

Town of Barton

SUBDIVISION

FINAL PLAT

(including Condominiums)

Application Form

INFORMATION REQUIRED:

The following items *shall* be a part of the Application where applicable:

SUBDIVISION FINAL PLAT REVIEW REQUIREMENTS *(Submitted as Part of a Subdivision Final Plat Application):*

- A. A Final Plat prepared by a Wisconsin registered land surveyor shall be required for all subdivisions. It shall comply in all respects with the requirements of Section 236.20 of the Wisconsin Statutes.
- B. The Final Plat shall show correctly on its face, in addition to the information required by Section 236.20 of the Wisconsin Statutes, the following:
 1. Centerline of Streets. Exact length and bearing of the centerline of all streets.
 2. Street Width. Exact street width along the line of any obliquely intersecting street.
 3. Railroad Right-of-Ways. Railroad right-of-ways within and abutting the plat.
 4. Setbacks and Building Lines. Setbacks or building lines required by the Plan Commission or other Town ordinances.
 5. Utilities and Drainage. Utility and/or drainage easements.
 6. Future Public Acquisition and Reservations. All lands reserved for future public acquisition or reserved for the common use of property owners within the plat.
 7. Special Restrictions. Special restrictions required by the Plan Commission relating to conservation easements, access control along public ways, delineation of floodplain and wetland limits, natural resource mitigation areas, or to the provision of "Landscape Bufferyard Easements."
 8. Floodplain Limits. 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.

9. Water Elevations of All Lakes, Ponds, Streams, Flowages and Wetlands. Water elevations of all lakes, ponds, streams, flowages, and wetlands at the date of the survey and approximate high and low water elevations, all referred to National Geodetic Datum of 1929 (mean sea level).
10. State Plane Coordinate System. Where the Final Plat is located within a U.S. Public Land Survey quarter-section, the corners of which have been relocated or monumented by the Southeastern Wisconsin Regional Planning Commission (SEWRPC), Washington County, or municipality, the Final Plat shall be tied directly to one of the section or quarter corners so relocated and monumented.
 - a. Grid Bearing and Distance of Tie Determined by Field Measurements. The exact grid bearing and distance of such tie shall be determined by field measurements, and the material and Wisconsin state plane coordinates of the monument marking the relocated section or quarter corner, to which the Final Plat is tied, shall be indicated on the Final Plat.
 - b. Closed Survey Required. The grid bearing and distance of the tie shall be determined by a closed survey meeting the error of closure herein specified for the survey of the exterior boundaries of the subdivision.
 - c. Reference to the Wisconsin Coordinate System. All distances and bearings shall be referenced directly to the Wisconsin Coordinate System and adjusted to Washington County's control survey.
11. Certificates. All Final Plats shall provide all the certificates required by Section 236.21 of the Wisconsin Statutes. The certificate shall contain a description of the survey beginning at the U.S. Public Land Survey corner to which the survey is tied. In addition, the surveyor shall certify that he has fully complied with all the provisions of the Town of Barton Land Division Ordinance.
12. Town Zoning Administrator May Require Additional Information. Where the Town Zoning Administrator finds that in order to review the Final Plat additional information is required relative to a particular problem presented by a proposed development, the Town Zoning Administrator shall have the authority to request in writing such information from the Subdivider or Condominium Developer (as applicable).

