

Ledgeview Zoning & Planning Commission

All land divisions (i.e. creating new parcels, combining lots, or moving property lines) within the Town of Ledgeview require the property owner to prepare and submit a land division document for review and approval by the Planning and Zoning Commission. The following information will guide you through the procedures that are necessary for the approval of a land division.

Land Division to occur. Please see [Sec 96 - 11](#) for additional information. Zoning and Planning Commission meets the second Wednesday after the first Monday of the month at 6:00 p.m. at the Ledgeview Municipal Building.

[Click here for the ZPC meeting calendar.](#)

Planning and Zoning Contacts:

Senior Planner - (920) 593-6842
Zoning Administrator - (920) 336-3360 ext. 112
zoning@ledgeview.wi.gov

Preliminary Plat Review

Step 1: Submit all required materials to <https://townofledgeview.zoninghub.com/> no later than 12:00pm (noon) three weeks (21 days) prior to the first Monday of the month. See ZPC/ZBA Calendar for exact date.

The Subdivider shall submit a copy of a map drawn to scale showing the land division. Please see the Land Division Application for specific map requirements.



A fee of **\$200.00 per lot** must be submitted for a Preliminary Plat Review

Step 2: Zoning and Planning Commission meeting

After all necessary materials and fees have been submitted, the Zoning and Planning Commission will hold a meeting to discuss and review the Preliminary Plat. Attendance by the Subdivider is not required, but is strongly encouraged.

Step 3: Town Board action

Based on recommendation from the Zoning and Planning Commission, the Town Board will take action within sixty (60) days to approve, approve conditionally, or reject the Preliminary Plat.

Final Plat Review

Step 1: Submit all required materials to <https://townofledgeview.zoninghub.com/> no later than 12:00pm (noon) on the fourteenth (14th) day prior to the first Monday of the month. See ZPC/ZBA Calendar for exact date.

The Subdivider shall submit a copy of a map drawn to scale showing the land division. Please see the Land Division Application for specific map requirements.



A fee of **\$350.00** must be submitted for a Final Plat Review

Step 2: Zoning and Planning Commission meeting

After all necessary materials and fees have been submitted, the Zoning and Planning Commission will hold a meeting to discuss and review the Final Plat. Attendance by the Subdivider is not required, but is strongly encouraged.

Step 3: Town Board action

Based on recommendation from the Zoning and Planning Commission, the Town Board will take action within sixty (60) days to approve, approve conditionally, or reject the Final Plat.

Step 4: Official plat recording

Approved final plats will be recorded with the Brown County Registrar of Deeds in accordance with the requirements of § 236.25, Wis. Stats. Lots may be sold after recording is complete.

Certified Survey Map (CSM) Review

Step 1: Submit all required materials to <https://townofledgeview.zoninghub.com/> no later than 12:00pm (noon) three weeks (21 days) prior to the first Monday of the month. See ZPC/ZBA Calendar for exact date.

The Subdivider shall submit a copy of a Certified Survey Map must be prepared by a Wisconsin Registered Land Surveyor and in accordance with §§ 236.20, 236.21, and 236.34 Wis. Stats. Please see the Land Division Application and [Sec 96 - 7](#) for additional requirements.



A fee of **\$350.00** must be submitted for a CSM Review

Step 2: Zoning and Planning Commission meeting

After all necessary materials and fees have been submitted, the Zoning and Planning Commission will hold a meeting to discuss and review the CSM. Attendance by the Subdivider is not required, but is strongly encouraged.

Step 3: Town Board action

Town Board will consider the recommendation of the Zoning and Planning Commission and take action within ninety (90) days to approve, approve conditionally, or reject the CSM.

Step 4: Certification

Approved CSMs will be officially certified by the Town and return the map to the Subdivider.



LAND DIVISION APPLICATION

Date Submitted:

Ledgeview Zoning & Planning Commission

This application form must be submitted online at <https://townofledgeview.zoninghub.com/>
Hard copy applications will not be accepted.

