

Date Filed \_\_\_\_\_  
Amount Paid \_\_\_\_\_  
Check No. \_\_\_\_\_

**VILLAGE OF WESTON  
MARATHON COUNTY, WI  
APPLICATION FOR  
PRELIMINARY PLAT REVIEW**



**Application # \_\_\_\_\_ (office use only)**

**One complete set of 11 by 17 size plans and one pdf set of complete plans are needed for the initial staff preliminary plat review. This completed application, plat review fee and drawing/s that meet all ordinance requirements are required for project to be added to Plan Commission Agenda.**

**Subdivision Plat Review Fee:**

Village Preliminary Plat (first review)  1-20 lots \$500,  21-50 lots \$750,  51 lots and over \$1,000

Extraterritorial Review - \$100

Amended or Revised Preliminary Plat - \$100 each revision

1. Proposed subdivision name or property name: \_\_\_\_\_  
(Note: proposed name shall not duplicate the name of any plat previously recorded in Marathon County)

Is property to be subdivided within an existing subdivision? \_\_\_\_\_

If so, what is the existing subdivision name? \_\_\_\_\_

2. Location and legal description of property (by government lot, section, township, range and county):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Total acreage of property: \_\_\_\_\_

4. Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

5. Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

6. Applicant is (Check one): Owner ( ) Agent ( ) Other ( ) \_\_\_\_\_  
(If Applicant is not the owner, provide letter of Authorization from Owner) (Specify)

7. Subdivision Designer/Technician: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_
8. Surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_
9. The present Owner acquired legal title to the subject property on: \_\_\_\_\_  
(Date)  
Grantor was: \_\_\_\_\_  
Grantee is: \_\_\_\_\_  
Land records reference is: \_\_\_\_\_
10. Citation of any existing legal rights-of-way or easements affecting the property. Please attach copy of all documents. If none write NONE:  
\_\_\_\_\_  
\_\_\_\_\_
11. Existing covenants on the property. If none write NONE: \_\_\_\_\_  
\_\_\_\_\_
12. Will a Homeowner's Association be created? \_\_\_\_\_
13. Will covenants be created? \_\_\_\_\_
14. Size of tract in acres or of existing lots, if any, in square feet: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. Existing zoning classification of property and any rezoning proposed to be requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
16. Number of lots proposed in the subdivision: \_\_\_\_\_

Number of outlots proposed in subdivision: \_\_\_\_\_

17. Area of lots proposed (minimum, average and maximum): \_\_\_\_\_

\_\_\_\_\_

18. Proposed sanitary facilities:

**Water:**

- Private well
- Municipal water
- Private distribution system
- Other

If other, please list: \_\_\_\_\_

**Sewage Disposal:**

- Municipal Sewer
- Septic Field (Conventional)
- Holding Tank
- Shallow Mound
- Mound System
- In Ground Low Pressure System
- Other \_\_\_\_\_

19. Current Future land use designation on approved Comprehensive Plan \_\_\_\_\_

\_\_\_\_\_

20. Any other proposals, such as parcels of land intended to be dedicated, conveyed or reserved for public use, and the conditions proposed for such disposal and use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please note that per Section 74.123 (d) of Village of Weston Ordinances, parkland dedication fees apply to all new lots created for residential development. A bill for this fee will be sent to you if your final plat is approved. This fee must be paid in full prior to the Village releasing your signed final plat to you for recording at the Marathon County Register of Deeds.**

<b>Single Family</b>	<b>\$244 per lot</b>
<b>Duplex</b>	<b>\$446 per lot</b>
<b>Multi-Family</b>	
1 bedroom	\$138 per unit
2 bedroom	\$204 per unit
3 or more bedrooms	\$244 per unit

**NOTE: The Plan Commission decision is only a recommendation to the Village Board. All final plats require action by the Village Board to become effective.**

I hereby depose and say that all the above statements and all accompanying statements and drawings are correct and true.

