

Property Owner: _____

Submittal Date: _____

Tax Key No(s): _____

Review Date: _____

Review Deadline: _____

Municipality: _____

Reviewer: _____

WAUKESHA COUNTY LAND DIVISION CHECKLIST

DEVELOPMENT IDENTIFICATION

	Prelim. Plat	Final Plat	CSM	Notes
Development Title				
Property Location (¼ section, section, township, range, county)				
Location of map showing section or a government subdivision of section in which subdivision lies, nearby streets, water bodies, oriented the same as main drawing.				
Name, address and phone number of owner and subdivider				
Project Engineer, name, address, and phone number				
Surveyor’s certificate signed, dated, and sealed and same revision dates on all pages				

MAPPING FEATURES

North arrow and graphic scale • verify scale				
Sheet numbers (total no. of sheets)				
Legend (well, septic, rod/stake, resource boundaries)				
Public access to water bodies • Min 60’ wide at ½ mile intervals unless DNR exempts or public space already provided				
Survey monumentation or other attributes as required by s. 236. Wis. Stats.				
Lot number(s) and dimensions (including Outlots) • Verify measurements, as applicable				
Curve information on curve, or in a table				
Check for duplicate plat names (not allowed)				
Topographic contours (existing and proposed) not to exceed 2’ interval				
Drain tile location disclosure and function				
All structures existing on-site and within 50 feet on adjoining property and use of structures to be retained				
Minimum shore frontage required • 100’ for a lot served by septic • 65’ for a lot served by sewer				

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Existing easements, proposed easements – type and dimensions <ul style="list-style-type: none"> • Drainage, SW, access, utility, conservancy, CRP, etc. 				
Bearings and length of exterior boundaries				
Owners of abutting unplatted lands, names of subdivisions and/or CSM Nos., parks, cemeteries, etc.				
LOT STANDARDS				
Approvals for lot not abutting a public road or a flag lot <ul style="list-style-type: none"> • Town/County PC approval, note on Plat/CSM • Driveway Access and Maintenance Agreement reviewed and approved, as necessary 				
Average Lot width <ul style="list-style-type: none"> • Verify District requirements are met • Corner lots 20% wider if less than 150' 				
Depth to width ratio compliance <ul style="list-style-type: none"> • Avoid long/narrow, wide/shallow • Depth shall not be less than 150' 				
Building envelopes available on double or triple frontage lots				
Appropriate design and lot configuration				
Lot sizes (sq. ft. OR acres)				
Pre-planned building sites , including driveways and any preplanned waste disposal systems, when limited by existing physical features				
PLANNING AND ZONING DOCUMENT CONSISTENCY				
Consistency with land use density and natural resources standards set forth in the County Development Plan and Town/Extraterritorial plans				
Park and Open Space Plan <ul style="list-style-type: none"> • Ownership (existing/proposed) • Trails, including bike trails • CC interested parties • Parks comments provided • Easement for recordation, as applicable 				
Local and County zoning <ul style="list-style-type: none"> • Validate Town and County zoning are correct or remove from CSM 				
Verify SFPO/Zoning Code requirements <ul style="list-style-type: none"> • Number of accessory structures • Accessory building footprint • Accessory structure w/o principal structure • Structure offsets and setbacks • One principal structure per lot, unless CU • Use complies with Zoning 				

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RESOURCE BOUNDARIES				
100 year Floodplain limits (delineated elevation and contour) as made available by FEMA, DNR and SEWRPC <ul style="list-style-type: none"> • Source and date of delineation • Boundary clearly marked • Directional arrows, as applicable 				
Wetlands on or adjacent to the site <ul style="list-style-type: none"> • Source and date of delineation • Delineation report • DNR/ACOE concurrence if requested • Boundary clearly marked • Directional arrows, as applicable • Hydric Soils/Aerial indicators 				
Resource boundary legend				
Check prior converted wetland resources				
Wetland/Floodplain setbacks				
Designated primary and secondary environmental corridors and isolated natural resource areas, woodland features <ul style="list-style-type: none"> • Source and date of delineation • Delineation report • Clearly identified woodland boundary • Directional arrows, as applicable • SEWRPC concurrence if requested • Building envelope, as applicable 				
Resource preservation restrictions <ul style="list-style-type: none"> • Wetlands • Floodplain • PEC/SEC/INRA 				
Ordinary high water mark on any navigable water body <ul style="list-style-type: none"> • Source and date of delineation • Navigable waterway statutory note 				
Water features (lakes, rivers, ponds, streams, tributaries, drainage ditches) <ul style="list-style-type: none"> • Navigability determinations • Intermittent/non-navigable water bodies 				
Delineated Shoreland jurisdiction <ul style="list-style-type: none"> • “Waukesha County Shoreland and Floodland Protection Ordinance Jurisdictional Limits” • Boundary clearly marked • Provide directional arrows 				
SOILS AND ENVIRONMENTAL HEALTH				
Soil types and boundaries				
Location of soil borings with numerical cross-reference to data (location and depth need to be determined) See Sec.5.1(C) of WCSCO <ul style="list-style-type: none"> • One test per lot 				

