

Preliminary Subdivision Plat Application

Village of Grafton Planning and Development Department
860 Badger Circle, Grafton, WI 53024
p (262) 375-5303 f (262)375-5312
dbrown@village.grafton.wi.us



Preliminary Plat Application Fee: \$150 + \$5.00 per lot (plus Planning Review deposit: \$500)

Preliminary Plat Reapplication Fee: \$75 (plus Planning Review deposit: \$500)

Final Plat Application Fee: \$100 + \$3.00 per lot (plus Planning Review deposit: \$500)

Final Plat Reapplication Fee: \$75 (plus Planning Review deposit: \$500)

APPLICATION TYPE:

Preliminary Plat Reapplication - Preliminary Plat Final Plat Reapplication – Final Plat

Proposed number of lots: _____

PROPERTY INFORMATION:

1. Tax Key identification number: _____
2. Legal description of property (*please attach*)

CONTACT INFORMATION

- Applicant is: Property Owner Owner's Agent Developer Other: _____
3. Telephone number: _____
 4. Fax number: _____ Address: _____
 5. E-mail address: _____

PROPERTY OWNER INFORMATION

6. Property owner's name(s): _____ Address: _____
7. Telephone number(s): _____ Fax number: _____
8. E-mail address(es): _____

PROPERTY INFORMATION:

9. Existing Zoning District (*Village Zoning District designation*): _____
10. Proposed Zoning District (*if rezoning is required*): _____
11. Area of the property (acres and/or square feet): _____
12. Written Description of Proposal (Please Provide on Separate Letterhead): _____
13. Any other information deemed necessary by the Planning and Development Department.

REQUIRED SIGNATURE(S) FOR ALL APPLICATIONS

I hereby certify that all statements, forms, and attachments submitted hereto are true and correct to the best of my knowledge and belief:

Property Owner's Signature

Date

Property Owner's Signature

Date

Property Owner's Signature

Date

OTHER REQUIRED SIGNATURES

I hereby certify that all statements, forms, and attachments submitted hereto are true and correct to the best of my knowledge and belief:

Applicant/ Owner's Agent Signature

Date

No item will be placed on an agenda unless all required plans are submitted and the fees paid by the submittal deadline for that month (see meeting schedule and submittal deadlines on last page of this application). Submittals are due to the Department of Planning and Development no later than 3:00 p.m. on the day of the submittal deadline.

No submittal is complete until application is signed below by Planning and Development Staff.

Application fee paid on: _____	By Check No.: _____	Received by: _____
Application fee: \$ _____	Planning review deposit: \$ _____	Total fee received: \$ _____
Notes: _____		
Department of Planning and Development Staff's Signature: _____		

SUBMITTAL REQUIREMENTS

More specific requirements of each land division or combination are listed in the Village of Grafton Municipal Code and the Village of Grafton Zoning Code. A copy of each can be purchased from the Village Clerk's Office. They are also available at the Village of Grafton web site: <http://www.village.grafton.wi.us/>

PRELIMINARY PLAT: Please refer to Chapter 18 of the Municipal Code for all platting requirements. Provide is a list of technical platting requirements.

1. The preliminary plat shall be prepared by a registered land surveyor on paper of good quality at a scale of not more than one hundred feet to one inch.
2. Date, scale and north point;
3. The title, in accordance with the Village standard for titling subdivisions, under which the proposed subdivision is to be recorded;
4. The name and address of the owner, the subdivider, and surveyor preparing the plat;
5. Location of the proposed subdivision by government lot, quarter section, township, range and county;
6. Exact length and bearings of the exterior boundaries of the proposed subdivision, and the approximate acreage therein;
7. Location and names of adjacent subdivisions;
8. Zoning on and adjacent to the proposed subdivision;
9. Location, widths and names of any adjacent existing highways, streets, alleys, or other public ways, easements, railroad and utility rights-of-way, parks and cemeteries;
10. A small scale drawing of the section or government subdivision of the section in which the subdivision lies with the location of the subdivision indicated thereon;
11. The approximate location, size and elevations within the proposed subdivision and in the adjoining streets or property of any existing sewers, water mains, culverts, drain pipes including farm drain tile and electric conduits proposed to be used on the property to be subdivided; or direction and distance to nearest water and sewer mains if not adjacent or within tract to be divided;
12. The location of existing property lines, streets, drives, buildings, watercourses, utilities, railroads and other similar features within the tract being subdivided;
13. The water elevations of adjoining lakes or streams at the date of survey, and approximate high and low water elevations, all referred to U.S.G.S. datum;
14. Locations, widths, and names of all proposed streets and rights-of-way such as alleys, and easements, and all parks and other open spaces; street names shall be as provided by the Village;
15. Approximate dimensions of all lots together with proposed lot and block numbers, or consecutive lot numbers;
16. Approximate dimensions of all parcels of land proposed to be dedicated to public use and the conditions of such dedication if any;
17. Proposed building setback lines;
18. Approximate radii of all curves and length of tangents;
19. Source of domestic water supply and type of sewage disposal, locations of sites for community domestic water facilities, and/or community sewage treatment or handling facilities, and all subject to the rules and regulations of the State of Wisconsin Department of Health and Social Services, Division of Health;
20. Contours at vertical intervals of not more than five feet where the slope is greater than ten percent and not more than two feet where the slope is less than ten percent. Elevations shall be marked on such contours based on U.S.C. and G.S. datum.