13. Additional Information May Be Required By Others. Any additional information required by the Plan Commission, Town Engineer, or Town Board.
- C. Survey Accuracy. The following conditions shall be met by the Final Plat:
1. Maximum Error of Closure. Maximum error of closure before adjustment of the survey of the exterior boundaries of the subdivision shall not exceed, in horizontal distance or position, the ratio of one (1) part in ten thousand (10,000), nor in azimuth four (4) seconds of arc per interior angle. If field measurements exceed this maximum, new field measurements shall be made until a satisfactory closure is obtained. When a satisfactory closure of the field measurements has been obtained, the survey of the exterior boundary shall be adjusted to form a closed geometric figure.
 2. Street, Block, and Lot Dimensions. All street, block, and lot dimensions shall be computed as closed geometric figures based upon the control provided by the closed exterior boundary survey. If field checks disclose an error for any interior line of the plat greater than the ratio of one (1) part in five thousand (5,000), or an error in measured angle greater than one (1) minute of arc for any angle where the shorter side forming the angle is three hundred (300) feet or longer, necessary corrections shall be made. Where the shorter side of a measured angle is less than three hundred (300) feet in length, the error shall not exceed the value of one (1) minute multiplied by the quotient of three hundred (300) divided by the length of the shorter side; however, such error shall not in any case exceed five (5) minutes of arc.
- D. Surveying and Monumenting. All Final Plats shall meet all the surveying and monumenting requirements of Section 236.15 of the Wisconsin Statutes.
- E. Design Standards, Improvement Requirements, *"Standards and Specifications for Development"*. All Final Plats shall be consistent with the design standards, improvement requirements, *"Standards and Specifications for Development"* in the Town of Barton, and purposes of the Town of Barton Land Division Ordinance.
- F. Declaration of Deed Restrictions and Protective Covenants. Submission of the final draft of declaration of deed restrictions and protective covenants whereby the Subdivider intends to regulate land use in the proposed Subdivision and otherwise protect the proposed development.

- G. Conservation Easements. The submission of the final draft of conservation easements whereby the Subdivider intends to regulate the protection of natural resource features in the proposed Subdivision in conjunction with the "Natural Resource Protection Plan."
- H. Wisconsin Non-Profit Membership Corporation (Homeowners' Association). The submission of the final draft of the legal instruments and rules for any proposed Wisconsin non-profit membership corporation (homeowners' association), when the Subdivider proposes that property within a Subdivision would be either owned or maintained by such an organization of property owners or a subunit of the Town pursuant to Section 236.293 of the Wisconsin Statutes, whereby the Subdivider intends to regulate land use in the proposed Subdivision and otherwise protect the proposed development.
- I. Contract "Subdivider's Agreement" Required. Prior to installation of any required improvements and prior to approval of the Final Plat, the Subdivider shall enter into a written contract ("Subdivider's Agreement") with the Town requiring the Subdivider to furnish and construct said improvements at Subdivider's sole cost and in accordance with plans and specifications and usual contract conditions, which shall include provision for inspection of construction by the Town or its agent. Final "Subdivider's Agreement" shall include all required Surety Bond(s), Irrevocable Letter(s) of Credit, or Cash Deposit(s).
- J. Engineering Plans. The following plans and accompanying construction specifications, in conformance with the Town's *"Standards and Specifications for Development,"* shall be required by the Town before authorization of construction or installation of improvements:
1. Street Plans and Profiles. Street plans and profiles showing existing and proposed grades, elevations and cross-sections of required improvements.
 2. Existing and Proposed Contours. Existing and proposed contours at vertical intervals of not more than two (2) feet where the slope of the ground surface is less than ten (10) percent, and of not more than five (5) feet where the slope of the ground surface is ten (10) percent or more. Elevations shall be marked on such contours based on National Geodetic Vertical Datum of 1929 (mean sea level);
 3. Sanitary Sewer Plans and Profiles. In urban areas, sanitary sewer plans and profiles showing the locations, grades, sizes, elevations, and materials of required facilities, when located within a Town of Barton adopted existing or proposed sanitary sewer service area.

