

**Chapter 16.08  
Procedure**

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**16.08.010 Preliminary consultation.**

Prior to the filing of an application for approval of a preliminary plat, the subdivider may consult with the plan commission or staff and present a preliminary plan or sketch plan of the proposed plat together with information pertaining thereto, such as the existing physical conditions on the property, the type of development proposed, outstanding legal encumbrances, and proposed improvements. This pre-application procedure does not require formal application or the payment of fees and shall be considered to be advisory only.

The purpose of the pre-application procedure is to afford the subdivider an occasion to avail himself of the advice and assistance of the plan commission or staff, before preparation of the preliminary plat and before formal application for its approval, in order to conserve time and expense, and to make the most of the opportunities related to the proposed plat.

The plan commission or staff will advise the subdivider as to the subsequent procedure, the provisions of applicable laws and ordinances, the desirability of the proposed land design and improvements, and the degree of conformity or nonconformity of the proposed plat with the master plan.

The results of this consultation shall be deemed as the guiding basis for the preparation of the preliminary plat, which will be submitted to the plan commission for its approval. (Ord. dated 3/9/94 § 8.24(1))

**16.08.020 Preliminary plat.**

A. General. Any person or firm contemplating the subdivision of land within the village, or within its extraterritorial plat approval jurisdiction, before submitting a final plat for approval, shall file with the village clerk at least ten days prior to a regular meeting of the village board, black or blue line prints of a preliminary plat prepared by a surveyor and conforming to the master plan, and applicable regulations contained in this title governing preliminary plats. The subdivider shall provide eight such prints, at his expense.

B. Official Filing. The submission of the prints of the preliminary plat shall constitute official filing and the village clerk shall note on each print the date filed and shall forthwith forward copies to the following:

1. One copy for the official file;
2. Five copies to the plan commission;
3. Two copies to the director, with a request for a report which shall be forwarded to the plan commission not less than one week prior to its meeting when such preliminary plat is to be acted upon;
4. State Director of Regional Planning, if so directed by the director in which event six additional copies shall be provided by the subdivider.

C. Official Approval. The plan commission shall, within forty (40) days of the submission of the preliminary plat to said body, review said plat and negotiate with the subdivider on changes deemed advisable, and approve or reject such plat for good and sufficient reason. The subdivider shall be notified in writing of any conditions of approval or the reasons for rejection.

Upon such approval by the plan commission, four copies of the approved preliminary plat shall be signed by the chairman of the plan commission in the form set forth in subsection (C)(5) of this section. One copy shall be retained for the plan commission file, and three copies transmitted to the village clerk for distribution as follows:

1. One copy for the official file;
2. One copy to the subdivider;
3. One copy to the director;
4. One copy to the surveyor;
5. Form:

**NOTICE OF APPROVAL OF  
PRELIMINARY PLAT**

Notice is hereby given that the preliminary plat of the subdivision shown hereon has received approval by the Plan Commission of the Village of Oakfield, and upon compliance by the subdivider with revisions and stipulations required as stated hereon, if any, the Village Board will receive the final plat for consideration when submitted by the subdivider in such form and within such time as required by this ordinance.

The Plan Commission of the Village of Oakfield, Wisconsin.

Dated \_\_\_\_\_, 19\_\_  
By \_\_\_\_\_  
Chairman

Approval of the preliminary plat shall entitle the subdivider to final approval of the layout shown by such plat if the final plat conforms substantially to such layout and all conditions of approval have been met.

**D. Preliminary Plat Data.**

1. Proposed name of the subdivision, not duplicating the name of any plat heretofore recorded in Fond du Lac County, Wisconsin;
2. Graphic (engineering) scale not smaller than one inch to one hundred (100) feet;
3. North point;
4. Date of preparation;
5. Names of the owner, subdivider and surveyor preparing the plat;
6. Location of proposed subdivision by: government lot, quarter section, township, range, county and state;

