

Date Received: _____

LAND DIVISION INITIAL APPLICATION CHECKLIST

Applicability: Chapter 6 of the Town of West Point Code of Ordinances is titled Land Division Ordinance and governs divisions of land within the Town. This Initial Application Checklist must be completed by a Land Divider and does not waive any requirements of the Land Division Ordinance itself. The Land Division Ordinance may be obtained from the Town Clerk in hard copy at the Town Hall or on the Town’s website at www.townofwestpoint.us. The Town Clerk can be reached by telephone at 608-592-7059. This Checklist shall be submitted with the Initial Application and reviewed by the Town Plan Commission. All information shall be submitted in hard copy.

Information Required from Land Divider

NAME OF LAND DIVISION: _____

Property Location/Address: _____

Land Divider: _____ Phone: _____

Address: _____

City/State/Zip: _____

Property Owner (if different from Land Divider): _____

Address: _____

Surveyor: _____ Phone: _____

Land Divider’s Engineer: _____ Phone: _____

PROPERTY SPECIFICS:

Current Zoning of Property: _____

Proposed Zoning Change (if applicable): _____

Flood Plain or Shore Land Status: _____

Circle One: Sewered Unsewered Reserved Sewer/Water Area

Total Acres _____ Number of Houses Proposed _____

Is this required to be Clustered _____

Town _____ Range _____ Section _____ Tax Parcel ID# _____

(The following to be completed by the Plan Commission.)

Pre-Development Agreement: Yes _____ No _____

Has the Land Divider completed a pre-development agreement? Agreement must be signed and applicable fees must be paid before action will be taken on the Initial Application.

Copy of executed agreement attached with receipt

(Staff initials): _____ *Date:* _____

Initial Conference: Yes _____ No _____

Has the Land Divider had an initial conference with the Plan Commission and Town Engineer to discuss the procedure for approval of a land division, including submittal requirements and design standards. If not, please notify the Land Divider that this initial conference must occur before an Initial Application can be submitted.

Date and Time Initial Conference Held: _____

Attendees: _____

Date Initial Application Checklist Submitted to Plan Commission for Review and Response:

The following checklist must be completed by Land Divider and verified by the Plan Commission.

Instructions: Complete Checklist using the following code: Y = Yes N = No N/A = Not Applicable
Where necessary, make notes for the Town’s review. Attach required maps and descriptive materials. As a condition of review of the Initial Application, the Land Divider shall and hereby does grant permission for Town officials, employees and agents to enter upon the property sought to be developed in furtherance of their official duties.

- 1. Inventory and Mapping of Existing Resources.** The Land Divider shall submit:
_____ A series of maps and descriptive information to the Plan Commission according to the criteria set forth below (mapping for the application can be done in any combination of features as long as individual map components can be distinguished and the relationship between map components can be determined).
The following should be mapped at a scale of no less than one inch = 50 feet:
- _____ a. Topographic contours at 2-foot intervals.
 - _____ b. Soils: United States Department of Agriculture, Natural Resource Conservation Service soil locations and identification of soil characteristics such as agricultural capability, depth to bedrock and water table as indicated in the soil survey, and suitability for wastewater disposal systems. Identification of hydric soils (wetland soils) should be mapped. Type and stability of bedrock should also be noted, particularly in areas with high potential for groundwater contamination due to fractured bedrock or the presence of arsenic and mercury.
 - _____ c. Hydrologic characteristics, including surface water bodies, groundwater recharge and discharge areas (using existing data from local, state, and federal sources; i.e., no new field work is required), wetlands, natural swales, drainage ways, and slopes of 15% or greater.
 - _____ d. Land cover on the site, according to general cover type (pasture, woodland, farmland, etc.), and stand-alone trees with a caliper of more than 24 inches measured four feet off the ground. The inventory shall include comments on the health and condition of the vegetation. Woodlands shall be classified as deciduous, coniferous, or mixed. Use Wisconsin land or comparable cover type classifications and do on-site cover type analysis.
 - _____ e. Known critical habitat areas for rare, threatened or endangered species.
 - _____ f. Views of the site, including views onto the site from surrounding roads, public areas and elevated areas, including photographs with a map indicating the location where the photographs were taken.
 - _____ g. Mapping of offsite adjacent ecological, hydrological, recreational, and cultural resources.
 - _____ h. Unique geological resources, such as rock outcrops, glacial features, hedgerows, or rock or boulder fences or walls.
 - _____ i. Other natural or cultural elements of the site that have enough significance or value to be spared from clearing, grading or development.
 - _____ j. Burial sites categorized under Wis. Stat. § 157.70, Indian Mounds, national and state register listed properties, and locally designated historic properties.
- 2. Development Analysis.** The Land Divider shall identify:
_____ The number of lots and dwelling units in the proposed land division, including any additional lots resulting from participation in the Town’s Purchase of Agricultural Conservation Easements program.
_____ Any deed restrictions or other covenants applicable to the land proposed to be divided.