Completed application must be submitted to the Zoning Administrator no less than twenty one (21) days prior to the first Monday of the month before 12:00pm (noon) to be included on that month's ZPC agenda Zoning and Planning Commission Wednesday after the first Monday of the month at 6:00 p.m. at the Ledgeview Municipal Building.
[Click here for the ZPC meeting calendar.](#)

A fee of **\$200.00 per lot** must be submitted for a Preliminary Plat Review

A fee of **\$350.00** must be submitted for a Final Plat Review

A fee of **\$350.00** must be submitted for a CSM Review

1) Application Type

Preliminary Subdivision Plat

Final Subdivision Plat

Land Division/Certified Survey Map

If a plat, proposed subdivision name:

2) Applicant Information

Name: _____

Business Name: _____

Street Address: _____ City/State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Firm Preparing Plans: _____ Contact: _____

Street Address: _____ City/State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

All correspondence on this application should be sent to: Property Owner, OR Agent

3) Property Owner Information *This section can be left blank if the same as above.*

Name: _____

Business Name: _____

Street Address: _____ City/State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

4) Project Information

Parcel Addresses/Location: _____

Town and Range: _____

Parcel ID Number(s): _____

Zoning District(s) of Proposed Lots: _____

Size of parcel(s) in acres: _____ Number of Lots/Outlots: _____

Sewer: Municipal Septic/Mound

Water: Municipal Private Water Trust Private Well

Please provide a Legal Description here, or directly on the CSM or plat:

****Please see Chapter 96 of the Municipal Code for Subdivision and Platting regulations****

*** Please note that ALL files MUST be in PDF format with a minimum 300dpi resolution**

5) Required Submittals and Actions

Map Copies (prepared by a Registered Land Surveyor)

- For Preliminary Plats, a **digital copy** of the drawing drawn to scale are required. The drawing shall include, but are not limited to, a description of existing site condition and natural features, delineation of all public and private utilities that serve the site, the general layout of the proposed subdivision, the dimensions of lots and outlots, widths of existing and proposed rights of way, topographic information, and any other information necessary for the review of the proposed subdivision.
- For Final Plats, a **digital copy** of the drawing are required to be submitted. The final plat shall be drawn to the specifications in §§ 236.20 Wis. Stats;
- For Certified Survey Maps (CSM), a **digital copy** of the drawing are required. The drawings shall include, but are not limited to, existing site conditions, the nature of the proposed division and any other necessary data. Utility data (field located or from utility maps) may be provided on a separate map submitted with application.

Letter of Intent

- A **digital copy** of a letter describing the proposed subdivision in detail including, but not limited to: the number and type/use of lots proposed with this subdivision; existing conditions and uses of the property; development and phasing schedule for the project, and; the names of persons involved (contractor, architect, landscaper, business manager, etc.).

Notes

- Attendance by the applicant is strongly encouraged at both Zoning and Planning Commission and Town Board meetings where action/approval is to take place. It is the policy of the Zoning and Planning Commission to give applicants the opportunity to speak at such meetings. Contact the Zoning Administrator for the meeting schedule.
- The applicant/owner of the above parcel(s) hereby gives permission to the Town of Ledgeview, its staff/employees, agents and/or appointees to enter the property for the purpose of executing their duties associated with this request and following proper notification to applicant/owner.
- Upon approval of request, check with the Ledgeview Zoning Administrator for any necessary permits.

7. Applicant Declarations

- The signer attests that the application has been completed accurately and all required materials have been submitted.
- Please note that the application will NOT be accepted without the **signature of the property owner**.

I HEREBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE SUBDIVISION PROCEDURE AND FAILURE TO COMPLY WITH TOWN REQUIREMENTS WILL RESULT IN THIS APPLICATION BEING WITHHELD FROM CONSIDERATION.

Signature of the Property Owner (required):

Signature of the Applicant ("Agent" for the owner):

Print Name:

Print Name:

Date:

Date:

8. Submittal Checklist (completion required for application)

Preliminary Plat or Final Plat Checklist

A. Map –a **digital copy** that shall include:

Delineation of all public and private utilities that serve the site;

Widths of existing and proposed right-of-ways;

Title of the proposed subdivision;

Location of the proposed subdivision by government lot, quarter-quarter section, section, township, range, private claim, and county;

Date, graphic scale, and North arrow;

Name and address of the owner, subdivider, authorized agent, and licensed land surveyor preparing the plat;

