prepared on tracing cloth or paper of good quality at a scale of not more than 100 feet to the inch and shall show correctly on its face the following information:

Title under which the proposed subdivision is to be recorded.

Location of proposed subdivision by: government lot, quarter section, township, range, county and state.

Date, Scale and North Point.

Name and address of the owner, subdivider and land surveyor preparing the plat.

Entire area contiguous to the proposed plat owned or controlled by the subdivider shall be included on the preliminary plat even though only a portion of said area is proposed for immediate development. The Town Planning Commission may waive this requirement where it is unnecessary to fulfill the purposes and intent of this Ordinance and undue hardship would result from strict application thereof.

4.2 Plat Data

All preliminary plats shall show the following:

Exact length and bearing of the exterior boundaries of the proposed subdivision referenced to a corner established in U. S. Public Land Survey and the total acreage encompassed thereby.

Locations of all existing property boundary lines, structures, drives, streams and watercourses, marshes, rock outcrops, wooded areas, railroad tracks and other similar significant features within the tract being subdivided or immediately adjacent thereto.

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.

Location and names of any adjacent subdivision, parks and cemeteries and owners of record of abutting unplatted lands.

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.

Location, size and invert elevation of any existing sanitary or storm sewers, culverts and drain pipes, the location of manholes, catchbasin, hydrants, electric and communication facilities, whether overhead or underground and the location and size of any existing water and gas mains within the exterior boundaries of the plat or immediately adjacent thereto. If no sewers or water mains are located on or immediately adjacent to the tract, the nearest such sewers or water mains which might be extended to serve the tract shall be indicated by the direction and distance from the tract, size and invert elevations.

Corporate limits lines within the exterior boundaries of the plat immediately adjacent thereto.

Existing zoning on and adjacent to the proposed subdivision.

Contours within the exterior boundaries of the plat and extending to the centerline of adjacent public streets to National Map Accuracy Standards based upon Mean Sea Level Datum at vertical intervals of not more than two (2) feet. At least two (2) permanent bench marks shall be located in the immediate vicinity of the plat; the location of the bench marks shall be indicated on the plat, together with their elevations referenced to Mean Sea Level Datum, and the monumentation of the bench marks clearly and completely described.

High-Water elevation of all ponds, streams, lakes, flowages, and wetlands within the exterior boundaries of the plat or located within one hundred (100) feet therefrom referenced to Mean Sea Level Datum.

Water elevations of all streams, ponds, lakes, flowages and wetlands within the exterior boundaries of the plat or located within one hundred (100) feet therefrom, at the date of the survey based on Mean Sea Level Datum.

Floodland and Shoreland Boundaries and the contour line lying a vertical distance of two (2) feet above the elevation of the one hundred-(100) year recurrence interval flood or, where such data is not available, five (5) feet above the elevation of the maximum flood of record within the exterior boundaries of the plat or within one hundred (100) feet therefrom.