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Soil boring and testing data or sewer service availability letter from municipality and SEWRPC				
Landfill, manure or other waste storage facility locations on site and consistent with existing Administrative rules or within 1200' (Registry of Waste Disposal Sites of Wisconsin) Y / N • If yes, contact Steve Todd for comments				
Foundation limitations due to: High groundwater Y / N Bedrock Y / N Stormwater facilities (vertical/horizontal separation) Y / N • Basement groundwater/bedrock note or identified elevations				
Location of wells (onsite and offsite within 50' of proposed septic or 100' of proposed stormwater facilities)				
Location of existing private sanitary facilities, if known				
PSE for existing septic systems				
Sanitary Permit for new private septic systems if building permitted prior to CSM				
Environmental Health Abandonment report				
Environmental Health letter				
STORMWATER				
Stormwater management facilities • Location and type				
Preliminary Stormwater Management and Erosion Control Plan Approval Letter If at least 1 acre of disturbance or ½ acre of impervious surface , the applicant must complete the following checklists: Site Plan Checklist Erosion Control Plan Checklist Stormwater Management Plan Checklist If less than 1 acre of disturbance and less than ½ acre of impervious surface , only the Site Plan checklist shall be completed				
Final Stormwater Management and Erosion Control Plat Approval Letter • Access Easement • Stormwater Easement • Certificate of Compliance • Horizontal and Vertical setbacks • Well setbacks • Groundwater elevation or notes • Ownership responsibility identified				

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TRANSPORTATION				
Right-of-way and street locations, name, width, bearing, and existing access drives, including existing and proposed street extensions from adjacent parcels <ul style="list-style-type: none"> Verify Street and Highway Width Map Road reduction source and date Duplicate road names in same zip code (not allowed) 				
Road frontage requirements met Min 30' on a public road				
Identify Public dedication parcels and right-of-way dedications with note, "Dedicated to the public for roadway purposes".				
Vision corners and vision corner easement note				
Building or setback lines from state highways (when required by State through Trans 233)				
Cul de sac length <ul style="list-style-type: none"> Max 600' (County) Check municipality length restrictions 				
Street extensions/temporary cul de sacs				
Access easements, limitations, restrictions to adjacent roads				
Streets follow natural terrain <ul style="list-style-type: none"> Review topography 				
Consistent with Jurisdictional Highway Systems Plan				
County or State Access Permit				
County DPW or State DOT Approval Letter <ul style="list-style-type: none"> Complies with min sight distance 				
NATIONAL HISTORIC INVENTORY, NATURAL/CRITICAL SPECIES REVIEW				
Natural area and critical species <ul style="list-style-type: none"> SEWRPC review 				
Historic or cultural features (i.e., Indian mounds) per State Historical Society of WI Division of Historian Preservation Archeological Site Inventory <ul style="list-style-type: none"> State Archaeologist review 				
MISCELLANEOUS REQUIREMENTS				
Legal Lot(s) of Record <ul style="list-style-type: none"> Structure over a lot line Substandard to NR 115 size requirements 				
Outlot ownership and purpose				
Letter of credit or financial assurance				
Deed restriction <ul style="list-style-type: none"> Accessory structure w/o principal structure FLP density restriction Additional reqs. per Ordinance 				
Remnant parcel waiver and note on CSM				

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Open Space Maintenance Agreement				
Number of Accessory structures approved by Town Plan Commission				
Cross reference permits (Rezone, CU, etc.)				
Check GIS school district layers (2) to see if the entire CSM is within the same school district(s). If not, email tax listing immediately and also cc them on the review letter (clwhite @waukeshacounty.gov).				
REVIEW ENTITIES/SIGNATURE CERTIFICATES				
Signature Certificates				
Owner/Surveyor Certificate reference to Waukesha County Ordinances and correct municipalities				
Consent of Mortgagee <i>Only if mortgage on the property & 1 of the following:</i> <ul style="list-style-type: none"> • Dedication of streets/public areas • Creation of easement via CSM • Adding unplatted lands to a lot 				
Waukesha County signature block (Dale R. Shaver)				
Ottawa Planner review prior to signatures				
PLS Certification that states: <ul style="list-style-type: none"> • Compliance with statute • Under whose direction • Legal description • Correct representation of all exterior boundaries • PLS not RLS 				
Extra-territorial jurisdiction <ul style="list-style-type: none"> • 1½ miles of all Villages and C. of Delafield • 3 miles of all Cities except Delafield and Pewaukee** **Pewaukee maintains jurisdiction within one-half mile north of the City boundary in the Town of Lisbon only				
T/Eagle and T/Mukwonago: no Town Plan Commission signature blocks on CSMs				

Note: shaded cells – not applicable

Division Contacts

Environmental Health:

- Septic Soil Tests, PSE, Abandonment Reports
Skylar Behm, sbehm@waukeshacounty.gov, 262-896-8300
- Landfills, Properties Dedicated to the County
Steve Todd, stodd@waukeshacounty.gov, 262-896-8300

Public Works: County Highway Access Permits, Restrictions, Right-of-way

- Jason Mayer, jmayer@waukeshacounty.gov, 262-548-7740

Land Resources:

- Groundwater Separation, Form A Soil Tests, Stormwater Certificate of Compliance
Alan Barrows, abarows@waukeshacounty.gov, 262-896-8300
- Stormwater Engineering and Review
Leif Hauge, lhauge@waukeshacounty.gov, 262-896-8300

Parks: Park and Open Space Land Acquisitions

- Rebecca Mattano, rmattano@waukeshacounty.gov, 262-548-7790