3. **Site Analysis and Concept Plan.** The Land Divider shall submit:
_____ A concept plan that applies the design standards identified in Section 6.12 of the Land Division Ordinance to the inventory and development analysis described in sections 1 and 2 above. The concept plan must be submitted as an overlay to the inventory map.

The following should be mapped at a scale of no less than one inch = 50 feet:

- _____ a. Open space areas indicating which areas are to remain undeveloped, areas for interior open space, and trail location.
- _____ b. Boundaries of areas to be developed and proposed general street and lot layout.
- _____ c. Number and type of housing units proposed.
- _____ d. Proposed methods for and location of water supply, storm water management (*e.g.*, best management practices) and sewage treatment.
- _____ e. Inventory of preserved and disturbed natural features and prominent views.
- _____ f. Preliminary Building Envelopes showing areas for lawns, pavement, buildings, grading.
- _____ g. Proposed methods for ownership and management of open space.
- _____ h. Formal open spaces indicating parks, easements, trail routing and drainage easements.
- _____ i. Concepts for landscaping.

4. **General Location Map.** The Land Divider shall submit a map (this information may be presented on an aerial photograph at a scale of no less than 1 inch: 400 feet) showing the general outlines of:

- _____ Existing buildings.
- _____ Land use.
- _____ Natural features such as water bodies, wooded areas, roads and property boundaries within 500 feet of the proposed land division.

Notes: _____

5. **Evidence of Ownership.** The Land Divider shall submit:
_____ A report of title from a title company acceptable to the Town showing the current ownership of the property proposed to be developed and all encumbrances, together with copies of all easements, covenants, liens and any other encumbrances, defects or clouds of title appearing in the public record or known to the Land Divider or owner of record and shall provide a land survey by a registered land surveyor showing the encumbrances of record.

Notes: _____

6. **Phase I Environmental Assessment.** The Land Divider shall submit:
_____ A Phase I Environmental Site Assessment in compliance with ASTM Standard E1527-00 "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process."

Notes: _____

(The following to be completed by the Plan Commission.)

Review of Initial Application: The following is a guide of what the Land Divider can expect from the review process for the Initial Application. Questions should be directed to the Plan Commission.

1. The Plan Commission shall determine whether the Initial Application is complete. If the Initial Application is not complete, the Plan Commission will contact the Land Divider and request in writing the additional required information. The Plan Commission will not take action on an incomplete application.

Application Complete – Plan Commission Initials: _____ *Date:* _____
Other Action Taken: _____

2. Within 60 days following the filing of a complete Initial Application, the Plan Commission will meet with the Land Divider to review the Initial Application. Staff from appropriate county and state agencies may also be requested by the Town to review the application.

Meeting Date: _____
Attendees: _____

3. The Town Engineer will schedule a visit to the property sought to be developed with the Land Divider. This visit shall occur prior to or as a part of the meeting referenced in paragraph 2.

Date Site Visit Completed: _____
Attendees: _____

4. Within 30 days following the meeting referenced in paragraph 2, the Plan Commission shall provide a written report informing the Land Divider of any additions, changes, or corrections to the concept plan submitted as part of the Initial Application. If no such additions, changes, or corrections are required, the Plan Commission shall approve, conditionally approve, or reject the Initial Application and shall inform the Land Divider of its determination in writing.

Report Prepared by: _____ *Date:* _____
Date Report Mailed: _____ *Initials:* _____