4. Storm Sewer Plans and Profiles. Storm sewer and/or drainage plans and profiles showing the locations, grades, sizes, cross-sections, elevations, and materials of required facilities. Also, a stormwater management plan shall be required as set forth in Section 1.1212 of this Ordinance.
5. Water Main Plans and Profiles. In urban areas, water main plans and profiles showing the locations, sizes, elevations, and materials of required facilities, when located within a Town of Barton adopted existing or proposed sanitary sewer service area.
6. Gas, Electrical Power, Telephone, and Cable Television Plans. Plans showing the location and size, where applicable, of all gas, electrical power, telephone, and cable television.
7. Specifications for Protection Against Erosion, Siltation, Sedimentation, and Washing Required. The Subdivider shall cause all grading, excavations, open cuts, side slopes, and other land surface disturbances to be so mulched, seeded, sodded, or otherwise protected that erosion, siltation, sedimentation, and washing are prevented, in accordance with the plans and specifications, including the Town's *"Standards and Specifications for Development,"* approved by the Town. In addition:
 - a. Sod shall be laid in strips at those intervals necessary to prevent erosion and at right angles to the direction of drainage.
 - b. Temporary vegetation and mulching shall be used to protect critical areas, and permanent vegetation shall be installed as soon as practical.
 - c. Construction at any given time shall be confined to the smallest practical area and for the shortest practical period of time.
 - d. Sediment basins shall be installed and maintained at all drainageways to trap, remove, and prevent sediment and debris from being washed outside the area being developed.
 - e. All erosion control procedures must be carried out in conformance with the Washington County's and/or the Town's regulations for construction site erosion control.
8. Landscape and Planting Plans. Landscape and planting plans (see Division 1.0500 of the Town of Barton Land Division Ordinance) showing the locations, age, caliper, and species of any required grasses, vines, shrubs, and trees.

9. Record "As-Built" Plans. After completion of all public improvements and prior to final acceptance of said improvements, the Subdivider or Condominium Developer shall make or cause to be made three (3) complete sets of record "as-built" plans for each of the plans required as set forth in the Town of Barton Land Division Ordinance and showing the actual location of all improvements made as the required by the Town Engineer. These plans shall be prepared on the original Mylars of the construction plans and shall bear the signature and seal of a professional engineer registered in Wisconsin. The presentation of the record "as built" plans shall be a condition of final acceptance of the improvements and release of the financial surety assuring their completion. These plans shall be submitted to the Town Engineer for permanent filing at the Town Hall.
10. Additional Plans. Additional special plans or information as required by Town officials.

K. Final Plat and Application Submittal. The Subdivider or Condominium developer (as applicable) shall file an adequate number of copies of the Final Plat and the Application as set forth below:

1. Submittal of Final Plat to the Wisconsin Department of Agriculture, Trade and Consumer Protection. Before any approvals of the Final Plat are made, the Subdivider or Condominium Developer (as applicable) or Subdivider's or Condominium Developer's (as applicable) agent shall submit the original Final Plat to the Wisconsin Department of Agriculture, Trade and Consumer Protection which shall forward, at the Subdivider's or Condominium Developer's (as applicable) expense, the following:
 - a. Two (2) copies to the Wisconsin Department of Transportation if the subdivision abuts or adjoins a State Trunk Highway or a connecting street;
 - b. Two (2) copies to the Wisconsin Department of Industry, Labor and Human Relations if the subdivision is not served by a public sewer and provision for such service has not been made; and
 - c. Two (2) copies to the Wisconsin Department of Natural Resources if shorelands are contained within the proposed subdivision.
2. Submittal of Final Plat to the Town Clerk. After approval by the Department of Agriculture, Trade and Consumer Protection and other State Departments, *the Subdivider or Condominium Developer (as*

applicable) shall file at least thirty-six (36) copies of the Final Plat and an application with the Town Clerk (or other Town Board authorized agent) along with the proper fees in accordance with Division 1.1400 of the Town of Barton Land Division Ordinance, and the receipt of the proper filing fees of each of the other approving authorities and objecting agencies at least fifteen (15) days prior to the meeting of the Plan Commission at which consideration is desired.

- L. Other Data Required. Other data as may be required by the Town Engineer, Town Planner, Town Attorney, Plan Commission, or Town Board in order to adequately review and approve the "Final Plat."
- M. All Applicable Fees to be Submitted. Submission to the Town Clerk (or other authorized Town Board agent) of all required application fees.

Note: Approved final plat recordation and copies required. After the Final Plat has been approved by the Town Board and improvements as shall be required by the Town to be installed or a contract and sureties insuring their installation filed, the Town Clerk shall cause the certificate inscribed upon the Final Plat attesting to such approval to be duly executed and the Final Plat returned to the subdivider for recording with the Washington County Register of Deeds. The Subdivider shall file at least ten (10) copies of the Final Plat with the Town Clerk and copies, as necessary, to other affected agencies for their files.
