

## PRELIMINARY PLAT SUBMITTAL CHECKLIST & FLOWCHART

DEVELOPER / DEVELOPMENT: \_\_\_\_\_

PLAN COMMISSION MEETING DATE: \_\_\_\_\_

FEE PAID: \_\_\_\_\_

APPROVAL DATE: \_\_\_\_\_

ITEM REQUIRED	# OF COPIES	WHO RECEIVES / NOTES	DATE SUBMT'D
<b>Copies of:</b> <input type="checkbox"/> <b>Preliminary Plat</b> <input type="checkbox"/> <b>Letter of application</b> (include use statement & zoning changes and affidavit of filing with objecting agencies) <input type="checkbox"/> <b>Cost Recovery Agreement</b> <input type="checkbox"/> <b>Environmental Assessment</b> <input type="checkbox"/> <b>Public Improvements</b> (streets/ elevations / easements / lighting / utilities) <input type="checkbox"/> <b>Landscaping Plan</b> <input type="checkbox"/> <b>Building Plans/Materials</b> <input type="checkbox"/> <b>Erosion Control Plan</b> <b>ORD. REF 16.12.020</b>	5 min. required (need 23 total)  3 large format + 20 tabloid size	<input type="checkbox"/> Clerk (large) <input type="checkbox"/> Planner (traffic / density / parks / arch.) (1) <input type="checkbox"/> Engineer (public improvements) (large) <input type="checkbox"/> Zoning Administrator (large) <input type="checkbox"/> Police (Traffic) (1) <input type="checkbox"/> Fire Chief (1) <input type="checkbox"/> P.C. Members (7) <input type="checkbox"/> V.B. Members (7)	<b>Due:</b> 25 days before Plan Comm. meeting date
<b>DEVELOPER SUBMITS THE PRELIMINARY PLAT + FORM DD-236 DIRECTLY TO:</b>	10 each	<input type="checkbox"/> WI DOA (will receive stamp or affidavit)	
<b>Staff Reports Received (to Plan Commission)</b>		<input type="checkbox"/> Clerk <input type="checkbox"/> Engineer	<input type="checkbox"/> Planner <input type="checkbox"/> Zoning Admin.
<b>Soil Tests</b>	2	<input type="checkbox"/> Clerk	<input type="checkbox"/> Engineer
<b>Draft Irrevocable Letter of Credit</b>	2	<input type="checkbox"/> Engineer	<input type="checkbox"/> Attorney
<b>Abstract of Title/Registered Property Report</b>	2	<input type="checkbox"/> Clerk	<input type="checkbox"/> Attorney
<b>Declaration of Restrictions (condo or homeowners)</b> <i>If required; Review only</i>	9	<input type="checkbox"/> Clerk <input type="checkbox"/> Planner <input type="checkbox"/> Engineer	<input type="checkbox"/> Attorney <input type="checkbox"/> P.C. <input type="checkbox"/> Zoning Administrator
<b>Plan Commission Review and Recommendation</b>		<input type="checkbox"/> Approved Conditionally <input type="checkbox"/> Not Approved	<input type="checkbox"/> Confirm date with Zoning Admin. <input type="checkbox"/> Notify Applicant of decision
<b>Village Board Review and Recommendation</b>		<input type="checkbox"/> Approved Conditionally <input type="checkbox"/> Not Approved	<input type="checkbox"/> Notify Applicant of decision <input type="checkbox"/> Schedule Final Plat Approval

Receive and File Minutes		By Secretary of the Plan Comm	
Draft Subdivider's (Developer's) Agreement Submitted	9	<input type="checkbox"/> Clerk <input type="checkbox"/> Planner <input type="checkbox"/> Engineer	<input type="checkbox"/> Attorney <input type="checkbox"/> P.C. <input type="checkbox"/> Zoning Administrator
Ordinance References: 16.12.020 (Preliminary Plat) and 16.20 (Improvements – Standards)			
Statutory Reference: 62.23 (7)(d) (Public Notice)			

## PLAN COMMISSION SUBMITTAL DEADLINES:

**Due:** 25 days before Plan Commission meeting date

2015 Plan Commission Dates	
January 12	
February 9	
March 9	
April 13	
May 11	
June 8	
July 13	
August 10	
September 14	
October 12	
November 9	
December 14	