



# VILLAGE OF PLOVER

2400 POST ROAD - PO Box 37 - PLOVER, WISCONSIN 54467  
[WWW.PLOVERWI.GOV](http://WWW.PLOVERWI.GOV)

## SUBDIVISION PLAT APPLICATION: PRELIMINARY AND FINAL

This application is pertinent for all proposed divisions of land created five (5) or more parcels; such land divisions are subject to the Village of Plover Code Ordinances as well as Wis Stat. 236. Please see Village of Plover Ordinance *Subdivision of Land: Chapter 545* for all the applicable Plat requirements and standards. Chapter 545 can be found HERE: <https://www.ploverwi.gov/DocumentCenter/View/172/Chapter-545---Subdivision-of-Land-PDF>

### PROPERTY OWNER INFORMATION:

### SURVEYOR/AGENT INFORMATION:

Owners) Name: \_\_\_\_\_  
\_\_\_\_\_

Surveyor(s) Name: \_\_\_\_\_  
\_\_\_\_\_

State Registration # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

### PROPERTY AND REQUEST INFORMATION:

Site Address: \_\_\_\_\_

Parcel Pin Number(s): \_\_\_\_\_

Legal Land Description: \_\_\_<sup>1</sup>/<sub>4</sub> \_\_\_<sup>1</sup>/<sub>4</sub>, Section \_\_\_ T \_\_\_ N, R \_\_\_ E

Lot/Parcel Area(s): \_\_\_\_\_ (Acres or Sq.ft)  
*Identify the parcel size for each parcel proposed to be created*

#### Please Address the Following if Applicable:

Total number of parcels to be created (outlots, lots, and parcels): \_\_\_\_\_

Total Number of Lots intended to be Buildable: \_\_\_\_\_

#### This Application Submission is for (Check All that Apply):

Preliminary Plat

Final Plat

Plat Revision/Re-Application

Existing Parcel Zoning Classification: \_\_\_\_\_

*If different (rezone already submitted)*

Proposed Parcel Zoning Classification: \_\_\_\_\_

### Fees Per Chapter A600:

Preliminary Plat Fee = \$200

Final Plat Review Fee = \$100,

Reapplication Fee = \$25

Fees Paid: Date Submitted: \_\_\_/\_\_\_/\_\_\_

Date Submitted: \_\_\_/\_\_\_/\_\_\_

Date Submitted: \_\_\_/\_\_\_/\_\_\_

Total Fee(s) Submitted: \_\_\_\_\_

Owners Signature: \_\_\_\_\_

Date Signed: \_\_\_/\_\_\_/\_\_\_

Surveyors Signature: \_\_\_\_\_

Date Submitted: \_\_\_/\_\_\_/\_\_\_



# VILLAGE OF PLOVER

2400 POST ROAD - PO Box 37 - PLOVER, WISCONSIN 54467

[WWW.PLOVERWI.GOV](http://WWW.PLOVERWI.GOV)

## INTERNAL (OFFICE USE ONLY):

### Timeline and Important Dates:

<i>Preliminary Consultation Date:</i>				___/___/___	
Preliminary Plat Submitted:	___/___/___	Final Plat Submitted:	___/___/___		
Plan Commission Action:	___/___/___	Date of Action:	___/___/___		
Village Board Action:	___/___/___	Date of Action:	___/___/___		

### Plat Approval Procedures:

#### Preliminary consultation.

- **Prior to presenting a preliminary plat** or layout of a possible subdivision, the developer should meet with the Community Development Manager, Village Engineer, and any other department heads deemed necessary to review chapter 545 and other areas of the Village Ordinances which may apply to the project.
- **Prior to presenting a preliminary plat** or layout of a possible subdivision, the developer or their representative shall meet with at least two of the following Village officials to go over the layout and use of the proposed subdivision: Village President, Village Administrator, Community Development Manager or Village Engineer

