

Chapter 86 SUBDIVISIONS*

***Cross references:** Buildings and building regulations, ch. 14; floods, ch. 38; mobile homes, ch. 54; planning, ch. 66; streets, sidewalks and other public places, ch. 82; utilities, ch. 98; vegetation, ch. 102; zoning, ch. 106.

State law references: Platting lands generally, Wis. Stats. § 236.01 et seq.

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ARTICLE II. PLATS AND CERTIFIED MAPS

DIVISION 1. GENERALLY

Sec. 86-31. Preliminary consultation.

Before filing a preliminary plat or certified survey map (minor land division), the subdivider shall consult with the plan commission for advice regarding general subdivision

requirements. Information on meeting dates, agenda deadlines and filing requirements may be obtained from the clerk/treasurer. The subdivider shall also submit a location map showing the relationship of the proposed subdivision to traffic arteries and existing community facilities and a map showing lot and street pattern in the development. This consultation is mandatory and is intended to inform the subdivider of the purpose and objectives of this chapter, the comprehensive plan, land use plan or components and duly adopted plan implementation devices of the city and to otherwise assist the subdivider in planning his development. In so doing, both the subdivider and planning agency reach mutual conclusions regarding the general program and objectives of the proposed development and its possible effects on the neighborhood and community. The subdivider will gain a better understanding of the subsequent required procedures.

(Ord. No. 98-12, § 1(86-1-30), 5-8-1998)

Secs. 86-32--86-50. Reserved.

DIVISION 2. PRELIMINARY PLAT

Sec. 86-51. Submission.

- (a) *Generally.* Before submitting a final plat for approval, the subdivider shall prepare preliminary plat and a letter of application. The subdivider shall submit 20 copies of the preliminary plat along with applicable fees. The preliminary plat shall be prepared in accordance with this chapter, and the subdivider shall file copies of the plat and the application as required by this section with the city clerk/treasurer at least ten days prior to the meeting of the plan commission at which action is desired. The city clerk/treasurer shall submit a copy of the preliminary plat to the plan commission and to the city engineer for review and written report of their recommendations and reactions to the proposed plat. The developer is responsible for submitting copies to the appropriate reviewing agencies, (i.e. WDNR, ECWRPC, department of commerce, etc.).
- (b) *Public improvements, plans and specifications.* Simultaneously with the filing of the preliminary plat of map, the owner shall file with the city clerk/treasurer 20 complete sets of engineering reports and plans for the construction of any public improvements required by this chapter, specifically addressing sewer and water service feasibility, drainage facilities, traffic patterns, typical street cross sections, erosion control plans, pavement design and other improvements necessary in the subdivision.
- (c) *Property owners association; restrictive covenants.* A draft of the legal instruments and rules for proposed property owners associations, when the subdivider proposes that common property within a subdivision would be either owned or maintained by such an organization of property owners or a subunit of the city pursuant to Wis. Stats. § 236.293 and proposed deed restrictions or restrictive covenants shall be submitted at the time of filing the preliminary plat with the city clerk/treasurer.
- (d) *Affidavit.* The surveyor preparing the preliminary plat shall certify on the face of the plat that it is a correct representation of all existing land divisions and features and that he has fully complied with the provisions of this chapter.
- (e) *Supplementary data to be filed with preliminary plat.* The following shall also be filed with the preliminary plat:

- (1) *Use statement.* A statement of the proposed use of lots stating type of residential buildings with number of proposed dwelling units; types of business or industry so as to reveal the effect of the development on traffic, fire hazards and congestion of population;
 - (2) *Zoning changes.* If any zoning changes are contemplated, the proposed zoning plan for the areas, including dimensions; and
 - (3) *Area plan.* Where the subdivider owns property adjacent to that which is being proposed for the subdivision, the plan commission and/or common council may require that the subdivider submit a preliminary plat of the remainder of the property so as to show the possible relationships between the proposed subdivision and future subdivision. In any event, all subdivisions must be shown to relate well with existing or potential adjacent subdivisions.
- (f) *Street plans and profiles.* The subdivider shall provide street plans and profiles showing existing ground surface, and proposed and established street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision when requested.
- (g) *Soil testing.* The subdivider may be required to provide a preliminary soils report, listing the types of soil in the proposed subdivision, their effect on the subdivision and a proposed soil testing and investigation program. Pursuant to the public policy concerns prescribed in section 86-9, the common council may require that borings and soundings be made in specified areas to ascertain subsurface soil, rock and water conditions, including depth to bedrock and depth to groundwater table.
- (h) *Referral to other agencies.* The subdivider or the subdivider's agent shall submit the original plat to the state plat review agency (department of commerce, 1998) which shall forward two copies to each of the agencies authorized to object, a copy of the transmittal shall be sent to the city clerk/treasurer. The department shall have the required number of copies made at the subdivider's expense. Within 20 days of the date of receiving the copies of the plat, any agency having authority to object shall notify the subdivider, and all [other] agencies having the authority to object 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 there is no objection, it shall so certify on the face of a copy of the plat and return that copy to the department of development. After each agency and the department have certified that they have no objection or that their objections have been satisfied, the department shall so certify on the face of the plat. If an agency fails to act within 20 days from the date of the receipt of copies of the plat, and the department fails to act within 30 days of receipt of the original plat, it shall be deemed that there are no objections to the plat, and, upon demand, it shall be so certified on the face of the plat by the department.
- (i) *Drafting standards.* The subdivider shall submit to the city clerk/treasurer an accurate exterior boundary survey by a registered land surveyor which shall show clearly the proposed subdivision at an approved scale having two-foot contour intervals, and which identifies the improvements (grading, tree planting, paving, installation of facilities and dedications of land).

(Ord. No. 98-12, § 1(86-1-31), 5-8-1998)

Sec. 86-52. Review and approval.

- (a) *Plan commission review.*
- (1) After review of the preliminary plat and negotiations with the subdivider on changes deemed advisable and the kind and extent of public improvements which will be required, the plan commission shall within 40 days of submission make recommendation to the common council to approve conditionally or reject the preliminary plat. Upon receipt of recommendation of the plan commission, the common council shall, within 40 days, approve conditionally or reject the preliminary plat. The subdivider shall be notified in writing of any conditions of approval or the reasons for rejection.
 - (2) The city administrator shall give notice of the plan commission's review of the preliminary plat by listing it as an agenda item in the commission's meeting notice. The notice shall include the name of the applicant, the address of the property in question and the requested action.
- (b) *Council review; public hearing.* The city clerk/treasurer shall give notice of the city council's review of the preliminary plat or certified survey by listing it as an agenda item in the council's meeting notice which is posted in three public places.
- (c) *Council action.* After receipt of the plan commission's recommendation, the common council shall, within 90 days of the date the plat was filed with the city clerk/treasurer, approve, approve conditionally or reject such plat and shall state, in writing, any conditions of approval or reasons for rejection, unless the time is extended by agreement with the subdivider. Failure of the common council to act within 90 days, or an extension of such period, shall constitute an approval of the preliminary plat, unless other authorized agencies object to the plat. The city administrator shall communicate to the subdivider the action of the common council. If the preliminary plat is approved, the city clerk/treasurer shall endorse it for the common council.
- (d) *Effect of approval.* Approval or conditional approval of a preliminary plat shall not constitute automatic approval of the final plat, except that if the final plat is submitted within six months of preliminary plat approval and conforms substantially to the preliminary plat layout, the final plat shall be entitled to approval. The preliminary plat shall be deemed an expression of approval or conditional approval of the layout submitted as a guide to the preparation of the final plat, which will be subject to further consideration by the plan commission and common council at the time of its submission.
- (e) *Amendment.* Should the subdivider desire to amend the preliminary plat, as approved, he may resubmit the amended plat which shall follow the same procedure, except for the fee, unless the amendment is, in the opinion of the common council, of such scope as to constitute a new plat, in which such case it shall be refiled.
- (f) *Public hearing.* A public hearing may be required if deemed necessary and appropriate by the common council.