21. Natural Resource Protection Plan. Location of Proposed Deed Restrictions, Landscape Easements, and/or Conservation Easements. The location of any proposed deed restrictions, landscape easements, and/or conservation easements shall be graphically indicated and clearly delineated and dimensioned on the face of the Certified Survey Map. The location and extent of conservation easements should be directly related to the "Natural Resource Protection Plan." Deed restrictions and/or conservation easements as required by this Ordinance shall be filed with the Certified Survey Map.
22. Site Intensity and Capacity Calculations. Any additional information required.

In addition, the Plan Commission may require any or all of the following on a preliminary plat:

23. Profiles showing existing ground surface and proposed street grades including extensions for a reasonable distance beyond the limits of the proposed subdivision. Elevations shall be based on U.S.C. and G.S. datum;
24. A draft of a protective covenant whereby the subdivider proposes to regulate land use in the subdivision and otherwise protect the proposed development.

FINAL PLAT: Please see the Planning and Development Staff on the Final Plat Submittal Requirements.

CERTIFIED SURVEY MAP: A Certified Survey Map prepared by a Wisconsin registered land surveyor shall be required for all minor land divisions. It shall comply in all respects with the requirements of Section 236.34 of the Wisconsin Statutes. The Certified Survey Map shall be tied to the horizontal control system established by the Southeastern Wisconsin Regional Planning Commission (SEWRPC) for the Village of Grafton. Certified Survey Maps shall show correctly on its face, in addition to the information required by Section 236.34 of the Wisconsin Statutes, the following:

1. Existing Features. All existing buildings, watercourses, drainage ditches, and other features pertinent to proper land division.
2. Setback or Building Lines. Setbacks or building lines required by this Ordinance or other City ordinances.
3. Utility and Drainage Easements. Utility and/or drainage easements.
4. Reserved Lands. All lands reserved for future acquisition.
5. Special Restrictions. Special restrictions required by the Plan Commission relating to conservation easements, access control along public ways, delineation of floodplain and wetland limits, and natural resource mitigation areas.
6. Existing and Proposed Contours. Existing and proposed contours at vertical intervals of not more than two (2) feet. 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 parcel(s) created are fully developed.
7. Floodplain Limits and Contours. Floodplain limits and the contour lines lying a vertical distance of two (2) feet above the elevation of the 100-year recurrence interval flood, or where such data is not available, five (5) feet above the elevation of the maximum flood of record.
8. Map Date. Date of the Certified Survey Map with all dates of revision.
9. Scale and North Arrow. Graphic scale and north arrow.
10. Owner, Subdivider, Land Surveyor. Name and address of the owner, Subdivider, and Land Surveyor. Area Contiguous to Certified Survey Map. Entire area contiguous to the proposed Certified Survey Map owned or controlled by the Subdivider shall be included on the Certified Survey Map even though only a portion of said 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 Ordinance and severe hardship would result from strict application thereof.

11. Parcel and/or Lot Size. The dimensions and size (in square feet or acres) of each parcel or lot created by the Certified Survey Map including outlots.
12. Existing Zoning. The Certified Survey Map shall indicate on its face the current zoning and zoning boundary lines of all parcels, lots or outlots proposed to be created by the Certified Survey Map.
13. Natural Resource Protection Plan. Location of Proposed Deed Restrictions, Landscape Easements, and/or Conservation Easements. The location of any proposed deed restrictions, landscape easements, and/or conservation easements shall be graphically indicated and clearly delineated and dimensioned on the face of the Certified Survey Map. The location and extent of conservation easements should be directly related to the "Natural Resource Protection Plan." Deed restrictions and/or conservation easements as required by this Ordinance shall be filed with the Certified Survey Map.
14. Site Intensity and Capacity Calculations.
15. Additional Information. Any additional information required.

