

FORM 4: PRELIMINARY PLAT REVIEW

Date	Project Name
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SUBMITTAL REQUIREMENTS:

It is recommended that, prior to the filing of an application for the approval of a preliminary plat, the subdivider should first inform the Village Clerk of the subdivider's plans and then consult with the Zoning Administrator, the Village Engineer and/or the Village Planner in order to obtain advice and assistance.

Materials listed below must be provided to the Village of Mukwonago in accordance with Village Municipal Code Chapter 45 Article II. and other pertinent sections of Village ordinances, State statutes and as necessary to permit review that is consistent with proper planning practice. The Village will strive to accommodate reasonable requests for informal conceptual review, however the Village shall not place any items on the agenda for Plan Commission consideration until such time as the application is complete in accordance with all requirements specified on this and other attached application forms. In the case of a preliminary plat the submittal date, for the purposes of WI Stats. Chapter 236, is the date that the entire application packet is completed (as dated below by Village Staff).

Eight copies of the entire application for staff review, thirteen additional copies as requested for Plan Commission and Village Board review are required, in addition to all copies required under Sec. 45-42 (four for each County Planning Commission, two for SEWRPC, two if shorelands are involved, three for utilities and one for each school district). The complete application packet, including the entire required number of copies, must be submitted at least 25 days prior to the Plan Commission meeting at which the item will be heard.

I understand the Village policy as stated above.

Date	Signature of Applicant(s)
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SUPPLEMENTAL INFORMATION:

Additional Required Information

PROPOSAL DESCRIPTION: Please attach a statement detailing the reasons and background for this request including: details of proposal, services provided, wares sold, plans and hours of operation, number of employees, frequency of customer visits, frequency of deliveries to site, description of any interior/exterior modifications or additions to be made to property, any outside storage (dumpsters, trucks, materials...), number of parking stalls, screening/buffer type, any other information available. **PLEASE EXPLAIN IN DETAIL.**

Office Use Only

Date Submitted	Date of Plan Commission/EDC	Signature of Staff Member
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RECEIVED: (Staff: Check each individual blank as information is confirmed. If not applicable, mark N/A.)

- Standard Application and Additional Required Information sheet (Forms 1 and 2)
- Preliminary Plat prepared in compliance with WI Stats. 236 showing the following:

General information

- Surveyor's certificate and date, including statement of compliance with all provisions of Village Code Chapter 45 and WI Stats. 236
- Labeled as "Preliminary Plat"
- Location of proposed subdivision by government lot, quarter section, township, range, county and state
- Graphic scale (minimum 1" = 100')
- North arrow
- Names and addresses of the owner, subdivider and surveyor
- Entire area owned or controlled by the subdivider which is contiguous to the proposed plat, even when only a portion of that area is proposed for immediate development
- Owner of record of adjacent unplatted lands
- Current zoning on and adjacent to the proposed subdivision
- Contours at 2' intervals, with benchmarks referenced to mean sea level
- The approximate radii of all curves

Lines and details

- For all lots: the approximate dimensions, square footage, and proposed lot and block numbers
- Location and approximate dimensions of any sites to be reserved or dedicated for parks, playgrounds, drainageways, or other public use
- The location and approximate dimensions of any sites to be reserved or dedicated for group housing, shopping centers, church sites or other nonpublic uses which do not require lotting
- All section and quarter section lines within the exterior boundaries of the plat or immediately adjacent
- Corporate limit lines
- Location and names of any adjacent subdivisions, parks and cemeteries
- Owner of record of adjacent unplatted lands

Streets and Utilities

- 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
- The type, width, and elevation of any existing street pavements within the exterior boundaries of the plat or immediately adjacent, together with any legally established centerline elevations, all to mean sea level datum
- The location, size, and invert elevation of any existing sanitary or storm sewers, culverts and drain pipes, the location of manholes, catchbasins, hydrants, power and telephone poles, and the location and size of any existing water and gas mains within the exterior boundaries of the plat or immediately adjacent. If no sewers or water mains are located immediately on or adjacent to the tract, this information should be provided for the nearest lines which might be extended to serve it, as well as indicating their direction and distance.

Water and Wetlands

- Delineation of any wetlands, and by whom and when the delineation was done
- For lakes, streams, ponds, flowages, wetlands, other watercourses and drainage ditches: location, name, high water elevation and determination of navigability
- For lakes and streams, the water elevation at the date of the survey
- 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
- Any proposed lake and stream access, with a small drawing clearly indicating the location of the proposed subdivision in relation to the access
- 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

Soil Suitability

- Soil type, slope, and boundaries, as shown on the operation soil survey maps prepared by the USDA Soil Conservation Service for SEWRPC
- Location and results of soil boring tests, made to a depth of eight feet, or five feet below the bottom of a proposed deep absorption system, whichever is greater
- Statement indicating whether or not municipal sanitary sewer will be used and, if not, provide the location, area, depth, and type of the soil absorption waste disposal system for each building site
- Location and results of at least three percolation tests per disposal area taken at the location and depth in which the soil absorption waste disposal system is to be installed

Miscellaneous

- Any other features pertinent to proper division
- All existing buildings and appurtenances (i.e. fences, hydrants, utilities, etc.) located on the property and within its influence to the centerline of adjoining streets
- Setback or building lines required by the Planning Commission
- Additional yards required by the Planning Commission

Architect

Name			
Company			
Address	City	State	Zip
Daytime Phone	Fax		
E-Mail			

Professional Engineer

Name			
Company			
Address	City	State	Zip
Daytime Phone	Fax		
E-Mail			

Registered Surveyor

Name			
Company			
Address	City	State	Zip
Daytime Phone	Fax		
E-Mail			

Contractor

Name			
Company			
Address	City	State	Zip
Daytime Phone	Fax		
E-Mail			