

Case Name: _____

CITY OF LAKE MILLS

APPLICATION FOR FINAL PLAT APPROVAL

DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Date Filed: _____ **THIS FILING DATE MUST BE STAMPED ON THE BACK OF THE PLAT WHEN IT IS FILED WITH THE CITY CLERK-TREASURER. FAILURE TO OBTAIN THIS STAMP MAY EXTEND THE TIME FOR APPROVAL BY THE CITY BEYOND THE REQUIRED 60 DAYS AFTER FILING IF NO PROOF OF THE DATE OF FILING MAY OTHERWISE BE ASCERTAINED. IT IS THE APPLICANT’S RESPONSIBILTY TO VERIFY THAT THE FILING DATE IS PROPERLY NOTED.**

Fee Paid – Receipt No.: _____ Amount: _____ Date: _____

Comments:

Action by Plan Commission: _____

Action by City Council:

NOTICE TO APPLICANTS

1. Paying the application fee: There is an application fee for this application and must be received before we can begin processing your application. Please contact the City of Lake Mills at 1-(920)-648-2344 to coordinate payment. **There will be no refund of any application fee for approvals not granted or withdrawn.** In addition to the up-front application fee, you will be responsible for paying any professional charge-back fees related to the review of this application. You will receive an invoice from the City detailing those charges.
2. No incomplete applications will be acted upon.
3. Complete applications must be received not less than 14 days before the next regular meeting of the Plan Commission to be placed on the agenda for that meeting.
4. The applicant is advised to include all attachments required as a part of the application, including all approvals by outside agencies.
5. Applicants are urged to coordinate their activities with City staff in advance of application deadlines.
6. If it appears likely that the 60-day statutory deadline for final action will likely occur before a complete application can be submitted, then the application will be denied, unless a written waiver is submitted that extends the deadline for final action to a time beyond that deadline. Even with such a waiver in writing, however, no incomplete application will receive consideration beyond being tabled until a

complete application may be submitted.

- 7. The Final Plat must comply with the Technical Details required under sec. 11-4-4 and Wis. Stats. Ch. 236, and the required engineering plans and specifications must meet the requirements of Title 11 and any approved specifications of the City for all public improvements to be dedicated to the City.
- 8. The City may grant conditional approval of the Final Plat subject to completion of minor modifications to the Final Plat or documents.
- 9. The City Clerk will not sign the Final Plat until: (a) all required modifications or conditions of approval have been completed; (b) until a Developer's Agreement has been signed between the parties; and (3) until a financial guarantee in the approved form and amount has been provided to the City.

Case Name: _____

APPLICATION FOR FINAL PLAT APPROVAL

Name of Subdivision: _____

1. Name of Subdivider: _____ Phone: _____

Address: _____

Email address of Subdivider: _____

2. Name of Local Agent: _____ Phone: _____

Address: _____

Email Address of Local Agent: _____

3. Owner of Record: _____ Phone: _____

Address: _____

Email Address of Owner of Record: _____

4. Engineer: _____ Phone: _____

Address: _____

5. Land Surveyor: _____ Phone: _____

Address: _____

6. Attorney: _____ Phone: _____

Address: _____

7. Subdivision Location: _____

8. Present Land Use: _____

Proposed Land Use: _____

9. Tax Parcel Number: _____

10. Present Zoning: _____

Proposed Zoning: _____

11. Total Area (Acres): _____ Total Number of Lots: _____

12. Is any open space being offered as part of this subdivision application? _____
If so, what amount? _____

13. Are any waivers from the Subdivision Regulations requested? _____
If so, a separate application for a Planned Development District is required.

14. **Attach thirty-five (35) copies of the Final Plat.**

15. Have any changes been made since the Preliminary Plat was approved? If so, describe:

16. Applicant's Comments (if any):

17. Additional exhibits submitted by Applicant:

Paying the application fee: There is an application fee for this application and must be received before we can begin processing your application. A convenience fee of \$1.10 will be applied when paying by eCheck. A convenience fee of 3% will be applied when paying by credit card or debit card. Please contact the City of Lake Mills at 1-(920)-648-2344 to coordinate payment.

In addition to the up-front application fee, you will be responsible for paying any professional charge-back fees related to the review of this application. You will receive an invoice from the City detailing those charges.

Applicants are reminded that City Code permits the City to charge the Applicant for the full cost of all engineering and planning consultant charges for work billed to the City in connection with the Subdivision approval and construction required under Title 11.

In addition, the costs of services by the City Attorney in connection with the subdivision approval and completion may be charged to the Applicant at a rate established from time to time by the Council.

I (We) certify that all of the above statements and the statements contained in any papers or plan submitted herewith are true to the best of my (our) knowledge and belief.

(Signature of Applicant) (Date)

(Signature of Owner, if different) (Date)