

Preliminary Plat Review Information Sheet



When does this process apply?

The Preliminary Plat process applies when a land division will result in the creation of five (5) or more lots over a period of five (5) years and when such lots are less than 40 acres. This is known as a subdivision. This process applies both within the Village boundaries and the Village's extraterritorial jurisdiction.

Regulatory Compliance, Required Improvements, Design Standards and Dedication Requirements

The preliminary and final plat processes are highly regulated and technical processes. Applications shall meet all applicable state statutes, administrative rules and village ordinances as outlined in Title III Chapter 1 of the Village of Poynette Code of Ordinances.

Registered Land Surveyor Requirement and Survey Process

Applicants shall utilize the services of a Registered Land Surveyor to complete the Preliminary Plat.

Checklist

The application checklist is provided to assist applicants with proceeding through the "Preliminary Plat Review" process as identified under Title III Chapter 1 Section 8(2) of the Village of Poynette Ordinances.

Pre-Application Consultation

Prospective subdividers are encouraged to consult with Village staff about meeting dates, agenda deadlines, filing and any other substantive requirements or information prior to submitting a preliminary plat. A pre-application consultation is also available with the Plan Commission. These consultations are all optional and no fee is charged.

Application Submission

A completed application shall be submitted to the village clerk at least 25 days prior to the plan commission meeting held the 3rd Tuesday of each month at 6:00 pm. An application is not considered complete unless all information is received, and fees are paid. There are no exceptions. It is the applicant's responsibility to know and understand all meeting dates, agenda deadlines, filing and any other substantive requirements or information prior to submitting a preliminary plat.

Administrative Review

Village staff and consultants review the submitted materials and prepare reports to the Plan Commission to review. These reports are utilized to assist in ensuring the preliminary plat is in conformance with all applicable rules and regulations and the Village Comprehensive Plan.

Plan Commission Recommendation

The Plan Commission will review the submitted materials and will recommend approval, conditional approval or rejection of the Preliminary Plat. The recommendation is forwarded to the Village Board.

Preliminary Plat Review Information Sheet



Village Board Action

Within 90 days of the completed application being filed the Village Board will approve, conditionally approve or reject the Preliminary Plat.

Post Approval

The Village Clerk will provide written notice to an applicant for the reasons of a rejection or if there are conditions of approval.

Upon approval, the subdivider is responsible for submitting a final plat application within 36 months of approval to the Village; and providing plans to local utilities and to State and County agencies.

Preliminary Plat Review Checklist



This document is published to provide supplemental information to applicants. Applicants should reference Title III Chapter 1 of the Poynette Village Code for a full description of requirements.

STEPS PRIOR TO SUBMITTING APPLICATION MATERIALS – NO FEE

<u>Step</u>	<u>Completed</u>
Pre-Application Consultation with Village Staff (optional)	
Pre-Application Consultation with Plan Commission (optional)	

MATERIALS REQUIRED PRIOR TO PLACEMENT ON AGENDA – Title III Chapter 1.04(2)(a)

<u>Material</u>	<u>Submitted</u>
Preliminary Plat Application Form	
Preliminary Plat Document (10 Copies)	
Supplemental Materials	
Preliminary Layout of Public Improvements (4 Complete Sets and PDF)	
Preliminary Street Plans and Profiles	
Soil Testing	
Use Statement	
Zoning Changes	
Area Plan	
Preliminary Erosion Control Plan and Stormwater Management Plan	
Environmental Assessment (See form)	
Fees (\$500 + \$20/lot + reimbursable costs)	
Escrows (125% of estimated costs to completion)	
Digital PDF Copy of All Materials	

A COMPLETED APPLICATION SHALL BE SUBMITTED TO THE VILLAGE CLERK AT LEAST 25 DAYS PRIOR TO THE PLAN COMMISSION MEETING HELD THE 3RD TUESDAY OF EACH MONTH AT 6:00 PM. AN APPLICATION IS NOT CONSIDERED COMPLETE UNLESS ALL INFORMATION IS RECEIVED, AND FEES ARE PAID.

ADMINISTRATIVE REVIEW PROCESS

<u>Step</u>	<u>Completed</u>
Village Clerk Certifies Completed Application	
Village Planner Review	
Village Engineer Review	

PLAN COMMISSION REVIEW AND RECOMMENDATION

<u>Step</u>	<u>Approve</u>	<u>Reject</u>	<u>Conditional</u>
Plan Commission Recommendation			

VILLAGE BOARD ACTION

<u>Step</u>	<u>Approve</u>	<u>Reject</u>	<u>Conditional</u>
Village Board Action			

Preliminary Plat Review Checklist



POST-VILLAGE BOARD ACTIONS

Village Responsibilities

Village Clerk provides written notice to applicant for conditions of approval or reasons for rejection, if necessary

Subdivider Responsibilities

Final Plat to be submitted to Village within 36 months

Preliminary Plat and engineering plans submitted to local utility providers 30 days prior to Final Plat submittal

Preliminary Plat submitted to all State and County agencies

Please proceed to the Final Plat Application process.