#### Preliminary Plat Procedure:

- **At least five days** prior to the next Plan Commission meeting, a copy (hard copy or digital) shall be presented to the Village Clerk, who shall then forward copies to the appropriate Village staff for comment and schedule it for consideration at the next Plan Commission meeting. The plat shall be prepared at a scale of not more than 100 feet to the inch, shall be clearly marked "Preliminary Plat" and shall show correctly on its face the following information:
  - Title under which the proposed subdivision is to be recorded.
  - Legal description and general location of the proposed subdivision.
  - Date, scale and North arrow.
  - Names and addresses of the owner, subdivider and land surveyor preparing the plat.
  - The entire area contiguous to the proposed plat owned or controlled by the subdivider shall be included even though only a portion of the area is proposed for immediate development.
  - All other items listed in § 545-7B of chapter 545, although some of these requirements may be waived if they are not pertinent to the area to be subdivided.
- **Within 20 days** of the date of receiving the copies of the plat, any state or county agency having authority to review the plat shall notify the subdivider and all approving or objecting authorities of any objection based upon failure of the plat to comply with the statutes or rules which its examination is authorized to cover, or, if all objections have been satisfied, it shall so certify on the face of a copy of the plat and return that copy to the Village Clerk. The plat shall not be approved or deemed approved until any objections have been satisfied. If the objecting agency fails to act within the twenty-day limit it shall be deemed to have no objection to the plat.
- **The Village Board**, upon the recommendation of the Plan Commission, shall, within 90 days of the filing of the plat, approve, approve conditionally or reject the plat or map following review of the preliminary plat and other material submitted for conformity with chapter 545 and administrative rules and regulations and negotiations with the subdivider on changes deemed advisable and the kind and extent of which will be required. This time for acting on the preliminary plat may be extended upon mutual written agreement.



# VILLAGE OF PLOVER

2400 POST ROAD - PO Box 37 - PLOVER, WISCONSIN 54467

[WWW.PLOVERWI.GOV](http://WWW.PLOVERWI.GOV)

- **The action of the Village Board** shall be noted on two copies of the preliminary plat or map. One copy shall be returned to the subdivider with the date and action endorsed thereon and, if approved conditionally or rejected, the conditions or reasons therefor. The second copy shall be filed with the Village Clerk.

### **Final Plat Procedure:**

- **A written application for approval** and a copy (hard copy or digital) of the final plat shall be submitted to the Village Clerk within 24 months of approval of the preliminary plat and at least 15 days prior to the meeting of the Plan Commission at which action is desired. However, if approval of the plat must be obtained from another approving authority subsequent to approval by the Plan Commission, the final plat shall be submitted within 24 months of such approval. The Plan Commission may, however, waive compliance within the twenty-four-month time limit in either case.
- **The Village Clerk** shall forward the final plat to the Plan Commission for its recommendation. The Plan Commission shall refer the final plat to the Village Board within 45 days of its submission. Action on the final plat by the Village Board shall be subject to approval by all state and county reviewing agencies.
- **The subdivider shall** be responsible for forwarding the original plat to the State Department of Administration in accordance with § 236.12, Wis. Stats., after action by the Plan Commission. The Village Board action on a plat after referral from the Plan Commission shall be subject to the approval of the State Department of Administration. The Board shall approve or reject the plat within 60 days unless the time is extended by agreement with the subdivider. Reasons for rejection shall be stated in the minutes of the Board meeting and a copy forwarded to the subdivider. The final plat, if permitted by the Plan Commission, may constitute only that portion of the approved preliminary plat which the subdivider proposes to record at the time of submittal.
- **The Village Board** shall approve the final plat if all the provisions of chapter 545 and Ch. 236, Wis. Stats., are complied with.
- **Copies** (digital and hard copy) of the approved final plat shall be filed with the Village Clerk.
- **At the time of final plat approval**, when all development costs of capital project improvements are to be paid by the Village and special assessed against benefiting properties, the developer shall sign a waiver of special assessment notices and hearings form which includes the request for special assessments, a waiver of notice of public hearing in accordance with § 66.0703(7)(b), Wis. Stats., and a statement of approval for the Village to commence the bidding process.
- **Recordation.** After the final plat has been approved by the Village Board and any other approving agencies, the subdivider shall record the plat with the County Register of Deeds in accordance with § 236.25, Wis. Stats., within six months.