

Town of Menomonie Subdivision Application Packet

(page 1 of 4, revised 3/30/2016)

This packet contains this checklist, the application form, and the notification form. Refer to the subdivision ordinance for complete information. (Forms and ordinances are available online at “townofmenomonie.org”)

General Application

1. Application received within time guidelines. For a complete explanation see section 3.2, page ten.
2. Review fee paid.
3. Ordinance modification request- 10 copies (found in section 2.4, page 7, of the ordinance)
 Not applicable

Preliminary Subdivision Submittals

1. **Development Yield Analysis.** (Not required for 1 lot subdivisions). For a complete explanation see 3.2.1, page ten.
 Done
 Not applicable
2. **Project and Development Information.** For a complete explanation see 3.2.2, page ten.
 Name, address and phone number of owner or agent.
 Name, address and phone number of consultants.
 Date of preparation
3. **Map of Existing and Planned Site Conditions.** For a complete explanation see 3.2.3, pages 10 and 11.
 Boundary line of the proposed site and all property to be subdivided. Include all contiguous land owned or controlled by the subdivider.
 Show the type, width and condition of street improvements, set backs, right of ways, recreational trails, and other improvements.
 Location, widths and names of all existing public and private easements.
 Identify by name and ownership boundary lines of all adjoining lands.
 Location of significant natural resource features.
 Location of burial sites, Indian Mounds, national and state register listed properties, and locally designated historic properties.
 Legal description of the property.
 Location of existing zoning classifications.
 Total acreage.
 Provide graphic scale, north arrow, name address and phone number of person(s) responsible for preparing Map of Existing Site Conditions and date of preparation.
 Location of the groundwater recharge areas.
 List all current and proposed restrictions and covenants.
 Open space.
 Other improvements.
4. **Preliminary Map or Plat.** For a complete explanation see 3.2.4, page 11 and 12.
 Layout of proposed streets.
 Location and types of public easements and right-of-ways, existing and planned.
 Layout of proposed lots and blocks, setbacks.
 Describe restrictions and covenants.
 Exact location of green space.
 Farmland statement on CSM.
 Green space statement on CSM.

5. **Preliminary Construction Plans** are needed if a plat is creating, extending, or modifying a street or road. For a complete explanation see 3.2.5, page 11.
 Done
 Not applicable
6. **Notification of Adjoining Landowners** is required if two or more new lots are created. For a complete explanation see 3.2.6, page 12.
 Done
 Not applicable
7. **Fast Track Written Request.** For a complete explanation see 3.3.4, page 13
 Done
 Not applicable
8. **Open Space**
 Common Open Space Ownership Documents- 10 Copies (7.1)
 Not applicable
9. **Maintenance Plans**
 Maintenance Plan- 10 Copies (7.2)
 Not applicable
10. **Agreements**
 Developers Agreement- 10 Copies (4.4.6)
 Not applicable
11. **Shared Driveway Agreement.** For a complete explanation see 3.1.2, page 9.
 Done
 Not applicable
12. **Groundwater ordinance compliance.**
 The plan complies with all requirements of the Town's groundwater ordinance.
13. **Additional Information.**
 - a. The Town Board may require a proposed subdivision layout of all or part of contiguously owned land even though the division is not planned at the time.
 - b. The Town Board reserves the right to require additional information if deemed necessary by the Plan Commission or Town Board.

Note: The statutory review timeline begins with the submittal of the application. The application includes all of the submittals but even if the application packet is incomplete, the timeline still begins at the time of submittal. However, an incomplete application packet is grounds to deny/reject.

With the submittal of each application packet, the Chair or designee shall inventory the submittal packet for completeness. Each of the above items must have at least one entry checked. If items are missing from the application packet the Chair or designee shall notify the applicant within the timelines set forth in the ordinance.

Town of Menomonie Subdivision Application (page 3 of 4)

Applicant to fill out this section (Please print) (revised 3/2016)

Name of applicant _____ email (optional) _____

Address of applicant _____ Phone _____

_____ Minor Subdivision Review Fee - \$100 _____ Major Subdivision Review Fee - \$500

Number of proposed lots _____ What is the current zoning classification? _____

Are any lands of the proposed subdivision under any local, state, or federal programs? List all applicable programs.

Signature of applicant or agent _____ Date _____

NOTE:FEE MUST ACCOMPANY APPLICATION- Do not write in the section below (Town use only)

All submittals shall be submitted ten (10) days prior to the scheduled Plan Commission and or Town Board meeting at which action is desired. Failure to submit all required materials at the prescribed timeline shall be grounds to reject.

Date received. _____

Date application filed _____ Review fee paid yes no

Concept plan (Major Subdivisions)

date presented to PC _____ Plan Commission action _____
(see attached page for any conditions or reasons for rejection)

Preliminary Plan

date presented to PC _____ Plan Commission action _____
(see attached page for any conditions or reasons for rejection)

date presented to Bd. _____ Board action _____
(see attached page for any conditions or reasons for rejection)

Final Plan

date presented to PC _____ Plan Commission action _____
(see attached page for any conditions or reasons for rejection)

date presented to Bd. _____ Board action _____
(see attached page for any conditions or reasons for rejection)

Fast track

date presented to PC _____ Plan Commission action _____
(see attached page for reasons for rejection)

date presented to Bd. _____ Board action _____
(see attached page for reasons for rejection)

Town of Menomonie Conditional Approval or Rejection Notification (page 4 of 4)
(revised 3/30/2016)

Name of Applicant _____

Date of Application _____

Plan Commission Recommendation – Concept – Preliminary – Final – Fast Track (*circle one*)

Conditions required for approval.

Reasons for rejection of the application.

Date of recommendation (meeting date) _____

Town Board Action – Preliminary – Final – Fast Track (*circle one*)

Conditions required for approval.

Reasons for rejection of the application.

Date of Action (meeting date) _____