

Preliminary Plat Application

Updated: 12/24/19

Town of Middleton

7555 W. Old Sauk Road

Verona, WI 53593-9700

Phone: 608-833-5887

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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 of Ordinances – 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 Middleton Town Hall 7555 W. Old Sauk Road Verona, WI 53593 info@town.middleton.wi.us	Eileen A. Brownlee Boardman & Clark, LLP 1038 Lincoln Ave. Fennimore, WI 53809 ebrownlee@boardmanclark.com	Rod Zubella, PE Vierbicher Associates, Inc. 999 Fourier Drive, Suite 201 Madison, WI 53717 rzub@vierbicher.com

*** “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).

PROJECT INFORMATION

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"/>	Preliminary Plat that contains the required information per Sec. 15.20 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"/>	Environmental Assessment Checklist (attached)
<input type="checkbox"/>	Area Plan (concept plan for land adjacent to the plat owned by the Applicant, Owner or Land Divider)

	Is a Zoning Change proposed? ___No ___Yes (If Yes, indicate change from _____ to _____ zoning district. Has a rezoning application been submitted to Dane County? ___No ___Yes)
	Engineering Report specifically addressing sewer and water feasibility, drainage facilities, traffic patterns, typical street cross-sections, erosion control, pavement design and other improvements
	Street Plans and Profiles (engineering plans, if new public streets are proposed)
	Stormwater Management Plan/Erosion Control Plan (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.)
	Soil Testing Report (required if stormwater infiltration will be required by Dane County)
	Proposed Subdivision Signage (locations must be shown on the preliminary plat, and lighting details provided)
	Evidence of Referral to Other Agencies (as required by Ch. 236, Wis. Stats.)
	Evidence of USPS Coordination – Applicants are required to coordinate with the U.S. Postal Service to plan future mailbox locations, which should be shown on the preliminary plat. See http://about.usps.com/what-we-are-doing/current-initiatives/delivery-growth-management/welcome.htm or contact John Hamer (John.J.Hamer@usps.gov) for more information.
	Description of Proposed Land Division - Please describe the purpose of the land division. Must include the proposed use of the lots, types of residential or commercial buildings, number of dwelling units, and any anticipated effects on traffic, fire hazards, police service and population congestion. (Attach additional sheets if necessary.) _____ _____ _____ _____ _____
	Variance Requests – 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.) If there are no variances, mark the box at left “N/A”.

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.)

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: _____