

Checklist for Land Division and Subdivision Submittals

Effective January 1, 2024

Town of New Glarus

26 5th Avenue
New Glarus, WI 53574
Phone: 608-527-2390

<https://townofnewglarus.com/>

Contact Information

Applicant/Owner:		
Address:		
Phone (Home):	Phone (Cell):	Phone (Business):
Fax:	E-mail:	

Project Location:

Name or Site Description:	Type: ___Plat ___Replat ___ CSM ___ Site Plan
Comments:	Comments:

Instructions:

Any Land Divider or their Agent shall populate and include the information requested in Sections A through D. Sections E, F, G, and/or H should then be filled out for the specific type of land division project proposed by the Applicant. Provide this completed form with the appropriate escrow deposit to the Town Clerk.

Note: A section for the Applicant to provide additional information or comments is provided at the end of this checklist. Please reference the checklist section and item number for the additional information provided. THIS CHECKLIST IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ORDINANCE REQUIREMENTS, BUT RATHER A GUIDE COVERING THE MOST COMMON ELEMENTS OF LAND DEVELOPMENT. THE APPLICANT SHOULD CAREFULLY REVIEW THE FULL ORDINANCE TEXT BEFORE SUBMITTING DOCUMENTS FOR TOWN REVIEW.

Fees ([§110-10](#))

- 1) The land divider shall pay the Town all fees as required and listed in [§ 110-10](#) of the Town Ordinances. This shall include fees equal to the cost to the Town for all applicable Engineering fees, Legal fees, Administrative fees and other fees as established by resolution of the Town Board. Said fees are described in [§ 110-10 B.](#) through [110-10 E.](#) of the Town Ordinances.
- 2) At the time of filing with the Town Clerk a preliminary plat or certified survey map, the land divider shall deposit with the Town Clerk an escrow fund amount as established by the Town Board. Specific methodology for draws against the escrow are described in [§ 110-10 F](#) of the Town Ordinances.

By signing below, the Land Divider or their Agent acknowledges they have populated this checklist to the best of their ability and agree to the payment of fees as presented in the [Fee Schedule](#) under the 'Resources' tab on the Town of New Glarus [website](#).

Signature of Land Divider or Agent

Date

Signature of Town Clerk Receiving Submittal and Escrow

Date

Key Definitions (§110.5)

Existing Parcel – The total contiguous acreage which exists under single ownership at the time of the Land Use Plan (October 13, 1997). Certified survey maps recorded prior to October 13, 1997 are excluded from the existing parcel.

Major Subdivision – Any land division that has a potential for five (5) or more building sites.

Minor Subdivision – The division of land by the owner or land divider resulting in the creation of not more than four parcels or building sites.

Cluster Development – A form of residential development that concentrates building sites on parts of the parcel and allows 85% of the parcel to be used for open space. A cluster development shall consist of one or more cluster groups. Each cluster group shall contain a minimum of three (3) lots.

Large Lot Developments – Allow residential, commercial or industrial developments on lots that are 2.0 acres or greater and comply with Green County Zoning or Extra Territorial Zoning.

Normal Density – One building site per 35 acres of existing parcel.

Open Space – The 85% or more of the existing parcel (or 91% of the original parcel in a large lot division) that remains undeveloped or free of residential, industrial or commercial structures. Permitted uses of open space are agriculture, recreation, passive recreation use, municipal use, and preservation of environmentally sensitive features.

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A Preliminary Consultation- (§110-11)	Yes	No	Uncertain
Has Applicant completed the following:			
1) Met with the Town Plan Administrator and staff to review the contemplated land division?	_____	_____	_____
2) Provided a written notice of the land division and requested meeting dates for future meeting dates, submittal deadlines and filing requirements?	_____	_____	_____
3) Provided a location map showing the location of the proposed land division, its relation to public roads and existing community facilities?	_____	_____	_____
4) Does the Applicant own or control 120 or more acres of an existing parcel?	_____	_____	_____
5) Will the contemplated land division have the potential for five or more building sites? (Major Subdivision)	_____	_____	_____
6) Provided documentation regarding the ownership of parcels to be divided as of the date of the Town Land Use Plan, and confirmed with the Plan Administrator that the lands to be divided have the appropriate acreage and splits available for the intended division?	_____	_____	_____
7) Completed and provided all documents and information required on the Town “Checklist for Land Division and Subdivision Submittals” form.	_____	_____	_____

