

PRELIMINARY PLAT

Checklist

Town of Troy

Applicant: _____ Date Submitted: _____

Location: _____ PIN Number: _____

Checklist requirements apply to all preliminary plat approval applications. A Preliminary Plat shall be based upon a survey by a registered Wisconsin Land Surveyor and shall show correctly on its face or in accompanying documents all information required of a Preliminary Plat by Sections 236.15; 236.20; and 236.21 of the Wisconsin Statutes, the St. Croix County Subdivision and Zoning Ordinances, the Town Subdivision Ordinance and any other applicable Town ordinance or requirement.

Preliminary Plat approval by the Town Board does not mean that an applicant is automatically entitled to Final Plat approval. All requested exceptions to design standards of Town and County must be clearly identified on the plat. Applications for exceptions to Town design standards are considered as part of the Town's Preliminary Plat application and review process. An exception to design standards request that must be made after Preliminary Plat approval must be resolved before the Town Plan Commission meeting at which Final Plat approval is to be considered.

Items to be shown on the Preliminary Plat (applicant to initial by information it is providing with plat):

- _____ 1. Legal description, identity of all owners of record; identity of any proposed contract purchaser and any other beneficial owner including current or planned mortgagees; name, address, and telephone number of the subdivider and person to be contacted concerning plat, if different.
- _____ 2. Existing zoning of property.
- _____ 3. Proposed subdivision name.
- _____ 4. The exterior boundary, showing bearings and distances with a mathematical closure of 1 in 30,000 feet. All interior lots shall show distances to the nearest foot. The drawing shall be to a scale of not more than one hundred feet to an inch with graphic scale and north arrow shown on its face.
- _____ 5. Proposed public roads to be located adjacent to and/or within the property. For all proposed public roads, show:
 - a. location of curb and gutter sections;
 - b. location of retaining walls;
 - c. that developer has ability to convey full ownership of road right-of-way areas to Town.
- _____ 6. The location, right-of-way widths, and names of any existing roads, or other public ways, easements, railroad or utility rights-of-way, and any existing access controls.
- _____ 7. Location and names of adjacent plats, certified survey maps, parks and cemeteries, underscored with a dotted or dashed line, and existing zoning of adjacent parcels.

- _____8. Area of each lot shall be shown as follows:
 - a. The applicable Town of Troy building line setback requirements shall be drawn for each lot;
 - b. The net buildable project area, as defined by St. Croix County in its subdivision ordinance, must be listed in tabular form for each lot.
 - c. Pre-existing public road easement area contiguous to newly created lots shall be included in the area of the contiguous lot and excluded from minimum lot size calculations.
- _____9. Driveway locations on Class C, D and E roads.
- _____10. Arterial, collector and Class D local roads that will connect to non-platted areas pursuant to a Town plan for future roads, which shall be laid out and built to the border of the platted area, with a temporary cul-de-sac located at the boundary line of the plat. Road locations shall have taken into account the topography of the neighboring property. Proof of notification to the neighboring property owners as to the location of the proposed road must be provided.
- _____11. Utility easement locations.
- _____12. Location of any proposed lighting.
- _____13. Stormwater management detention areas, drainage easements, upstream and downstream drainage analysis, etc., as determined by engineering analysis.
- _____14. Soil borings and percolation test site locations.
- _____15. The location of existing property lines, buildings, drives, streams and water courses, ponds, lakes, wetlands, rock outcrops, wooded areas, and other significant features within the proposed subdivision, including monumentation.
- _____16. The water elevations of adjoining lakes, ponds or streams at the date of the survey, and the ordinary high water mark; typical stream valley cross-sections, stream channels, flood areas from "HUD" or FEMA maps and floodplain zoning maps. Ordinary high water marks shall be verified by DNR or its designated agent.
- _____17. The contours at vertical intervals of not more than two (2) feet for a slope less than 20% and five (5) feet for a slope of 20% or more. Lands with slopes of 20% or greater shall be shown with cross-hatch markings or otherwise clearly indicated. Lands located in the St. Croix River Valley District with slopes of 20% or greater and lands with slopes of 12% but less than 20% shall be differentially shown with cross-hatch markings or otherwise clearly indicated.
- _____18. The location, dimensions and recordable legal description of all land proposed to be used for parks, playgrounds, open acres, buffer space, and conservation easement areas.
- _____19. Where an incoming transfer of development rights (TDR) is being proposed, an explanation of how development rights will transfer into the subdivided area with specific density calculations explaining the operation of the transfer and a specific designation of the source, size and number of development rights being used to increase densities in all receiving areas shown in the platted area.
- _____20. Dimensions, size and numbers of all lots and location of all shared driveways. When assigning lot numbers for certified survey maps, lot numbers shall not be repeated in any quarter-quarter section or government lot. Where applicable, size shall be

indicated with inclusion and exclusion of rights-of-way and areas below the ordinary high water mark of navigable waters.