Entire area contiguous to the proposed plat owned or controlled by the subdivider, even if only a portion of said area is proposed for immediate development. The Town may waive this requirement where it is unnecessary to fulfill the purposes and intent of this chapter and undue hardship would result from strict application thereof;

Exact length and bearing of the exterior boundaries of the proposed subdivision referenced to a corner established in the WISCRS Brown County Coordinate System, and the total acreage encompassed;

Location and names of any adjacent subdivisions, parks and cemeteries, and owners of record of abutting unplatted lands;

Location, right-of-way width, and names of any existing or proposed streets, alleys, or other public ways, easements, railroad and utility rights-of-way, and all section or quarter section lines within the exterior boundaries of the plat or immediately adjacent thereto;

Location of existing property lines, structures, streams and watercourses, lakes, wetlands, rock outcrops, wooded areas, slopes 12% or greater, environmentally sensitive areas as defined by the Brown County Sewage Plan and other similar significant features within the parcel being subdivided;

Water elevations of adjoining lakes, ponds, streams, and flowages at the date of the survey, and approximate high and low water elevations;

Contours within the exterior boundaries of the plat and extending to the center line of adjacent public streets at vertical intervals of not more than two feet;

Location and approximate dimensions of any sites to be dedicated or reserved for parks, open space, public access, drainageways, schools, or other public uses;

Approximate dimensions of all lots, and proposed lot and block numbers;

Computed contiguous buildable area of each lot;

Existing and proposed land use and zoning included within and immediately adjacent to the proposed subdivision;

Floodplains, wetlands, and any proposed lake and stream access;

Proposed preliminary locations for stormwater management facilities, if any;

Location of existing subsurface tiles and proposals to reroute or destroy. The Town and County should cooperate with the subdivider in obtaining recorded locations of subsurface tile, but the subdivider's engineer, planner or surveyor shall draw the location of the subsurface tile on the preliminary plat or land use plan. All proposed rerouting and removal shall be shown prior to plan approval by the Town;

Location and results of percolation tests within the exterior boundaries of the plat conducted in accordance with Ch. Comm 83 of the Wisconsin Administrative Code where the subdivision will not be served by public sanitary sewer service;

Locations of areas of particular sensitivity to groundwater contamination or depletion, if any. Where there are areas of sensitivity to groundwater contamination or depletion, the Town of Ledgeview may require a groundwater impact analysis be performed;

Where the Town finds that the proposed development should provide for future street connections to nearby properties, the Town may require an area development plan be created by the subdivider and approved by the Town of Ledgeview;

Signature and seal of surveyor;

Where the Town finds that it requires additional information relative to a particular problem presented by a proposed development to review the preliminary plat, it shall have the authority to request such information from the subdivider.

B. Letter of Intent –a **digital copy** that shall include:

Number and type/use of lots proposed;

Existing conditions and uses of property;

Development and phasing schedule for the project;

Names of persons involved (contractor, architect, landscaper, business manager, etc.)

CSM Checklist

A. Map –a **digital copy** that shall include:

Name of the owner;

Date of survey;

Graphic scale and North arrow;

All existing buildings, and other developed features on the parcel;

Locations, widths of rights-of-way and easements, and names of adjoining streets, highways, railroads, utilities, parks, cemeteries, subdivisions;

Any applicable use or access restrictions and covenants;

All floodplains, wetlands, navigable ponds, streams, lakes, flowages, wetlands, environmentally sensitive areas or erosion hazard boundaries;

Distances and bearings referenced to a line and a corner of the Brown County Coordinate System;

Owner's and mortgagee's certification of dedication of streets and other public areas prepared in accordance with §§ 236.21(2) and 236.34(1)(e), Wis. Stats;

Where the Town finds that it requires additional information relative to a particular problem presented by a proposed development to review the certified survey map, it shall have the authority to request such information from the subdivider;

Utility data (can be provided on a separate map).

B. Letter of Intent –a **digital copy** that shall include:

Number and type/use of lots proposed;

Existing conditions and uses of property;

Development and phasing schedule for the project;

Names of persons involved (contractor, architect, landscaper, business manager, etc.)

Submit all documents to:
<https://townofledgeview.zoninghub.com/>

Questions:
E: zoning@ledgeview.wi.gov
P: (920) 593-6842

For Office Use Only

Submittal Date: / /

Staff Signature: _____

Fees Paid: Y / N