7. Boundary line of proposed subdivision clearly indicated;
8. Total acreage in gross land area;
9. Existing zoning districts on and adjacent to tract;
10. Location, widths and names of all existing or previously platted streets or other rights-of-way, railroad and utility rights-of-way, parks and other public open spaces, easements, section lines, and corporation lines within the tract and to a distance of at least one hundred (100) feet beyond the boundaries of the subdivision;
11. Location of permanent buildings and other structures within the subdivision and to a distance of fifty (50) feet beyond its boundaries;
12. Location map, drawn at a scale of not less than one inch equals one thousand (1,000) feet, indicating boundary lines of adjoining un-subdivided or subdivided land within an area bounded by nearest arterial streets or other natural boundaries, the type of use of adjoining land, and the alignments of existing streets;
13. Location of watercourses, marshes, wooded areas and other significant features shall be shown;
14. Contours at vertical intervals of not more than one foot and a defined contour line showing the one hundred (100) year floodplain and elevation;
15. The preliminary plat shall be in substantial accord with the master plan;
16. Layout of streets showing street widths and names not duplicating the name of any street heretofore used in the village or its environs, unless the street is an extension of or in line with an already named street, in which event that name shall be used. Proposed collector streets shall be designated and through streets shall be extended to the boundaries of the subdivision;
17. Location and width of alleys, pedestrian pathways, utility easements, "no access" strips and conservancy strips;
18. Layout, numbers, and typical dimensions of blocks and lots scaled to the nearest foot;
19. Minimum front and side street building setback lines indicating dimensions;

20. Areas (other than those listed in subsections (D)(16), (17) and (18) of this section), if any, intended to be dedicated or reserved for nonresidential purposes and indicating in each the approximate acreage. Such areas shall be designated by letter or number;

21. Proposed zoning districts on the tract;

22. Proposed protective covenants.

**E. Qualifications Covering Conditional Approval of Preliminary Plat.**

1. The plan commission may require such changes or revisions as are deemed necessary in the interest and needs of the community, in keeping with the provisions of this title and the village zoning ordinance codified in Title 17 of this code.

2. Subsequent to the conditional approval of the preliminary plat, and prior to the submission by the subdivider of a final plat, the plan commission shall require proposed plans and specifications pertaining to storm water runoff and proposed detailed grading plans of blocks and lots. All elevations shall be shown in United States Geological Survey (U.S.G.S.) Datum.

3. No land will be approved for subdivision which is subject to periodic flooding or which contains inadequate drainage facilities, unless the resultant divisions become unified parts of contiguous lots or parcels. However, if the subdivider agrees to make improvements which will, in the opinion of the director, make such land completely safe for residential occupancy and provide adequate drainage, the preliminary plat for subdivision may be approved. Such approval will be based upon specific engineering data shown on the preliminary plat. (Ord. dated 3/9/94 § 8.24(2))

**16.08.030 Final plat.**

A. Official Filing. Within six months after receiving the approval by the plan commission of the preliminary plat, or a period of time beyond six months that may be granted by the plan commission, there shall be submitted to the village clerk by the subdivider at his expense the original inked drawings and the required

number of prints of the final plat prepared by a surveyor containing all or a part of the land area included in the preliminary plat, and it shall retain the design characteristics of the approved preliminary plat.

Where less than the entire land area shown in the preliminary plat is contained in any final plat to be filed for record, the recordation of such final plat shall automatically extend the approval of the unrecorded balance of the preliminary plat for a six-month period.

Within one calendar week following receipt of any such final plat, the village clerk shall forward copies to the following agencies:

1. One copy to the official file;

2. The original drawing and two copies to the plan commission;

3. One copy to the director;

4. Two copies to the State Director of Regional Planning;

5. If the subdivision abuts or adjoins a state trunk highway, or connecting street, as defined in Section 16.04.030, two copies to the department of transportation; and

6. If the subdivision is not served by a public sanitary sewer and public domestic water supply, and provision for such services has not been made, two copies to the Department of Natural Resources.

7. The requirements of subsections (A)(4), (5) and (6) of this section may be waived by the director if the subdivision certifies in writing that the original drawing of the final plat has been submitted to the required state agencies by the subdivider or his agent.

B. Official Approval. The plan commission shall make its report in writing, indicating approval or disapproval of the final plat within forty (40) days after receipt of such plat from the village clerk; and in the event its advice is negative, the report shall set forth the basis for disapproval. However, should the plan commission require amendment of the final plat, the time for ruling by the plan commission on the amended final plat may be extended forty (40) days after receipt of such amended plat. The amended final plat shall

be refiled, in keeping with the provisions of this section, with the village clerk for referral to the plan commission.

When the plan commission has approved the final plat, it shall be signed by the chairman and attested by the recording secretary on the form approved.

After approval by the plan commission, the original drawing and one copy of the final plat shall be forwarded to the village board, together with a letter of transmittal calling attention to any variations recommended by the plan commission and its reasons for recommending them, and conveying to the village board such other information as the plan commission may deem necessary. The plan commission shall also submit to the village board all supporting documents submitted with the final plat.