(Ord. No. 98-12, § 1(86-1-32), 5-8-1998)

Secs. 86-53--86-70. Reserved.

DIVISION 3. FINAL PLAT

Sec. 86-71. Filing requirements.

- (a) The subdivider shall prepare a final plat and a letter of application in accordance with this chapter and shall file 25 copies of the final plat and the application with the city administrator at least 15 days prior to the meeting of the plan commission at which action is desired. The city clerk/treasurer shall give notice of the plan commission's meeting in the manner prescribed in section 86-52(a)(2). The owner or subdivider shall file 25 copies of the final plat not later than six months after the date of approval of the preliminary plat; otherwise, the preliminary plat and final plat will be considered void unless an extension is requested in writing by the subdivider and for good cause granted by the city. The owner or subdivider shall also submit at this time a current certified abstract of title or registered property report and such other evidence as the city attorney may require showing title or control in the applicant.
- (b) Simultaneously with the filing of the final plat or map, the owner shall file with the city administrator 12 copies of the final plans and specifications of public improvements required by this chapter.
- (c) The city administrator shall refer two copies of the final plat to the plan commission, one copy to the city engineer. The developer is responsible for providing a copy each to the telephone and power and other utility companies. The abstract of title or registered property report may be referred to the city attorney for examination and report. The city administrator shall also refer the final plans and specifications of public improvements to the city engineer to review. The recommendations of the plan commission and city engineer shall be made within 30 days of the filing of the final plat. The city engineer shall examine the plat or map and final plans and specifications of public improvements of technical details and, if he finds them satisfactory, shall so certify in writing to the plan commission. If the plat or map of the plans and specifications are not satisfactory, the city engineer shall return them to the owner and so advise the plan commission.
- (d) The subdivider or the subdivider's agent shall submit the original plat to the department of local affairs and development which shall forward two copies to each of the agencies authorized to object. The department shall have the required number of copies made at the subdivider's expense. Within 20 days of the date of receiving the copies of the plat, any agency having authority to object shall notify the subdivider, and all agencies having the authority to object, 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 there is no objection, it shall so certify on the face of a copy of the plat and return that copy to the department of development. After each agency and the department have certified that they have no objection or that their objections have been satisfied, the department shall so certify on the face of the plat. If an agency fails to act within 20 days from the date of the receipt of copies of the plat, and the department fails to act within 30 days of receipt of the original plat, it shall be deemed that there are no objections to the plat, and, upon demand, it shall be so certified on the face of the plat by the department.

(Ord. No. 98-12, § 1(86-1-33(A)), 5-8-1998)

Sec. 86-72. Plan commission review.

- (a) The plan commission shall examine the final plat as to its conformance with the approved preliminary plat, any conditions of approval of the preliminary plat, this chapter

and all applicable ordinances, rules, regulations, comprehensive plans and comprehensive plan components which may affect it and shall recommend approval, conditional approval or rejection of the plat to the common council.

- (b) The objecting state and county agencies shall, within 20 days of the date of receiving their copies of the final plat, notify the subdivider and all other approving and objecting agencies of any objections, except that the state department of development has 30 days in which to make objections. If there are no objections, they shall so certify on the face of the copy of the plat and shall return that copy to the city. If an objecting agency fails to act within 20 days, it shall be deemed to have no objection to the plat.
- (c) If the final plat is not submitted within six months of the last required approval of the preliminary plat, the common council shall refuse to approve the final plat.
- (d) The plan commission shall, within 30 days of the date of filing of the final plat with the city administrator, recommend approval, conditional approval or rejection of the plat and shall transmit the final plat and application along with its recommendations to the common council. The plan commission may hold the matter in abeyance if there is incomplete or inadequate information.