B	Land Suitability- (§110-7)	Yes	No	Uncertain
	Does this development involve:			
	1) Development in areas within 500 feet of a navigable waterway, wetland, or floodplain?	_____	_____	_____
	2) Changes in relief and drainage patterns (grading)?	_____	_____	_____
	3) A landform or topographical feature of local or regional interest?	_____	_____	_____
	4) An area having importance for wild plants and animals of community interest?	_____	_____	_____
	5) An area of soil instability--greater than 12% slope or organic soils, peats or mucks at or near the surface?	_____	_____	_____
	6) An area of bedrock within 6 feet of the surface?	_____	_____	_____
	7) An area with the groundwater table within 10 feet of the soil surface?	_____	_____	_____
	8) A drainage way for 5 or more acres of land?	_____	_____	_____
	9) Removal of any native canopy tree(s)?	_____	_____	_____

C	Guidelines for Land Divisions- (§110-8)	Yes	No	Uncertain
	Does the proposed land division and subsequent development meet the following criteria? (Confirmation of the following may require a written narrative and provision of additional maps and technical data).			
	1) Land division and standards proposed are consistent with the Town Land Use Plan (zoning and density)?	_____	_____	_____
	2) Developed property will be compatible with the character size and quality of nearby development?	_____	_____	_____
	3) Will maintain the rural character of the Town?	_____	_____	_____
	4) Protects environmentally sensitive sites?	_____	_____	_____
	5) Minimizes the disruption of groves of existing mature trees especially native canopy trees?	_____	_____	_____
	6) Depicts, and is sensitive to, historic and archaeological sites on both the parcel being developed and on sites that lie on adjoining properties?	_____	_____	_____
	7) Minimizes disruption of vistas and makes structures as inconspicuous as possible by locating building envelopes at woodland fringes, edges of open fields, and within new tree plantations where the aesthetic and visual impact of new structures will be minimized?	_____	_____	_____
	8) Provides building envelopes that meet the requirements for building setbacks from public roads, trails, and easements?	_____	_____	_____

- 9) Provides for placement of underground utilities to serve the development? _____
- 10) Provide locations, sizes and routes of proposed trail easements, parks, and other outdoor recreational facilities that are consistent with the Town Comprehensive Outdoor Recreational Facilities Plan (CORP)? *(available on-line)* _____

D Hillside Protection- (§110-9) Yes No Uncertain

- 1) Has Applicant provided a relief map or topographic map of the proposed development depicting slopes within the property and those that may be impacted on adjacent lands? _____
- 2) Does the proposed project involve development that will disturb areas of 20% slopes through construction of private or public roads or driveways? _____

E Technical Requirements for Replats- (§110-15) Yes No N/A

- 1) The land divider or person wishing to replat shall simultaneously vacate or alter the recorded plat as provided in §§ 236.40 through 236.44, Wis. Stats. The land divider or person wishing to replat shall then proceed using the procedures for preliminary and final plats contained in this chapter. _____
- 2) The Town Clerk shall schedule a public hearing before the Town Board when a preliminary plat of a replat of lands within the Town is filed and shall cause notices of the proposed replat and public hearing to be mailed to the applicant and to the owners of all properties within the limits of the exterior boundaries of the proposed replat, to all abutting property owners, and to the owners of all properties within 600 feet of the exterior boundaries of the proposed replat. _____
- 3) Where lots are more than double the minimum size required for the applicable zoning district, the Town Board may require that such lots be arranged so as to allow the re-subdivision of such parcels into normal lots in accordance with the provisions of this chapter. _____

F Technical Requirements for Preliminary Plats- (§110-16) Yes No N/A

Does the proposed preliminary plat show the following information? (Confirmation of the following may require a separate exhibit or map to provide clear information).

- 1) Title of the plat, location (by quarter section, township, range, county and state), date of plat, scale, and north point. _____
- 2) Names and addresses of the owner, land divider and surveyor. _____

- | | | | | |
|-----|---|-------|-------|-------|
| 3) | Entire area contiguous to the plat owned or controlled by the land divider even though only a portion of this land may be proposed for development. | _____ | _____ | _____ |
| 4) | Location of all existing physical features, utilities and property boundaries as listed in 110-16 B. (6) through (10). | _____ | _____ | _____ |
| 5) | Corporate limit lines within or adjacent to the plat boundary and the existing zoning on and adjacent to the subdivision. | _____ | _____ | _____ |
| 6) | Contours within the exterior boundaries of the plat and extending to the center line of adjacent public streets at a vertical interval of not more than two feet. Include two bench marks and reference the information to the County datum and identify all areas with a slope greater than 20%. | _____ | _____ | _____ |
| 7) | Water elevations of all watercourses and water bodies within and 100 feet adjacent to the plat, including the 100 year high water elevation and floodplain / floodway limits, and shoreland boundaries. Identify areas where stream or lake access exists or is proposed. | _____ | _____ | _____ |
| 8) | Soil types and their boundaries, and soil boring information (if available). | _____ | _____ | _____ |
| 9) | Location, width and names of proposed streets. Include the centerline radius of the right-of-way and all curves or cul-de-sacs proposed. | _____ | _____ | _____ |
| 10) | Dimensions of all lots and the area in acreage or square feet including the building envelope and applicable setback dimensions. | _____ | _____ | _____ |
| 11) | Location and dimensions of sites to be reserved or dedicated for parks, playgrounds, conservancy areas, trails, drainageways or other public uses including group housing, shopping centers, churches, or non-public uses not requiring lotting. | _____ | _____ | _____ |
| 12) | Identification of lands to be deed restricted, dedicated or otherwise protected from development in order to meet the requirements for open space associated with a cluster development or normal density development along with calculations demonstrating the proposed plat meets the standard. | _____ | _____ | _____ |