NATURAL RESOURCE PROTECTION PLAN: If natural resource features defined and described in Divisions 19.04.0100 and 19.09.0100 of this Ordinance are present on the property for which a land division/combination is requested, a "Natural Resource Protection Plan" drawn to the same scale as the plat submission shall be submitted. The "Natural Resource Protection Plan" shall show the following: The proposed name of the development, location, the designer of the plan, date and all applicable revision dates, the boundary line of the site with dimensions and bearings, indicated by a solid line, and the total land area encompassed by the site, the location of all proposed lot lines, right-of-way lines, and easements, existing streets, easements and neighboring property boundaries, the location and extent of any existing natural resource features defined and described in Divisions and 19.04.0100 and 19.09.0100 and of this Ordinance, disturbed and preserved natural resource features, method of natural resource preservation, scale, north arrow, and contours.

SITE INTENSITY AND CAPACITY CALCULATIONS: The site intensity and capacity calculations set forth in this Division shall be made for each parcel of land to be used or built upon in the Village of Grafton including all new Condominiums, all new residential and multiple-family residential developments including all Certified Survey Maps, Condominiums, and Subdivisions, all commercial development; and as may be required elsewhere in this Ordinance. A copy of the calculation sheets is provided in this application. Please see Division 19.03.0500 for further details on Site Intensity and Capacity Calculations.

SITE INTENSITY CALCULATIONS WORKSHEETS

Worksheet 1

Calculation of Base Site Area (Residential and Non-residential Development)

STEP 1:	Indicate the total gross site area (in acres) as determined by an actual on-site boundary survey of the property	- _____ acres
STEP 2:	Subtract (-) land which constitutes any existing dedicated public street rights-of-way, land located within the ultimate road rights-of-way of existing roads, and the rights-of-way of major utilities.	- _____ acres
STEP 3:	Subtract (-) land required to be dedicated for public parks under the requirements of the Village of Grafton Subdivision Ordinance as amended.	- _____ acres
STEP 4:	Subtract (-) land which, as a part of a previously approved development or land division, was reserved for open space.	- _____ acres
STEP 5:	In the case of <i>“Site Intensity and Capacity Calculations”</i> for a proposed residential use, subtract (-) the land proposed for <u>nonresidential</u> uses: Or In the case of <i>“Site Intensity and Capacity Calculations”</i> for a proposed nonresidential use, subtract (-) the land proposed for <u>residential</u> uses.	- _____ acres
STEP 6:	Equals “Base Site Area”	= _____ acres

SITE INTENSITY CALCULATIONS WORKSHEETS

Worksheet 2

Calculation of Resource Protection Land (Residential and Non-residential Development)

Natural Resource Feature	Protection Standard Based Upon Zoning District Type (circle applicable standard below*)			Acres of Land in Resource Feature	Acres of Land in Resource Feature To Be Protected
	Agricultural Districts	Residential Districts	Non-Residential Districts		
Steep Slope: <ul style="list-style-type: none"> • 20 to ≤ 30% • > 30% 	0.65 0.90	0.75 0.85	0.70 0.80	X _____ = _____ X _____ = _____	_____ _____ _____ _____
Woodlands and Forests: <ul style="list-style-type: none"> • Mature • Young 	0.70 0.50	0.70 0.50	0.60 0.50	X _____ = _____ X _____ = _____	_____ _____ _____ _____
Lakes and Ponds	1	1	1	X _____ = _____	_____ _____
Streams	1	1	1	X _____ = _____	_____ _____
Shore Buffer		1	1	X _____ = _____	_____ _____
Floodplain	1	1	1	X _____ = _____	_____ _____
Wetlands & Shoreland Wetlands	1	1	1	X _____ = _____	_____ _____
TOTAL RESOURCE PROTECTION LAND					
(Total acres of land in resource features to be protected)					_____

Ordinance No. 010, Series 2002, Part 3

* Village of Grafton Zoning Ordinance Table 19.04.0100

Note: In conducting the calculations in this table, if two or more natural resource features are present on the same area of land, only the most restrictive resource protection standard shall be used. For example, if floodplain and young woodlands occupy the same space on a parcel of land, the resource protection standard would be 1.0 which is the more restrictive standard.