\_\_\_\_\_  
Signature of Applicant

.....  
For office use only:

Plan Commission Approval/Denial Date: \_\_\_\_\_

Recommendation of the Village Plan Commission: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Forwarded to the Village Board Date: \_\_\_\_\_

Recommendation of the Village Board: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preliminary Plat: (Adopted / Denied) Date: \_\_\_\_\_

\_\_\_\_\_  
Village President



## **VILLAGE OF WESTON PRELIMINARY PLAT REVIEW CHECKLIST**

**THE FOLLOWING INFORMATION IS REQUIRED TO BE INCLUDED WITH THE PRELIMINARY PLAT SUBMITTAL PRIOR TO STAFF REVIEW AND PLACEMENT OF THE PROJECT ON THE PLAN COMMISSION MEETING AGENDA. FOR ITEMS THAT ARE NON-APPLICABLE TO YOUR PROJECT, CLEARLY MARK WITH A "N/A" IN FRONT OF THE BOX. ALL BOXES MUST BE CHECKED OR MARKED WITH "N/A" FOR STAFF TO ACCEPT THE SUBMITTAL.**

PAYMENT OF SUBDIVISION PLAT REVIEW FEE: CHOOSE ONE ONLY

VILLAGE PRELIMINARY PLATS:

- 1-20 LOTS - \$500                       21-50 LOTS - \$750                       51 LOTS AND OVER \$1000

EXTRATERRITORIAL REVIEW:

- \$100

REVISED OR AMENDED PLATS:

- \$100

PROJECT NAME: \_\_\_\_\_ SUBMITTAL DATE: \_\_\_\_\_

PROJECT CONTACT PERSON \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

- COMPLETED PRELIMINARY PLAT REVIEW APPLICATION
- CONSULTED WITH DPW *AT LEAST 30 DAYS* PRIOR TO SUBMISSION OF PRELIMINARY PLAT
- ONE PDF OF ALL PLANS/DOCUMENTS                       ONE 11X17" SET OF DRAWINGS

### **REQUIRED ON THE DRAWING**

- DATE, SCALE, AND NORTH POINT (*SCALE NOT MORE THAN 100 FEET TO THE INCH*)
- PROPOSED SUBDIVISION NAME (*MUST BE SAME AS THAT SPECIFIED IN APPLICATION*)
- NAME AND ADDRESS OF THE OWNER, THE SUBDIVIDER AND THE SURVEYOR PREPARING THE PLAT

- LOCATION OF THE SUBDIVISION BY GOVERNMENT LOT, QUARTER SECTION, SECTION, TOWNSHIP, RANGE AND COUNTY.
- VICINITY SKETCH OR SMALL SCALE DRAWING OF THE SECTION OR GOVERNMENT SUBDIVISION OF THE SECTION IN WHICH THE SUBDIVISION LIES WITH THE LOCATION OF THE SUBDIVISION INDICATED ON THE SKETCH OR DRAWING
- EXACT LENGTH AND BEARING OF THE EXTERIOR BOUNDARIES OF THE SUBDIVISION  
(DIMENSIONS SHALL BE EXPRESSED IN FEET & DECIMALS OF A FOOT)
- LOCATIONS & NAMES OF ADJACENT SUBDIVISIONS & THE OWNERS OF ADJOINING PARCELS OF UNSUBDIVIDED LAND
- ZONING ON AND ADJACENT TO THE SUBDIVISION
- IF SUBDIVISION IS A REPLAT OF ANY FORMER PLAT, THE ORIGINAL PLAT SHALL BE INDICATED BY DOTTED OR DASHED LINES (IF APPLICABLE)
- LOCATION, WIDTH AND NAMES OF ALL EXISTING AND PREVIOUSLY PLATTED
  - STREETS, ALLEY'S, & OTHER PUBLIC WAYS
  - EASEMENTS (WITH DETAILED DESCRIPTION OF WHAT EASEMENT IS FOR & WHO EASEMENT IS TO)
  - RAILROAD & UTILITY ROW
  - PARKS
  - CEMETERIES
  - WATERCOURSES & WETLANDS
  - DRAINAGE DITCHES
  - PERMANENT BUILDINGS & STRUCTURES
  - BRIDGES
- LAYOUT, WIDTH & GRADES OF ALL NEW STREETS & ROW (INCLUDING ALLEYS, HIGHWAYS, UTILITY EASEMENTS, PEDESTRIAN WAYS, & OTHER PUBLIC UTILITIES)
- PROPOSED STREET NAMES OF ALL PROPOSED STREETS (IF THE PROPOSED STREET IS AN EXTENSION OF AN EXISTING STREET, THAT NAME SHALL BE USED. IN ALL OTHER CASES, THE NAME OF ANY STREET SHALL BE CONSISTENT WITH THE VILLAGE & COUNTY STREET NAMING SYSTEM AS DETERMINED BY E911 REQUIREMENTS.)
- EXISTING SEWER MAINS, WATER MAINS, WATER & SEWER LATERALS, CULVERTS & OTHER UNDERGROUND STRUCTURES WITHIN THE TRACT
- APPROXIMATE DIMENSIONS & AREAS OF LOTS
- PROPOSED BUILDING SETBACK LINES, AS REQUIRED BY THE ZONING ORDINANCE
- APPROXIMATE RADII OF ALL CURVES & LENGTH OF TANGENTS & CENTRAL ANGLES ON ALL STREETS

