

FORM 3: FINAL PLAT REVIEW

To be submitted with Form 1

SUPPLEMENTAL REQUIREMENTS

Please carefully read the General Instructions of Form 1 for submitted information and process. In addition to Form 1, **the following must be submitted for a final plat:**

1. This Form 3 with required information (#3 through 10 below) and completed checklist (page 2).
2. Proper fees as described on Form 1.
3. Written Proposal Description; a statement detailing the reasons and background for this request; including legal description of property, anticipated start of construction, phasing schedule, appropriate value of the project, anticipated square footage of structures, and any special site and/or project matters the Town must be made aware of.
4. A list of all property owners and addresses within 500 feet of the proposal.
5. Fourteen (14) copies of the final plat.
6. Three (3) copies of final engineering.
7. Any other information or studies particular to the site, such as up-to-date wetland delineation, shoreland zoning approval for Ozaukee County, access approval if adjacent to a State or County Highway, and extraterritorial approval from incorporated municipalities.
8. An extended action form may be needed to allow for a positive action on the plat (please discuss with Town Clerk or Town Planner if needed).
9. A list of provisions to be included in a Developer Agreement (to be drafted by the Town and approved with the Final Plat).
10. Any deed restrictions and Home Association documents (14 copies).

Submitted materials must be consistent with the Town of Port Washington Zoning and Subdivision Ordinance, particularly Section 340-125, and all other pertinent sections of Town Ordinances, State Statutes, Ozaukee County shoreland rules, the Town Land Use Plan and proper planning and land division practices. Also review Article V, Sections 340-119, 340-121, 340-124 through 340-133. The Town shall not place any items on the agenda for Plan Commission first or second consideration until it has been verified that the application is complete in accordance with all requirements of Town ordinances and those specified in this and other application forms. In the case of a final plat the submitted date, for the purposes of WI Statutes, Chapter 236, is the date that the entire application packet is completed (as dated by Town official on page 2).

Applicant is required to submit additional copies to the State and County as required by Chapter 236, with a copy of submitted plans provided to the Town with the application.

The complete application packet, including the entire required number of copies, must be submitted at least 28 days prior to the Plan Commission meeting, at which the item will be heard. Resubmittal of revised plans may constitute a new submittal for timeframe purposes.

I understand the Town policies as stated herein.

Date	Signature of Applicant(s)
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Completed by Applicant

Date Submitted	Date of Plan Commission	Signature of Staff Member
<p>SUBMITTED: <i>(To be completed by applicant: Check each individual blank as information is confirmed. If not applicable, mark N/A.)</i></p> <p><input type="checkbox"/> Standard Application and Additional Required Information sheet (Forms 1 and 3)</p> <p><input type="checkbox"/> Final Plat prepared in compliance with WI Stats. 236 and showing all of the following:</p> <p>General Information</p> <ul style="list-style-type: none"><input type="checkbox"/> Surveyor's certificate and date, including statement of compliance with all provisions of Town Ordinances and WI Stats. 236<input type="checkbox"/> Labeled as "Final Plat"<input type="checkbox"/> Location of proposed subdivision by government lot, quarter section, township, range, county and state<input type="checkbox"/> Graphic scale (minimum 1" = 100')<input type="checkbox"/> North arrow<input type="checkbox"/> Names and addresses of the owner, subdivider and surveyor <p>Lines and Details</p> <ul style="list-style-type: none"><input type="checkbox"/> For all lots: the dimensions, square footage, and proposed lot and block numbers<input type="checkbox"/> Location and dimensions of any sites to be reserved or dedicated for parks, playgrounds, drainageways, or other public use.<input type="checkbox"/> The radii of all curves<input type="checkbox"/> All section and quarter section lines within the exterior boundaries of the plat or immediately adjacent<input type="checkbox"/> Corporate limit lines<input type="checkbox"/> Location and names of any adjacent subdivisions, parks and cemeteries<input type="checkbox"/> Location of the area of the proposed lots where soils are found to be unsuitable for a septic system<input type="checkbox"/> The accurate delineation of the five-foot depth to groundwater contours and all areas where bedrock is less than five feet below grade <p>Streets and Utilities</p> <ul style="list-style-type: none"><input type="checkbox"/> Location, right-of-way width, and names of all existing and proposed streets, alleys or other public ways, easements (recorded and apparent), railroad and utility rights-of-way on the property and within its influence <p>Water and Wetlands</p> <ul style="list-style-type: none"><input type="checkbox"/> Delineation of any wetlands, and by whom and when the delineation was done<input type="checkbox"/> For lakes, streams, ponds, flowages, wetlands, other watercourses and drainage ditches: location, name high water elevation and determination of navigability<input type="checkbox"/> For lakes and streams, the water elevation at the date of survey<input type="checkbox"/> Floodland and shoreland boundaries, and the contour line lying a vertical distance of two feet above the elevation of the 100-year flood, or when that information is not available, five feet above the elevation of the maximum flood of record<input type="checkbox"/> Any proposed lake and stream access, with a small drawing clearly indicating the location of the proposed subdivision in relation to the access<input type="checkbox"/> For any proposed lake and stream improvement or relocation provide a copy of the notice of application for approval by the WI DNR or a statement that none is required <p>Miscellaneous</p> <ul style="list-style-type: none"><input type="checkbox"/> Any other features pertinent to proper division<input type="checkbox"/> All existing buildings and appurtenances located on the property<input type="checkbox"/> Setback or building lines required by the Planning Commission<input type="checkbox"/> Additional yards required by the Developer<input type="checkbox"/> Any other information required by the Town<input type="checkbox"/> Additional documents such as Developer's Agreement and Deed Restrictions		

Architect			
Name			
Company			
Address	City	State	Zip
Daytime Phone ()	Fax ()		
Cell	Email		

Professional Engineer			
Name			
Company			
Address	City	State	Zip
Daytime Phone ()	Fax ()		
Cell	Email		

Registered Surveyor			
Name			
Company			
Address	City	State	Zip
Daytime Phone ()	Fax ()		
Cell	Email		

Contractor			
Name			
Company			
Address	City	State	Zip
Daytime Phone ()	Fax ()		
Cell	Email		