



Land Division
Town of Mukwonago

Version: December 28, 2020

Town of Mukwonago
W320 S8315 Beulah Road
Mukwonago, WI 53149

Governing regulations. The Town has adopted land divisions regulations to regulate subdivisions, condominiums, and certified survey maps throughout the entire jurisdiction of the town.

General instructions: Application materials should be submitted to the Town Clerk at the mailing address shown above or online at https://townofmukwonago.zoninghub.com/tools/OnlineApplication.aspx. If you have any questions, do not hesitate to contact the Town Planner at (920) 728-2814 or via email at tim.schwecke@civitekconsulting.com.

- 1. Applicant and agent information Include the names of the agent, if any, that helped prepare this application including the supplemental information. Examples include surveyors, engineers, landscape architects, architects, planners, and attorneys.

Form with columns for Applicant and Agent, and rows for Name, Street address, City, state, zip code, Daytime telephone, and Email address.

2. Subject property information

Physical address

Tax key number(s) MUKT- MUKT- MUKT- MUKT-

Note: The tax key number can be found on the tax bill for the property or it may be obtained from the Town Clerk.

3. Zoning information. The subject property is located in the following zoning district(s). (check all that apply)

- Checkboxes for zoning districts: C-1 Conservancy, A-1 Agricultural, RH Rural home, SE Suburban estates, R-1 Residential, R-2 Residential, B-2 Local business, P-1 Public, EC Environmental corridor (overlay), HS Hydric soils (overlay).

Is any portion of the subject property located within Waukesha County's shoreland zoning jurisdiction (generally defined as being within 300 feet of a stream or 1,000 feet of a lake)?

- Checkboxes for No and Yes.

4. Application type (select one)

- Checkboxes for application types: Certified survey map - Merge two or more adjoining parcels, Certified survey map - Create new lots, Certified survey map - Modify a lot line between two adjoining parcels, Subdivision plat - preliminary, Subdivision plat - final.

5. Extraterritorial review

Is the subject property within 1.5 miles of the Village of Mukwonago or the Village of North Prairie?

- Checkboxes for No and Yes (If yes, the Village will need to approve the proposed certified survey map or subdivision plat).

6. Existing buildings. If there are any existing buildings on the subject property, describe whether they will comply with all applicable zoning requirements and/or if one or more will be removed.

Large empty rectangular box for describing existing buildings.

7. **Map.** Attach a certified survey map or subdivision plat with the information listed in Table 1 (below) as appropriate.

8. **Attachments.** List any attachments included with your application.

9. **Other information.** You may provide any other information you feel is relevant to the review of your application.

10. Applicant certification

- I certify that all of the information in this application, along with any attachments, are true and correct to the best of my knowledge and belief.
- I understand that I may be charged additional fees (above and beyond the initial application fee) consistent with sections 2-2 and 2-3 of the Town of Mukwonago municipal code.
- I understand that the Town Planner will review this application to determine if it contains all of the required information. If he or she determines that the application is incomplete, it will not be scheduled for review until it is deemed to be complete.
- I understand that this application and any written materials relating to this application will become a permanent public record and that by submitting this application I acknowledge that I have no right to confidentiality. Any person has the right to obtain copies of such written materials or view it online.

Applicant name:

Date:

Table 1

DEVELOPMENT IDENTIFICATION	Preliminary Plat	Final Plat	Concept Certified Survey Map	Certified Survey Map
Development Title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property Location (¼ section, section, township, range, county)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of map showing section or a government subdivision of section in which subdivision lies, oriented the same as main drawing	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>
Name and address of owner and subdivider	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>
Surveyor's certificate signed, dated and sealed and revision dates on all pages	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>
Sheet numbers (total number of sheets notation)	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>
Project engineer, name, address and phone number	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>
Signature certificates	-	<input type="checkbox"/>	-	<input type="checkbox"/>
MAPPING FEATURES [1]				
North arrow and graphic scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100-year floodplain limits (elevation and contour) as made available by FEMA and SEWRPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topographic contours (existing and proposed) not to exceed 2' interval if available, if not available 5'	<input type="checkbox"/>	-	<input type="checkbox"/>	-
Soil types	<input type="checkbox"/>	-	<input type="checkbox"/>	-
Ordinary high-water mark on any navigable water body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetlands, (P – identify source of delineation; F – field delineation) lakes, streams, channels, ditches on or adjacent to the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delineated shoreland jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designated primary and secondary environmental corridors (P – identify source of delineation; F – field delineation), isolated natural areas (P), woodland features (P)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bearings and length of exterior boundaries	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>
Right-of-way and street locations, name, width, bearing (F), elevation, grades and existing access drives (P), including existing and proposed street extensions to/and from adjacent parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structures, wells and septic systems existing on-site and within 50 feet of lot line or adjoining properties and use of structures to be retained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing easements, proposed easements (F) – type and dimensions, pre-planned building sites and other improvements and any preplanned waste disposal systems, when limited by existing physical features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision corners and vision corner easement	-	<input type="checkbox"/>	-	<input type="checkbox"/>
Lot numbers and dimensions (including outlots)	-	<input type="checkbox"/>	-	<input type="checkbox"/>
Curve information on curve or in a table, street radius	-	<input type="checkbox"/>	-	<input type="checkbox"/>
Public dedication parcels and right-of-way dedications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of soil borings with numerical cross-reference to data (frequency, location and depth need to be determined) (See Sec.5.1(C) of Subdivision Control Ordinance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building or setback lines from wetlands, floodplains, and state highways (when required by Trans 233)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Historic or cultural features (i.e., Indian mounds) as per State Historical Society of WI Division of Historic Preservation Archeological Site Inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foundation limitations due to high groundwater, bedrock or stormwater management facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Survey monumentation or other attributes as required by Section 236 of Wisconsin Statutes	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landfill, manure or other waste storage facility locations on site and consistent with existing Administrative rules (Registry of Waste Disposal Sites of Wisconsin)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wells (onsite and within 100' of septic or stormwater facilities or as required by DNR Well Code)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groundwater recharge areas based on SEWRPC maps/data	<input type="checkbox"/>	-	<input type="checkbox"/>	-
Drain tile location disclosure and function (if known)	<input type="checkbox"/>	-	<input type="checkbox"/>	-
Stormwater management facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access easements, limitations, restrictions to adjacent roads and access for stormwater facility and open space maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ACCOMPANYING DOCUMENTATION	Preliminary Plat	Final Plat	Concept Certified Survey Map	Certified Survey Map
Designation of source documents for mapping features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of credit or other financial guarantee (verification from local municipality) [2]	-	<input type="checkbox"/>	-	<input type="checkbox"/>
Erosion and sediment control measures (i.e., site stabilization)	-	<input type="checkbox"/>	-	<input type="checkbox"/>
Covenants and restrictions (if required by other actions)	-	<input type="checkbox"/>	-	<input type="checkbox"/>
Soil boring and testing data or sewer service availability letter	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater management and practice design computations	-	<input type="checkbox"/>	-	<input type="checkbox"/>
Stormwater facility and open space maintenance agreement with schedule and responsibility identified	-	<input type="checkbox"/>	-	<input type="checkbox"/>
Stormwater system as-built engineering certification (after construction)	-	<input type="checkbox"/>	-	<input type="checkbox"/>
County or state road access permit	-	<input type="checkbox"/>	-	<input type="checkbox"/>
Outlot ownership	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>
Sediment control practice delineations – separate maps	-	<input type="checkbox"/>	-	<input type="checkbox"/>
Watershed delineations (before and after development – separate maps)	<input type="checkbox"/>	-	<input type="checkbox"/>	
Developer agreement [2]	-	<input type="checkbox"/>	-	<input type="checkbox"/>
Other regulatory permits	-	<input type="checkbox"/>	-	<input type="checkbox"/>
Approved construction plans [2]	-	<input type="checkbox"/>	-	<input type="checkbox"/>
Stormwater management & erosion control permit [2]	-	<input type="checkbox"/>	-	<input type="checkbox"/>
Letter of review from the utility companies	-	<input type="checkbox"/>	-	<input type="checkbox"/>
PLANNING AND ZONING DOCUMENT CONSISTENCY [1]				
Town of Mukwonago comprehensive plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County Comprehensive Development Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street and Highway Width Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jurisdictional Highway Systems Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Town and County Park and Open Space Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Town of Mukwonago Official Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local zoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County zoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater Management System Plans or Water Quality Management Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance with Section 7 of the Subdivision Control Ordinance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACCESS AND STREET DESIGN (LOCAL REQUIREMENTS)				
Access limitations (local roads)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance with County Ordinance (Chapter 24, Article III – Waukesha County Code of Ordinances)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to lots, outlots, floodplains and wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOT 233 approval	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County highway access permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spite strips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conflicts with drainage patterns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing use conforms to zoning ordinance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cul-du-sac length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right-of-way width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street extensions – temporary cul-du-sacs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Preliminary Plat	Final Plat	Concept Certified Survey Map	Certified Survey Map
Vision corners and vision corner easement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street name conflicts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Streets follow natural terrain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intersections (Section 7.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAYOUT (LOCAL REQUIREMENTS)				
Design and lot configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Double or triple frontage lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Depth to width ratio problem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flag lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lots served by ingress-egress easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road frontage requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lot line angles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OUTLOTS (LOCAL REQUIREMENTS)				
Ownership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of outlots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public access to water bodies (every 1/2 mile – 60 ft. wide)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note:

1. Some of the information may be available on Waukesha County's GIS website. <http://www.waukeshacounty.gov/page.aspx?SetupMetaId=9396&id=9400>
2. Required only if public improvements are involved