Preliminary Plat Review Application



Applicant Information:

Name(s): _____

Firm Name (if any): _____

Relationship (check one): _____ Owner _____ Tenant _____ Prospective Owner/Tenant

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Property Owner Information:

Name(s): _____

Ownership (check one): _____ Individual _____ Trust _____ Prospective Owner/Tenant

Mailing Address: _____

City: _____ State: _____ Zip: _____

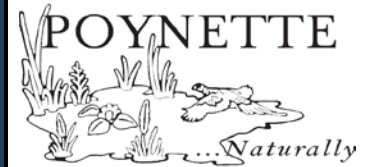
Telephone: _____ Fax: _____

Email: _____

Parcel Number or Legal Description of Subject Property (attach as necessary):

Address or street boundaries of Subject Property:

Environmental Assessment



The information sought will assist the Plan Commission and Village Board in determining the suitability of the land for development as required by Title III Section 1.03(5) and 1.09(2) and to assess the potential threat to existing flora under Section 1.03(6) of this Chapter. All "yes" answers must be explained in detail by attaching maps and supporting documents describing the impact of the proposed development, which are necessary for the Preliminary Plat or Certified Survey Map to be considered complete.

1. Land Resources	<u>Yes</u>	<u>No</u>
Does the project site involve:		
a. Changes in relief and drainage patterns (attach a topographic map showing, at a minimum, two foot contour intervals).	_____	_____
b. A landform or topographic feature of local or regional interest	_____	_____
c. A flood plain (if yes, attach two copies of a typical stream valley cross-section showing the channel of the stream, the 100 year flood-plains limits (if officially adopted), of each side of the channel and a cross-section of area to be developed).	_____	_____
d. An area of soil instability -- greater than 20% slope and/or organic soils, peats, or mucks at or near the surface.	_____	_____
e. An area of bedrock within 6 feet of the soil surface.	_____	_____
f. An area with the groundwater table within 10 feet of the soil surface.	_____	_____
g. An area with fractured bedrock within 10 feet of the soil surface.	_____	_____

Environmental Assessment



Yes

No

- h. A drainageway for 50 or more acres of land.

2. Water Resources

Does the proposed project have:

- a. Location within an area traversed by a navigable stream or dry run.

- b. Greater than 10% change in the capacity of a storm water storage facility or flow of a waterway within one mile.

- c. The use of septic tank-soil absorption fields for on-site waste disposal.

- d. Lowering of water table by pumping or drainage.

- e. Raising of water table by altered drainage patterns.

3. Biological Resources

Does the project site involve:

- a. Critical habitat for plants and animals of community interest.

- b. Endangered, unusual or rare species of:

- 1) Land animals

- 2) Birds

Environmental Assessment



3) Plants

	<u>Yes</u>	<u>No</u>
c. Existing trees and shrubs of greater than 3" diameter at breast height	_____	_____
d. Removal or potential damage to over 10% of the present trees, shrubs, vines, grasses and other non-noxious plants.	_____	_____

4. Human and Scientific Interest

Does the project site involve:

a. An area of archaeological interest	_____	_____
b. An area of geological interest	_____	_____
c. An area of hydrological interest	_____	_____
d. An area of historical interest	_____	_____
1) Historic building or monuments	_____	_____
2) Building or monuments of unique architecture	_____	_____
e. An area of planned park and recreational use	_____	_____
f. An area of soil or water contamination	_____	_____
g. Current or past underground storage tanks	_____	_____

5. Energy, Transportation and Communications

a. Does the development increase the traffic flow in any collector street by more than 10%	_____	_____
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Environmental Assessment



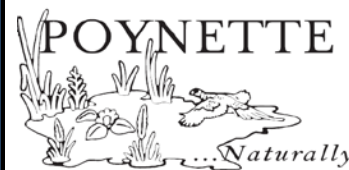
- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| b. Is the development traversed by an existing or planned utility corridor?
(gas, electricity, water, sewer, interceptor, communications, storm sewer) | _____ | _____ |
| 6. Population | | |
| a. Does the development increase by more than 10% the school population of any school serving the development? | _____ | _____ |

Comments on any of the above which may have a significant environmental impact.