(Ord. No. 98-12, § I(86-1-33(B)), 5-8-1998)

Sec. 86-73. Council review and approval.

- (a) The common council shall, within 60 days of the date of filing the original final plat with the city administrator, approve or reject such final plat unless the time is extended by agreement with the subdivider. If the final plat is rejected, the reasons shall be stated in the minutes of the meeting and a written statement of the reasons forwarded to the subdivider.
- (b) Failure of the common council to act within 60 days, the time having not been extended and no unsatisfied objections having been filed, the plat shall be deemed approved.

(Ord. No. 98-12, § I(86-1-33(C)), 5-8-1998)

Sec. 86-74. Recordation.

After the final plat has been approved by the common council and required improvements either installed or a contract and sureties insuring their installation is filed, the city clerk/treasurer, upon receipt of all applicable fees, shall cause the certificate inscribed upon the plat attesting to such approval to be duly executed and the plat returned to the subdivider for recording with the county register of deeds. The register of deeds cannot record the plat unless it is offered within six months from the date of last approval.

(Ord. No. 98-12, § I(86-1-33(D)), 5-8-1998)

Sec. 86-75. Copies.

The subdivider shall be responsible for filing copies of the recorded final plat with the approving agencies, affected sanitary districts, and other affected agencies for their files. In addition four copies of the record final plat shall be submitted to the city clerk/treasurer for the city's files.

(Ord. No. 98-12, § I(86-1-33(E)), 5-8-1998)

Sec. 86-76. Partial platting.

The final plat may, if permitted by the common council, constitute only that portion of the approved preliminary plat which the subdivider proposes to record at the time.

(Ord. No. 98-12, § I(86-1-33(F)), 5-8-1998)

Secs. 86-77--86-90. Reserved.

DIVISION 4. MINOR LAND DIVISION (CERTIFIED SURVEY MAP)

Sec. 86-91. Use of certified survey map.

When it is proposed to divide land into two, three or four parcels or building sites, the subdivider shall prepare a certified survey map in accordance with this chapter and shall file 20 copies of the map and the letter of application with the city clerk/treasurer at least 15 days prior to the meeting of the plan commission at which action is desired.

(Ord. No. 98-12, § I(86-1-34(A)), 5-8-1998)

Sec. 86-92. Referral to plan commission.

The city administrator shall, within two normal workdays after filing, transmit the copies of the map and letter of application to the plan commission.

(Ord. No. 98-12, § I(86-1-34(B)), 5-8-1998)

Sec. 86-93. Review by other city agencies.

The plan commission shall transmit a copy of the map to any of the affected agencies, (i.e. common council, commissions or departments) for their review and recommendations concerning matters within their jurisdiction. Their recommendations shall be transmitted to the plan commission within ten days from the date the map is filed. The map shall be reviewed by the plan commission for conformance with this chapter and all ordinances, rules, regulations, comprehensive plans, comprehensive plan components and neighborhood plans.

(Ord. No. 98-12, § I(86-1-34(C)), 5-8-1998)

Sec. 86-94. Review and approval.

The plan commission shall, within 30 days from the date of filing of the certified survey map, recommend approval, conditional approval or rejection of the map and shall transmit the map along with its recommendations to the common council. Following public hearing in the manner used for preliminary plats, the common council shall approve, approve conditionally and thereby require resubmission of a corrected certified survey map or reject such certified survey map within 60 days from the date of filing of the map unless the time is extended by agreement with the subdivider. If the map is rejected, the reason shall be stated in the minutes of the

meeting and a written statement forwarded to the subdivider. If the map is approved, the common council shall cause the city clerk/treasurer, upon receipt of all applicable fees, to so certify on the face of the original map and return the map to the subdivider.