G Technical Requirements for Final Plats- ([§110-17](#)) **Yes** **No** **N/A**

Does the proposed preliminary plat show the following information? (Confirmation of the following may require a separate exhibit or map to provide clear information).

- | | | | | |
|----|---|-------|-------|-------|
| 1) | Identification of lands to be deed restricted, dedicated or otherwise protected from development in order to meet the requirements for open space associated with a cluster development or normal density development along with calculations demonstrating the proposed plat meets the standard. | _____ | _____ | _____ |
| 2) | A final plat prepared by a registered land surveyor shall be required for all major subdivisions. It shall comply in all | _____ | _____ | _____ |

respects with the requirements of [§ 236.20](#), Wis. Stats., and this chapter.

3) Additional information. The final plat shall show correctly on its face, in addition to the information required by [§ 236.20](#), Wis. Stats., the following:

- a. All lands reserved for future public acquisition or reserved for the common use of property owners within the plat.
- b. Special restrictions required by the Town Board relating to access control along public ways or to the provision of planting strips.
- c. Identification of land that is to be deed restricted, dedicated, or otherwise protected from future development.

4) Deed restrictions. Restrictive covenants, affidavits for open space and deed restrictions for the proposed subdivision shall be filed with the final plat.

5) Property owners' association. The legal instruments creating a property owners' association for the ownership and/or maintenance of common lands in the subdivision shall be filed with the final plat.

6) Surveying and monumenting. All final plats shall meet all the surveying and monumenting requirements of [§ 236.15](#), Wis. Stats.

7) State plane coordinate system. Where the plat is located within a quarter section, the corners of which have been relocated, monumented and coordinated by the Town, the plat shall be tied directly to one of the section or quarter corners so relocated, monumented, and coordinated. The exact grid bearing and distance of such tie shall be determined by field measurements, and the material and Wisconsin state plane coordinates of the monument marking the relocated section or quarter corner to which the plat is tied shall be indicated on the plat. All distances and bearings shall be referenced to the Wisconsin Coordinate System, South Zone, and adjusted to the Town's control survey.

8) Certificates. All final plats shall provide all the certificates required by [§ 236.21](#), Wis. Stats., and in addition the surveyor shall certify that he has fully complied with all the provisions of this chapter.

H CSM Procedure and Requirements ([§110-18](#)).

Yes No N/A

Has Applicant submitted a CSM that:

- 1) Is prepared in accordance with [§236.34](#), Wis. Stats?
- 2) Depicts all existing buildings, watercourses, drainage ditches and other features pertinent to proper division?
- 3) Identifies all lands reserved for future public acquisition?

- 4) Includes a graphic scale, north arrow, address of the owner, land divider, and surveyor, list the square footage of each lot created, identify the present and proposed zoning, and depict land areas with slopes of 20% or more within building envelopes or road construction sites? _____
 - 5) Certifies the surveyor has fully complied with all the provisions of [Chapter 110](#)? _____
- Has Applicant provided the following supplemental data for review:
- 6) Deed restrictions or covenants identifying land dedications and easements which the land divider intends to make, and the rules for proposed property owners' associations charged with the maintenance and organization of said lands? _____
 - 7) A statement of proposed use of the lots and any contemplated changes to the current parcel zoning? _____
 - 8) An Area Plan depicting adjacent land divisions within the last 5 years and, as appropriate, concept plans for development of adjacent lands under the control of the land divider? _____
 - 9) Street plan and profile drawings? _____
 - 10) Exhibits and computations defining how the proposed land division will comply with the Open Space requirements of [Chapter 110](#)? _____
 - 11) Other exhibits, plans, calculations or reports needed to confirm the land division meets the requirements within Articles [VI](#), [VII](#) and [VIII](#) of [Chapter 110](#)? _____

I Supporting Material.

Please attach any additional materials you feel may be pertinent to the proposed land division.

J Comments.

Add comments on any of the above items.