The village board shall approve or reject the final plat within sixty (60) days of its submission by the subdivider, unless the time is extended by agreement with the subdivider and the time of such extension is entered upon the minutes of the village board. In the event the plat is rejected, the reasons shall be stated in the minutes of the village board meeting and a copy thereof or a written statement of such reasons shall be supplied the subdivider and his surveyor.

The village clerk shall certify on the face of the original drawing that the copies referred to above were forwarded to said state agencies as required and the date thereof, and that no objections to the plat have been filed within a twenty (20) day limit set by Section 236.12(4) of the Wisconsin Statutes.

Upon approval by the village, the subdivider, at his expense, shall provide to the village clerk one linen or mylar tracing of the final plat, and three copies of supporting documents, if any. The final plat in exact form as approved by the village board shall be filed for record with the register of deeds by the village clerk. The village clerk shall also have

the recording data placed upon the above linen tracing. The subdivider shall pay recording fees.

The village clerk shall deliver to the director for retention in his files the linen or mylar tracing of the final plat as recorded.

The village clerk shall receive from the director two copies of the final plat, as recorded, one for the official file and the other for the plan commission.

#### C. Final Plat Data.

1. General. All information required by the Wisconsin Platting Law is to be shown accurately and drawn in conformity with the requirements of Sections 236.20 and 236.21 of the Wisconsin Statutes. (Ord. dated 3/9/94 § 8.24(3))

#### **16.08.040 Land divisions other than subdivisions.**

A. Procedure. The division of a lot, parcel, or tract of land not a part of a subdivision as described herein shall be governed by the following:

1. The owner shall file with the village clerk four copies of a certified survey map.

2. Within two days after receiving such certified survey map, the village clerk shall forward the original drawing and one copy to the plan commission, one copy to the village board and one copy to the director.

3. Within one week following the next regular meeting of the plan commission, the plan commission shall make its report in writing to the owner and village board, approving, approving conditionally, or disapproving the certified survey map. In the event its action is conditional approval or negative, the report shall set forth the basis of its decision. For the purpose of this title, however, the division of a lot or lots of record, as herein defined, shall not be deemed to be a division, provided that such division does not create more than two parcels of land which meet all the requirements of the zoning ordinance, and that no new street is sought thereby to be

dedicated or is contemplated or projected through said lands. All of such division of a lot or lots of record shall be shown on a map which shall be filed with the director in triplicate. The division of a parcel of land into two or more lots or parcels, all of which resultant parcels exceed five acres each, and if a new street is not involved, shall also not be deemed to be a division.

4. The village board shall approve or reject the proposed division within thirty (30) days of the submission of the report of the plan commission unless the time is extended by agreement with the owner and the time of such extension is entered upon the minutes of the village board. In the event the division is rejected, the reasons shall be stated in the minutes of the village board meeting and a copy thereof or a written statement of such reasons shall be supplied to the owner.

#### B. Requirements.

1. To the extent practicable the certified survey map shall comply with the provisions of this title relating to general requirements and design standards.

2. The certified survey shall be performed and the map prepared by a registered surveyor.

3. All corners shall be monumented in accordance with Section 236.15(1)(c) and (d) of the Wisconsin Statutes.

4. The certified survey map shall be prepared in accordance with Section 236.20(a), (b), (c), (e), (f), (g), (i), (j) and (k) of the Wisconsin Statutes, on tracing cloth, or opaque, or on durable white paper eight and one-half inches wide by fourteen (14) inches long. All lines shall be made with non-fading black ink to a scale of not more than one hundred (100) feet to one inch.

5. If any lot in the land division is not to be served by a public sanitary sewer, percolation tests shall be submitted according to the procedures designated under the rules of the department of health and social services applicable to subdivision.

#### C. Certificates.

1. The certified survey map shall include the

certificate of the surveyor who surveyed and mapped the parcel, typed, lettered or reproduced legibly with non-fading black ink, giving a clear and concise description of the land surveyed by bearings and distances, commencing with some corner marked and established in the U.S. public land survey or some corner providing reference to a corner marked and established in the U.S. public land survey. Such certificate shall include the statement of the surveyor to the effect that he has duly complied with the requirements of this section.

2. The certificate of approval of the plan commission shall be typed, lettered, or reproduced legibly with non-fading black ink on the face of the map.

D. Recording. Upon approval by the village board, the village clerk shall secure from the owner at his expense one linen tracing of the certified survey map for retention by the director. The certified survey map in its exact form as approved by the village board shall be filed for record with the register of deeds by the village clerk. The village clerk shall also have the recording data placed upon the above linen tracing, and then transmit same to the director. The owner shall pay recording fees. (Ord. dated 3/9/94 § 8.24(4))