(Ord. No. 98-12, § I(86-1-34(D)), 5-8-1998)

Sec. 86-95. Resubdivision.

Any resubdivision of a previously recorded minor subdivision shall be prohibited for a period of three years from the date of recording of the initial minor subdivision.

(Ord. No. 98-12, § I(86-1-34(E)), 5-8-1998)

Sec. 86-96. Recordation.

The subdivider shall record the map with the county register of deeds within 30 days of the approval.

(Ord. No. 98-12, § I(86-1-34(F)), 5-8-1998)

Sec. 86-97. Copies.

The subdivider shall file six copies of the recorded certified survey map with the city clerk/treasurer for distribution to the city engineer, building inspector, assessor and other affected departments for their files.

(Ord. No. 98-12, § I(86-1-34(G)), 5-8-1998)

Secs. 86-98--86-115. Reserved.

DIVISION 5. REPLAT

Sec. 86-116. Vacation or alteration of recorded plat.

Except as provided in Wis. Stats. § 70.27(l), when it is proposed to replat a recorded subdivision, or part thereof, so as to change the boundaries of a recorded subdivision, or part thereof, the subdivider or person wishing to replat shall vacate or alter the recorded plat as provided in Wis. Stats. §§ 236.40--236.44. The subdivider or person wishing to replat shall then proceed, using the procedures for preliminary and final plats.

(Ord. No. 98-12, § I(86-1-35(A)), 5-8-1998)

Sec. 86-117. Meeting before plan commission.

The city administrator shall schedule a meeting before the plan commission when a preliminary plat of a replat of lands within the city is filed.

(Ord. No. 98-12, § I(86-1-35(B)), 5-8-1998)

Sec. 86-118. Subdivision of large parcels.

Where lots are more than double the minimum size required for the applicable zoning district, the plan commission may require that such lots be arranged so as to allow resubdivision of such parcels into normal lots in accordance with the provisions of the chapter.

(Ord. No. 98-12, § I(86-1-35(C)), 5-8-1998)

Secs. 86-119--86-135. Reserved.

DIVISION 6. TECHNICAL REQUIREMENTS

Sec. 86-136. For preliminary plats.

- (a) *General.* A preliminary plat shall be required for all subdivisions and shall be based upon a survey by a registered land surveyor and the plat prepared at a scale of not more than 100 feet to the inch and shall show correctly on its face the following information:
- (1) Title under which the proposed subdivision is to be recorded. Such title shall not be the same or similar to a previously approved and recorded plat, unless it is in addition to a previously recorded plat and is so stated on the plat.
 - (2) Location of the proposed subdivision by government lot, quarter section, township, range, county and state.
 - (3) Date, scale and north point.
 - (4) Names and addresses of the owner, subdivider and land surveyor preparing the plat.
 - (5) Entire area contiguous to the proposed plat owned or controlled by the subdivider shall be included on the preliminary plat even though only a portion of such area is proposed for immediate development. The plan commission may waive this requirement where it is unnecessary to fulfill the purposes and intent of this chapter and undue hardship would result from strict application thereof.
 - (6) General location sketch showing the location of the subdivision within the U.S. Public Land Survey section.
- (b) *Plat data.* All preliminary plats shall show the following:
- (1) Exact length and bearing of the exterior boundaries of the proposed subdivision referenced to a corner established in the U.S. Public Land Survey and the total acreage encompassed thereby.
 - (2) Locations of all existing property boundary lines, structures, drives, streams and watercourses, marshes, rock outcrops, wooded areas, railroad tracks and other significant features within the tract being subdivided, or immediately adjacent thereto.
 - (3) Location, right-of-way width and names of all existing streets, alleys or other public ways, easements, railroad and utility rights-of-way and all section and quarter section lines within the exterior boundaries of the plat, or immediately adjacent thereto.