- _____ 21. All requests for exception to Town design standards must be shown and listed on plat.
- _____ 22. Lot density calculations for subdivision. If land is being or has been re-zoned from Exclusive Agriculture since 07.01.99, identification of which Farm Plan election is being implemented in the plat
- _____ 23. Calculations showing basis for amount of open acres and conservation easement area calculations, where applicable.
- _____ 24. Language for any proposed easement, for restrictive covenants, for any developer-requested provisions for any required conservation easement, for any deed of open acres to a homeowners association, homeowner association by-laws and Articles of Incorporation, where required..
- _____ 25. Other documents and information as required by the Town Board, Town Plan Commission, Town Attorney or Town Engineer.

Accompanying Documents to be included with Plat Approval Application:

- _____ 1. Town subdivision application form and applicant's certification of names and addresses of all parties having legal ownership and actual or pending financial interests in the project.
- _____ 2. Town application for any requested exceptions to design standards.
- _____ 3. Stamped, unsealed notice letters to adjacent landowners.
- _____ 4. Signed agreement to pay professional fees plus with payment for subdivision review fee and deposit toward professional fees (Confirm total with Clerk/Treasurer).
- _____ 5. Draft attachments for Developer's Agreement, including the following:
 - a. Proposed restrictive covenants.
 - b. Proposed homeowners association bylaws.
 - c. Lender's letter of credit format.
 - d. Ledger-sized preliminary plat and road plans (see item 8).
 - e. Schedule for Installing Public Improvements and Engineer's Estimate or Accepted Bid for Public Improvements (see item 9)
 - f. Drafts of all developer-generated recordable documents needed to implement the subdivision plan being proposed, such as shared driveway covenants, open acres conveyances to homeowners association or affidavits.
- _____ 6. Proposed subdivision or address signage, if separate from Road Plans.
- _____ 7. Stormwater management and erosion control analysis from a P.E./under one's supervision, including:
 - a. Culvert design hydrological and hydraulic calculations.
 - b. Retention pond hydrological computations, proposed cross-sections and design details.
 - c. All relevant supporting information, including the following:
 - i. Aerial photograph showing the location of the proposed subdivision with lot boundary and roadway overlays.

- ii. Proximity of the project with respect to wetlands, as defined by Sec. 23.32(1), Wisconsin Statutes, and mapped by DNR pursuant to that statute.
- iii. Delineation boundaries of any other wetlands.
- iv. SCS Soil Survey map showing all soils within the project area, identification of their respective Hydrological Soil Groups (HSG), identification of any highly erodable soils, and identification of any slopes greater than 20%.

- _____8. Preliminary project design plans and profiles of road improvements including the following:
 - a. Roadway plan and profile sheets, showing vertical and horizontal curve data.
 - b. Identification of proposed curb and gutters, retaining walls, storm sewers, culverts, and any other infrastructure items.
 - c. Roadway cross-sections.
 - d. Any pertinent details showing typical street section, drainage structures, ditches, landscaping items, etc.
 - e. Cul-du-sac island cross section and design.
- _____9. Preliminary construction cost estimate and construction schedule for public improvements.
- _____10. Style, location, and lumens output of any proposed subdivision, walkway, monumentation and signage lighting. (specific Town approval required).
- _____11. Copies of all correspondence with St. Croix County on an ongoing basis.
- _____12. Farm Plan if not already submitted and approved and if subdividing land formerly zoned Exclusive Agriculture.

Copies of all plans and paperwork delivered to the Town Clerk/Treasurer must also be concurrently mailed to the Town Engineer and the Town Attorney at the following addresses:

Cedar Corporation
 ATTN: Rob Jones
 604 Wilson Ave.
 Menomonie, WI 54751

Williamson and Siler
 ATTN: Ron Siler
 205 N Knowles Ave.
 New Richmond, WI 54017

Failure to do so will delay Town review of your application.

I, _____, certify that all of the above information has been submitted to the Town Clerk/Treasurer no less than 25 days prior to the Plan Commission Meeting scheduled to take up this application. I further certify that I have full authority to make this application on behalf of the landowner(s) affected and that the information provided is true and correct, to the best of my knowledge and abilities.

Signed: _____ Date: _____
(signature of applicant)

Received by Town with all initial payments required on: _____
(dated by Town Clerk/Treasurer)