SITE INTENSITY CALCULATIONS WORKSHEETS

Worksheet 3A

Site Intensity and Capacity Calculations (Residential Development only)

STEP 1:	<p>CALCULATE MINIMUM REQUIRED ON-SITE OPEN SPACE</p> <p>Take Base Site Area (from Step 6 in Worksheet 1): _____</p> <p>Multiply by Minimum Open Space Ratio (OSR) (See specific residential zoning district OSR standard in the Village of Grafton Municipal Ordinances, Title 19: Zoning Code; Part 3 Section 19.03.0101, Establishment of Districts): X _____</p> <p>Equals: MINIMUM REQUIRED ON-SITE OPEN SPACE = _____ acres</p>	
STEP 2:	<p>CALCULATE NET BUILDABLE SITE AREA:</p> <p>Take Base Site Area (from Step 6 in Worksheet 1): _____</p> <p>Subtract Total Resource Protection Land from Worksheet 2 Or Minimum Required On-Site Open Space (from Step 1, above), whichever is greater: _____</p> <p>Equals: NET BUILDABLE SITE AREA = _____ acres</p>	
STEP 3:	<p>CALCULATE MAXIMUM NET DENSITY YIELD OF SITE:</p> <p>Take Net Buildable Site Area (from Step 2, Above): _____</p> <p>Multiply by Maximum Net Density (ND) (See specific residential zoning district ND Standards in the Village of Grafton Municipal Ordinances, Title 19: Zoning Code; Part 3 Section 19.03.0101, Establishment of Districts): X _____</p> <p>Equals: MAXIMUM NET DENSITY YIELD OF SITE = _____ D.U.s</p>	
STEP 4:	<p>CALCULATE MAXIMUM GROSS DENSITY OF SITE:</p> <p>Take Base Site Area (from Step 6 of Worksheet 1)</p> <p>Multiply by Maximum Gross Floor Area Ratio (GFAR) (See specific residential zoning district GD standard in the Village of Grafton Municipal Ordinances, Title 19: Zoning Code; Part 3 Section 19.03.0101, Establishment of Districts): X _____</p> <p>Equals: MAXIMUM GROSS DENSITY YIELD OF SITE = _____ D.U.s</p>	
STEP 5:	<p>DETERMINE MAXIMUM PERMITTED D.U.s OF SITE:</p> <p>Take the lowest of Maximum Net Density Yield of Site (from Step 3 above) or Maximum Gross Density Yield of Site (from Step 4 above):</p> <p>Equals: MAXIMUM PERMITTED D.U.s OF SITE = _____ D.U.s</p>	

SITE INTENSITY CALCULATIONS WORKSHEETS

Worksheet 3B

Site Intensity and Capacity Calculations (Non-residential Development only)

STEP 1:	<p>CALCULATE MINIMUM REQUIRED LANDSCAPE SURFACE:</p> <p>Take Base Site Area (from Step 6 in Worksheet 1): _____</p> <p>Multiply by Minimum Landscape Surface Ratio (LSR) (See specific residential zoning district LSR standard in the Village of Grafton Municipal Ordinances, Title 19: Zoning Code; Part 5 Division 19.05.0400, Required Landscaping): X _____</p> <p>Equals MINIMUM REQUIRED ON-SITE LANDSCAPE SURFACE = _____ acres</p>	
STEP 2:	<p>CALCULATE NET BUILDABLE SITE AREA:</p> <p>Take Base Site Area (from Step 6 in Worksheet 1): _____</p> <p>Subtract Total Resource Protection Land from Worksheet 2 Or Minimum Required Landscape Surface Ratio (from Step 1, above), whichever is greater: - _____</p> <p>Equals: NET BUILDABLE SITE AREA = _____ acres</p>	
STEP 3:	<p>CALCULATE MAXIMUM NET FLOOR AREA YIELD OF SITE:</p> <p>Take Net Buildable Site Area (from Step 2, Above): _____</p> <p>Multiply by Maximum Net Floor Area Ratio (NFAR) (See specific nonresidential zoning district NFAR standards in the Village of Grafton Municipal Ordinances, Title 19: Zoning Code; Part 3 Section 19.03.0300, Nonresidential Zoning Districts): X _____</p> <p>Equals: MAXIMUM NET DENSITY YIELD OF SITE = _____ acres</p>	
STEP 4:	<p>CALCULATE MAXIMUM GROSS FLOOR AREA YIELD OF SITE:</p> <p>Take Net Buildable Site Area (from Step 6 of Worksheet 1)</p> <p>Multiply by Maximum Gross Floor Area Ratio (GFAR) (See specific residential zoning district GFAR standard in the Village of Grafton Municipal Ordinances, Title 19: Zoning Code; Part 3 Section 19.03.0300, Nonresidential Zoning Districts): X _____</p> <p>Equals: MAXIMUM GROSS FLOOR AREA YIELD OF SITE = _____ acres</p>	
STEP 5:	<p>DETERMINE MAXIMUM PERMITTED FLOOR AREA OF SITE:</p> <p>Take the lowest of Maximum Net Floor Area Yield of Site (from Step 3 above) or Maximum Gross Floor Area Yield of Site (from Step 4 above): (Multiply results by 43,560 for the maximum floor area in square feet)</p> <p>Equals: MAXIMUM PERMITTED FLOOR AREA OF SITE = _____ acres (_____) s.f.</p>	