- (4) Location and names of any adjacent subdivisions, parks and cemeteries and owners of record of abutting unplatted lands.
- (5) Type, width and elevation of any existing street pavements within the exterior boundaries of the plat or immediately adjacent thereto, together with any legally established centerline elevations.
- (6) Location, size and invert elevation of any existing sanitary or storm sewers, culverts and drainpipes, the location of public and private manholes, catchbasins, hydrants, electric and communication facilities, whether overhead or underground, and the location and size of any existing water and gas mains within the exterior boundaries of the plat, or immediately adjacent thereto. If no sanitary or storm sewers or water mains are located on or immediately adjacent to the tract, the nearest such sewers or water mains which might be extended to serve the tract shall be indicated by the direction and distance from the tract, size and invert elevations, all to mean sea level (1929 datum).
- (7) Corporate limit lines within the exterior boundaries of the plat, or immediately adjacent thereto.
- (8) Existing zoning on and adjacent to the proposed subdivision.
- (9) Contours within the exterior boundaries of the plat and extending to the centerline of adjacent public streets to National Map Accuracy Standards, based upon mean sea level datum (National Geodetic Datum of 1929) at vertical intervals of not more than two feet. At least two permanent benchmarks shall be located in the immediate vicinity of the plat; the location of the benchmarks shall be indicated on the plat, together with their elevations referenced to mean sea level datum and the monumentation of the benchmarks clearly and completely described. Where, in the judgment of the city engineer, undue hardship would result because of the remoteness of the parcel from a mean sea level reference elevation, another datum may be used.
- (10) High-water elevation of all ponds, streams, lakes, flowages and wetlands within the exterior boundaries of the plat or located within 100 feet therefrom.
- (11) Water elevation of all ponds, streams, lakes, flowages and wetlands within the boundaries of the survey.
- (12) Floodland boundaries and the contour line lying a vertical distance of two feet above the elevation of the 100-year recurrence interval flood or, where such data is not available, two feet above the elevation of the maximum flood of record within the exterior boundaries of the plat or within 100 feet therefrom.
- (13) Location, width and names of all proposed streets and public rights-of-way, such as alleys and easements.
- (14) Approximate dimensions of all lots, together with proposed lot and block numbers. The area in square feet of each lot shall be provided.
- (15) Location and approximate dimensions of any sites to be reserved or dedicated.
- (16) Housing, shopping centers, church sites or other nonpublic uses not requiring lotting.

- (17) Approximate radii of all curves.
 - (18) Any proposed lake and stream access with a small drawing clearly indicating the location of the proposed subdivision in relation to access.
 - (19) Any proposed lake and stream improvement or relocation, and notice of application for approval by the state division of environmental protection, and or state department of natural resources, when applicable.
 - (20) Where the plan commission or city engineer finds that it requires additional information relative to a particular problem presented by a proposed development in order to review the preliminary plat, it shall have the authority to request in writing such information from the subdivider.
- (c) *Other information.* The following additional information and data shall be submitted with the preliminary plat, but need not be on the face of the preliminary plat drawing:
- (1) A feasibility plan for use of adjoining vacant lands owned by the developer, in order to demonstrate how the proposed development fits into both existing and planned land uses for the surrounding area.
 - (2) Proposed deed restrictions and protective covenants.
 - (3) Typical cross sections and centerline profiles for each proposed street shown on the preliminary plat, showing the type of pavement and curb installations.
 - (4) A plan of the proposed water distribution system, showing pipe sizes and location of valves and fire hydrants, or a plan showing the location of individual wells.
 - a. If the subdivider is a corporation, the full legal name of the corporation as it appears of record in the office of the secretary of state shall be furnished to the plan commission at the time the preliminary plat is submitted, together with the address of the principal officer of such corporation, the name and address of its registered agent, the names and addresses of all officers and directors of such corporation and the names and addresses of all persons, firms or corporations owning stock in such corporation.
 - b. If the subdivider is a partnership, joint venture, limited liability company or other association, the names and addresses of all persons, firms or corporation involved shall be furnished to the plan commission at the time the preliminary plat is submitted.
 - (5) Grading plans shall be submitted with the preliminary plat indicating existing grades, building grades and landscaping. (Show drainage arrows.)
 - (6) The preliminary plat submitted shall be accompanied by an erosion control plan and storm runoff plan which complies with chapter 106. When required by Wis. Stats. § 59.593(10), which covers annexed areas, the developer must comply with the county's stormwater management and erosion requirements.
- (d) *Additional information.* The plan commission may require a proposed subdivision layout of all or part of the contiguously owned land even though division is not planned at the time.
- (e) *Submission to the state.* The developer shall submit the preliminary plat to the state plat review agency.

