

Case Name: _____

CITY OF LAKE MILLS

APPLICATION FOR PRELIMINARY 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 90 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 **There will be no refund of any application fee for approvals not granted or withdrawn.** In addition to the up-front application fee, you will be responsible for paying any professional charge-back fees related to the review of this application.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. An application may be considered to be incomplete if no concept plan has already been submitted to City Staff for its review and consultation, and if no determination of adequacy of public facilities by the City Manager has been completed. (See sections 11-3-2 and 11-4-2 of the Lake Mills Municipal Code.)
3. Complete applications for preliminary plat approval must be received not less than 20 days before the next regular meeting of the Plan Commission to be placed on the agenda for that meeting. Late submittals will not be acted upon without prior approval by the City. Please refer to section 11-4-3 when preparing a preliminary plat for submission. In addition, the design standards and required improvements are listed in chapter 5 of Title 11, and must be followed when preparing preliminary and final plats. In particular, the design standards in sec. 11-5A-7 are important when designing the lay-out of all preliminary plats. The engineering plans and specifications may be delayed until the Final Plat.

4. The applicant is advised to send copies of the preliminary plat to State agencies in compliance with Wis. Stats. § 236.12 at the same time that the preliminary plat is filed with the City Clerk-Treasurer.
5. The Preliminary Plat must comply with the required Technical Details listed in sec. 11-4-3-B, as well as the lay-out requirements of Wis. Stats. § 246.15 through 246.18.
6. Approval of the Preliminary Plat by the City shall be in effect for a period of no more than 24 months following the approval by the final approval authority, and if a Final Plat is not filed prior to the expiration of that 24-month period, the Final Plat may be rejected.
7. Applicants are urged to coordinate their activities with City staff in advance of application deadlines.
8. The submission of incomplete, altered documents on more than two separate occasions may result in payment of an additional plat review fee, as determined by the Plan Commission.
9. Applicants are requested to Explain/Show the general relationship of this Plat to the Master Plan.

Case Name: _____

APPLICATION FOR PRELIMINARY PLAT APPROVAL

1. Name of Subdivision: _____
2. Name of Subdivider: _____ Phone: _____
Address: _____
Email address of Subdivider: _____
3. Name of Local Agent: _____ Phone: _____
Address: _____
Email Address of Local Agent: _____
4. Owner of Record: _____ Phone: _____
Address: _____
Email Address of Owner of Record: _____
5. Engineer: _____ Phone: _____
Address: _____
6. Land Surveyor: _____ Phone: _____
Address: _____
7. Attorney: _____ Phone: _____
Address: _____

- 8. Subdivision Location: _____

- 9. Present Land Use: _____
Proposed Land Use: _____
- 10. Tax Parcel Number: _____
- 11. Short Legal Description (or attached legal description):

- 12. Present Zoning: _____
Proposed Zoning: _____
- 13. Total Area (Acres): _____ Total Number of Lots: _____
- 14. Is this subdivision located within the City corporate limits? _____
Does this subdivision involve an annexation to the City? _____
- 15. Is any open space being offered as part of this subdivision application? _____
If so, what amount? _____
- 16. Are any waivers from the Subdivision Regulations requested? _____
If so, you must also apply for and obtain approval for a Planned Development District under Title 10, Chapter 14.
- 17. Attach thirty-five (35) copies of the Preliminary Plat.
- 18. Attach a listing and legal description of all contiguous holdings in the same ownership, if any.
- 19. Have copies been sent to the State agencies that are approval authorities? _____
- 20. Have copies also been sent to utility companies and the Lake Mills Post Office?
_____. Please attach any utility company comments to this application.
- 21. Applicant's Comments (if any):

- 22. 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)