

# Final Plat Application

Updated: 12/24/19

## Town of Middleton

7555 W. Old Sauk Road

Verona, WI 53593-9700

Phone: 608-833-5887

Fax: 608-833-8996

[info@town.middleton.wi.us](mailto:info@town.middleton.wi.us)

The Town Plan Commission\* meets the first Wednesday of the month. The Town Board meets on the first and third Mondays of the month. Both the Plan Commission and Town Board meet at 6:30 p.m. at Town Hall, 7555 W. Old Sauk Road. **All applications and accompanying information (see checklist below) must be submitted 21 calendar days prior to the Plan Commission meeting where action is requested.\*\*** One hard copy and one electronic copy are required – contact the Town Clerk and Town Engineer for desired formats. Incomplete applications may be returned, and could result in a delay of the project. See Town Code – Chapter 15: Land Division and Subdivisions for a detailed list of standards and requirements.\*\*\*

- \* Application reviews begin with the Plan Commission. Review by Park Commission and approval by Town Board are also required. Park Commission and Town Board meetings will be scheduled after the Plan Commission has considered the application.
- \*\* Application materials shall be submitted electronically to the following (in addition, one hard copy shall be delivered to the Town Hall):

| Town Clerk  | Town Attorney   | Town Engineer   |
|---|---|---|
| Barbara Roesslein<br>Middleton Town Hall<br>7555 W. Old Sauk Road<br>Verona, WI 53593<br><a href="mailto:info@town.middleton.wi.us">info@town.middleton.wi.us</a> | Eileen A. Brownlee<br>Boardman & Clark, LLP<br>1038 Lincoln Ave.<br>Fennimore, WI 53809<br><a href="mailto:ebrownlee@boardmanclark.com">ebrownlee@boardmanclark.com</a> | Rod Zubella, PE<br>Vierbicher Associates, Inc.<br>999 Fourier Drive, Suite 201<br>Madison, WI 53717<br><a href="mailto:rzub@vierbicher.com">rzub@vierbicher.com</a> |

\*\*\* “Town of Middleton Design Requirements for Public Improvements” shall be used where applicable. Copies can be obtained from the Town website ([www.town.middleton.wi.us](http://www.town.middleton.wi.us)).

## PROJECT INFORMATION

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|---|
| Applicant Name:                           |
| Owner Name (if different from Applicant): |
| Location (Address or CSM/Plat Lot #):     |

## APPLICATION CHECKLIST – REQUIRED ITEMS

Check boxes at left with ‘✓’ or ‘N/A’ as applicable

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Completed Application Form (this document)   |
| <input type="checkbox"/> | Deposit (per Town Fee Schedule)  |
| <input type="checkbox"/> | Contact Information Form   |
| <input type="checkbox"/> | Final Plat that contains the required information per Sec. 15.21 of Town Code  |
| <input type="checkbox"/> | Evidence of Title or control of property by Owner/Applicant or Land Divider (current Title Commitment or Registered Property report – including any current encumbrances that could impact the proposed land division) |
| <input type="checkbox"/> | Record of Adjacent Land Divisions in the last 5 years  |
| <input type="checkbox"/> | Is a <b>Zoning Change</b> proposed? ___No ___Yes (If Yes, indicate change from _____ to _____ zoning district.<br>Has a rezoning application been submitted to Dane County? ___No ___Yes)                              |

|  |   |
|--|---|
|  | <b>Evidence of Referral to Other Agencies</b> (as required by Ch. 236, Wis. Stats.)   |
|  | <b>Property Owner's Association/Restrictive Covenants</b> (if proposed plat contains areas of public interest, such as stormwater management areas, parks, or landscaped buffers)   |
|  | <b>Final Plans and Specifications for Public Improvements</b> (including driveway culvert map)  |
|  | <b>Stormwater Management Plan/Erosion Control Plan</b> (In general – A stormwater plan is required for development after August 22, 2001 that results in the cumulative addition of 20,000 square feet of impervious surface to the site. An erosion control permit is required for all land disturbing activity in excess of 4,000 square feet of land. Please confirm with the Town Engineer.)  |
|  | <b>Proposed Subdivision Signage</b> (locations must be shown on the plat, and associated lighting details provided)   |
|  | <b>Mailbox / Cluster Box Unit Locations</b> (locations required by U.S. Postal Service must be shown on the plat)   |
|  | <b>Landscape Plans</b> (if required by Town Ordinance or conditions of Preliminary Plat approval)   |
|  | <b>Evidence of Referral to Area Utilities</b>   |
|  | <p><b>Update on Preliminary Plat Conditions</b> – Please describe how conditions of Preliminary Plat approval have been addressed with the Final Plat or, if not addressed, how they will be resolved. Please note any other significant changes since the last Plat submittal. (Attach additional sheets if necessary.)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>  |
|  | <p><b>Variance Requests</b> – If variances from Town ordinances are needed, please attach a complete description of each variance requested, citing specific ordinance sections and stating fully all facts relied upon and supplemented with maps, plans, or other additional data which may aid the Town in evaluating the request. (See Town Code §§ 15.11, 15.42, and 15.51 for additional requirements for variance requests and the justification that must be provided.)</p> <p>If there are no variances, mark the box at left “N/A”.</p> |

The Town assumes that the Applicant/Land Divider will make all submittals to all other approving authorities and objecting agencies which are required by statute to receive the Preliminary Plat and related documents. If the Applicant/Land Divider chooses to use another submittal procedure as set forth in Chap. 236, Wis. Stats., the Applicant/Land Divider shall indicate the procedure being used in the space provided below. (Note: Applicant/Land Divider shall submit a letter certifying to the Town Clerk which procedure is used when the Plat is submitted to other approving authorities and objecting agencies.)

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I hereby certify the above is true and complete AND I hereby agree to pay for any and all costs and charges borne by the Town of Middleton as related to and for the purposes of review of the Land Division listed above, including engineering and legal review that may exceed the required deposit. Fees incurred by the Town in excess of the deposit shall be due within 30 days of receipt of invoice from the Town of Middleton.

**Applicant/Land Divider Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner Signature (Required if different from Applicant):** \_\_\_\_\_ **Date:** \_\_\_\_\_