(Ord. No. 98-12, § I(86-1-40), 5-8-1998)

Sec. 86-137. For final plats.

- (a) *General.* A final plat prepared by a registered land surveyor shall be required for all subdivisions. It shall comply in all respects with the requirements of Wis. Stats. § 236.20 and this chapter.
- (b) *Additional information.* The final plat shall show correctly on its face, in addition to the information required by Wis. Stats. § 236.20, the following:
 - (1) Exact length and bearing of the centerline of all streets.
 - (2) Exact street width along the line of any obliquely intersecting street.
 - (3) Exact location and description of lighting utility easements, as determined by the utilities serving the area.
 - (4) All lands reserved for future public acquisition or reserved for the common use of property owners within the plat.
 - (5) Special restrictions required by the plan commission relating to access control along public ways or to the provision of planting strips.
 - (6) Setback or building lines required by the plan commission or other city codes and ordinances.
 - (7) Utility and/or drainage easements.
- (c) *Deed restrictions.* Restrictive covenants and deed restrictions for the proposed subdivision shall be filed with the final plat.
- (d) *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.
- (e) *Survey accuracy.*
 - (1) *Examination.* The common council or, at its direction, the city engineer, or designee, shall examine all final plats within the city and may make, or cause to be made by a registered land surveyor under the supervision or direction of the city engineer, field checks for the accuracy and closure of the survey, the proper kind and location of monuments, and legibility and completeness of the drawing.
 - (2) *Maximum error of closure.* Maximum error of closure shall be as prescribed by law.
 - (3) *Plat location.* Where the plat is located within a quarter section, the corners of which have been relocated, monumented and coordinated by the city, the tie required by Wis. Stats. § 236.20(3)(b) shall be expressed in terms of grid bearing and distance. The material and 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. The grid bearing and distance of the tie shall be determined by a close survey meeting the error of closure specified in this section for the survey of the exterior boundaries of the subdivision. The common council shall receive the

results of the city engineer's examination prior to approving the final plat.

- (f) *Surveying and monumenting.* All final plats shall meet all the surveying and monumenting requirements of Wis. Stats. § 236.15. T-shaped steel fenceposts at least five feet long shall be placed adjacent to the survey monuments.
- (g) *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 city, 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 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 state coordinate system, south zone, and adjusted to the city's control survey.
- (h) *Certificates.* All final plats shall provide all the certificates required by Wis. Stats. § 236.21 and section 86-74; and, in addition, the surveyor shall certify that he has fully complied with all the provisions of this chapter.
- (i) *Recording.* The final plat shall only be recorded with the county register of deeds after the certificates from the director of the planning function in the state department of commerce, certificates from the common council, or certificates from the surveyor and those certificates required by Wis. Stats. § 236.21 are placed on the face of the plat. The plat shall be recorded within 30 days of its approval by the common council.

(Ord. No. 98-12, § I(86-1-41), 5-8-1998)

Sec. 86-138. For certified survey map land divisions; review and approval.