Appendices and Supporting Material, including in all cases the Columbia County Soil Survey Map for the project site as prepared by the United States Department of Agriculture, Soil Conservation Service.

*** End of Environmental Assessment ***

Expectations and Tips: Reimbursement for Village Development Review



ATTENTION READ CAREFULLY

Development review processes often require the use of Village consultants, such as planning, engineering and legal consultants. Because it is the applicant who is generating the need for the service, the Village's policy is to assign consultant costs to the applicant, as opposed to asking general taxpayers to cover these costs. This policy also helps maintain a relatively small permanent Village staff. Applicants are asked on the "Signature of Understanding" page to acknowledge that costs for development review services will be billed back to them for reimbursement. Unpaid costs by the applicant will be applied to the property tax bill or intercepted through the State's income tax process.

The development review costs provided below represent the *estimated* range of costs associated with each particular type of development review. This usually involves analysis and preparation of a written recommendation to a Village committee, Board, or staff. Costs vary depending on a range of factors, including the type of application, completeness and clarity of the development application, complexity of the proposed development, degree of cooperation from the applicant, and level of community interest.

Type of Development Review Being Requested	Typical Consultant Review Costs
Land Division	
Certified Survey Map	\$100-400
Preliminary Subdivision Plat	\$1,500 to \$2,500
Final Plat (does not include any development agreement time)	\$500 to \$1,200
Condominium Plat	\$1,500 to \$2,500
Rezoning	
To a standard (not Planned Neighborhood) zoning district	\$400 to \$2,000
To PN zoning district, including General Development Plan	\$2,000 to \$5,000
Text Amendment	\$100-\$500
Conditional Use	\$100 to \$500
Sign Permit	\$0 - \$50
Site Plan	\$100 to \$500
Variance	\$100 - \$1,000
Zoning Interpretations	\$100 - \$500
Annexation	\$500 - \$1,000
Vacate Village Land/Right of Way	\$300 - \$1,000

Expectations and Tips: Reimbursement for Village Development Review



Applicants for Village development approvals can help manage and minimize their development review costs and often speed up development review by following these tips:

1. **Talk or meet with Village Zoning Administrator before submitting an application.** Before you make significant investments in your project, the Administrator can help you understand the feasibility of your proposal, what Village plans and ordinances will apply, the type of review process there will be, and how to prepare a complete application.
2. **Submit a complete and thorough application.** One of the most important things you can do to make your review process less costly to you is to submit a complete, thorough, and well-organized application in accordance with Village ordinance requirements. There are checklists built into development approval applications to help you make sure your application is complete. To help you prepare an application that has the right level of detail and information, assume that the people reviewing the application have never seen your property before, have no prior understanding of what you are proposing, and don't necessarily understand the reasons for your request.
3. **Consider working with an experienced professional to help prepare your plans.** Professional engineers, land planners, architects, surveyors and landscape architects should be familiar with standard development review processes and expectations. They are also generally capable of preparing high-quality plans that will ultimately require less time (i.e., less cost for you) for the Village's consultants to review, saving you money in the long run. Any project that includes site grading, stormwater management, or utility work; significant landscaping; or building remodeling or expansion generally requires professionals. For less complicated proposals, it is acceptable to prepare plans yourself rather than paying to have them prepared by a professional. However, keep in mind that even though the project may be less complex, the Village's staff and planning consultant still need to ensure that your proposal meets all requirements. All plans must be prepared with attention to detail.
4. **For more complex projects, submit your project for conceptual review.** Conceptual review of preliminary plans almost always saves time, money, stress, and frustration in the long run for everyone involved. Conceptual plans may be submitted to the Zoning Administrator, who may share with the planning consultant for a quick, informal review. This will allow you to gauge initial reactions to your proposal and help identify key issues.
5. **Hold a neighborhood meeting for larger and potentially more controversial projects.** For these types of projects, one way to help the formal development review process go more smoothly is to host a meeting for the neighbors. This usually should happen before you even submit a formal development review application. A neighborhood meeting will give you an opportunity to describe your proposal, respond to questions, and address issues in an environment that is less formal and potentially less emotional than a Plan Commission or Village Board meeting. Please notify Zoning Administrator of your neighborhood meeting date, time, and place; make sure all neighbors are fully aware; and document the outcomes of the meeting to include with your application.

Signature of Understanding



APPLICATION WILL NOT BE CONSIDERED COMPLETE UNTIL THIS PAGE IS SIGNED.

By signing and dating below, I/We:

1. Reviewed and understand the applicable Village of Poynette ordinances and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section above;
3. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
5. Understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons;
6. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and
7. Understand that the Village's ordinances and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

Signature of Applicant

Date

Signature of Property Owner (if different)

Date