- APPROXIMATE LOCATION & AREA OF ALL PROPERTY PROPOSED TO BE DEDICATED OR RESERVED FOR PUBLIC USE *(OR TO BE RESERVED BY DEED COVENANT FOR USE OF ALL PROPERTY OWNERS IN THE SUBDIVISION, WITH THE CONDITIONS, IF ANY, OF SUCH DEDICATION OR RESERVATION)*
- CONTOURS AT VERTICAL INTERVALS OF NOT MORE THAN FIVE (5) FEET *(MORE FREQUENT INTERVALS MAY BE REQUIRED FOR LAND OF UNUSUAL TOPOGRAPHY)*
- STREET PROFILE PLANS FOR ALL EXISTING & PROPOSED STREETS
- LOCATION OF DETENTION/RETENTION PONDS *(IF APPLICABLE)*
- EXISTING DRAINAGE PATTERNS BOTH WITHIN THE PLAT & CURRENT DRAINAGE PATTERNS SHOWING RUN ON AND RUN-OFF FROM THE PLATTED LAND
- EXISTING FLOODPLAINS, INCLUDING 100 YEAR FLOOD ELEVATION *(IF APPLICABLE)*
- WETLANDS FROM THE OFFICIAL WETLANDS MAP & ANY PROFESSIONALLY DELINIATED WETLANDS ON THE SUBJECT PROPERTY *(IF APPLICABLE)*

**IF SUBDIVISION BORDERS OR INCLUDES LAKES, RIVERS, OR STREAMS**

- WATER ELEVATIONS OF ADJOINING LAKES OR STREAMS *(AT DATE OF SURVEY) & THEIR APPROXIMATE HIGH & LOW WATER ELEVATIONS (ALL ELEVATIONS SHALL BE REFERRED TO THE VILLAGE DATUM PLANE)*
- DISTANCES AND BEARINGS OF A MEANDER LINE *(ESTABLISHED NOT LESS THAN 20 FEET BACK FROM THE ORDINARY HIGH WATER MARK OF SUCH WATERWAY)*

**OTHER REQUIRED INFORMATION**

- DRAINAGE/STORM WATER MANAGEMENT PLAN COMPLETED & INCLUDED *(IF APPLICABLE)*
- PLANS FOR WATER SUPPLY, SEWAGE DISPOSAL, & STORMWATER DRAINAGE SYSTEM *(INCLUDING PROPOSED LOCATION, SIZE, & SLOPE PERCENT OF PROPOSED SEWER LINES & WATER MAINS)*
- IF ANY ZONING CHANGES ARE NECESSARY FOR PROPERTY WITHIN THE PROPOSED PRELIMINARY PLAT, A RE-ZONING APPLICATION SHALL BE FILED & CONSIDERED CONCURRENTLY BY THE PLANNING COMMISSION WITH THE PROPOSED PRELIMINARY PLAT.