- (a) *General.* A certified survey map prepared by a registered land surveyor shall be required for all minor land divisions. It shall comply in all respects with the requirements of Wis. Stats. § 236.34.
- (b) *Additional information.* The certified survey map shall show correctly on its face, in addition to the information required by Wis. Stats. § 236.34, the following:
 - (1) All existing buildings, watercourses, drainage ditches and other features pertinent to proper land division.
 - (2) Setbacks or building lines required by the plan commission or city codes and ordinances.
 - (3) All lands reserved for future acquisition.
 - (4) Date of the map.
 - (5) Graphic scale and north arrow.
 - (6) Name and address of the owner, subdivider and surveyor.
 - (7) Square footage of each parcel.
 - (8) Present zoning for the parcels.
 - (9) Utility and/or drainage easements. A separate drainage plan must be submitted.
 - (10) A master grading plan shall show vertical intervals of not more than two feet

where the slope of the ground surface is less than ten percent and of not more than five feet where the slope of the ground surface is ten percent or more. Proposed elevations shall also include the estimated first floor elevations of the principal structure for each lot shown. Elevations shall be marked on such contours based on National Geodetic Vertical Datum of 1929 (mean sea level). This requirement may be waived if the parcels created are fully developed and no grade changes are intended.

- (11) The entire area contiguous to the proposed certified survey map owned or controlled by the subdivider shall not be included on the certified survey map. If the remnant portion exceeds five acres, the area shall not need to be surveyed.
- (c) *State plane coordinate system.* Where the map is located within a U.S. Public Land Survey quarter section, the corners of which have been relocated, monumented and coordinated by the city or county, the map 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 state plane coordinate of the monument marking the relocated section or quarter corner to which the map is tied shall be indicated on the map. All distances and bearings shall be referenced to the state coordinate system, south zone, and adjusted to the city's control survey.
- (d) *Certificates.* The surveyor shall certify on the face of the certified survey map that he has fully complied with all the provisions of this chapter. The common council, after a recommendation by the reviewing agencies, shall certify its approval on the face of the map.
- (e) *Street dedication.* Dedication of streets and other public areas shall require, in addition, the owner's certificate and the mortgagee's certificate in substantially the same form as required by Wis. Stats. § 236.21(2)(a).
- (f) *Recordation.* The subdivider shall record the map with the county register of deeds within 30 days of its approval by the common council and any other approving agencies. Failure to do so shall necessitate a new review and reapproval of the map by the common council.
- (g) *Requirements.* The certified survey map shall comply with the provisions of this chapter relating to general requirements, design standards and required improvements.

(Ord. No. 98-12, § 1(86-1-42), 5-8-1998)

Sec. 86-139. Conformance with policies.

Land divisions and subdivisions shall be consistent with the following land use objectives and policies:

- (1) Approach new development within a large framework, with the basic unit being the neighborhood or district, and the conventional subdivision plat forming a part of a neighborhood or district;
- (2) Stage new growth concurrent with public improvements in transportation and urban service facilities;
- (3) Minimize new development outside the urban service area;

- (4) Locate new multifamily development and local commercial development convenient to each other and adjacent to arterials;
- (5) Develop a system of interior open spaces to provide for separation of neighborhoods, stormwater drainage and for secondary circulation of pedestrian and bicycle traffic;
- (6) Use environmental corridors provided by other units of government and interior open space systems as guidance tools for the location and form of future development;
- (7) Encourage the use of clustering of residential development to assist in the development of the policy set forth to provide an interior open space system;
- (8) Avoid the wasteful use of land for urban purposes and to maintain economic balance in the community through flexible use of the regional urban land demand standards; and
- (9) Continue to develop a system of parks and open spaces for the recreational needs of the city.

(Ord. No. 98-12, § I(86-1-43), 5-8-1998)

Sec. 86-140. Automated mapping.

Whenever an automated, computer-aided design system is used in the development of subdivision maps, a digital copy of the final map shall be submitted to the city clerk/treasurer in a format specified by the city clerk/treasurer.

(Ord. No. 98-12, § I(86-1-44), 5-8-1998)

Secs. 86-141--86-160. Reserved.