

WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE  
PLANNING AND ZONING DIVISION  
515 W. Moreland Blvd. Room AC 230  
Waukesha, Wisconsin 53188

Phone: (262) 548-7790 Fax: (262) 896-8071  
Plat Review Email: [pod@waukeshacounty.gov](mailto:pod@waukeshacounty.gov)

**SUBDIVISION PLAT SUBMITTAL FORM**

<b>OFFICE USE ONLY:</b>	Fee Paid: _____	Receipt No. _____	Date Filed: _____
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Subdivision Name: \_\_\_\_\_ Municipality: \_\_\_\_\_

Preliminary Plat  
Revised Preliminary Plat

Final Plat  
Revised Final Plat

Latest Date/Revision Date on the face of the Plat: \_\_\_\_\_

Subdivision Plat contact person \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Daytime Phone Number

Street \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Contact E-mail Address \_\_\_\_\_

- Waukesha County must receive city/village plats directly from WI Department of Administration (DOA)
- ALL town, city, & village plats shall be submitted directly to DOA by the Developer/Surveyor for DOA review. 12 copies of town plats shall be submitted to Waukesha County for county review.
- Waukesha County shall review all revisions to the plat

**SUBDIVISION PLAT SUBMITTAL CHECKLIST**

PLEASE CHECK THE APPROPRIATE BOX

YES NO NA

If located in a town, have you submitted **12 copies and a digital copy** of the Plat to [pod@waukeshacounty.gov](mailto:pod@waukeshacounty.gov) (we do not accept external devices for electronic submittals) to scale, signed, sealed, and dated by the Surveyor with the same revision dates on all pages?

YES      NO      NA

Have review fees been paid to Waukesha County? Preliminary plats include a base fee and per lot fee. Town plats include a forwarding fee.

Do you have a copy of the Waukesha County Land Division Review Checklist indicating that all appropriate items have been completed by the Surveyor?

Do any villages or cities have extraterritorial review authority? If so, have they been contacted regarding their submittal process.

Are there any utilities required? If so, plan accordingly and communicate with the utilities **early** in the process. Existing and proposed easements must be identified on the Plat.

Does the property contain wetlands that have been field verified? If yes, please submit a copy of the report and indicate the source and date of the delineation on the Plat. Written documentation of DNR concurrence shall also be submitted.

Does the property contain Primary Environmental Corridor, Secondary Environmental Corridor, or Isolated Natural Resource Area that have been field verified? If yes, please submit a copy of the report and indicate the source and date of the delineation on the Plat.

Does the property contain floodplain? Please indicate the elevation, boundary, source, and whether the boundary was field delineated.

Has the Waukesha County Department of Public Works or the State Department of Transportation completed a review of the proposed highway access, *if applicable*?

Has the Waukesha County Environmental Health Division been contacted for review of all lots containing septic systems or future lots with septic potential? A soil test must be completed on every new lot created to ensure septic suitability, unless the lot will be served by sewer. If the lots are proposed to be served by sewer, a sewer extension approval letter shall be submitted by the municipal clerk and Southeastern Wisconsin Regional Planning Commission (SEWRPC).

If there are any existing septic systems or wells, have you completed a Preliminary Site Evaluation (PSE) form or submitted abandonment reports to EHD?

Has a Stormwater Permit application been submitted to the Waukesha County Land Resources Division? A County Stormwater Permit is required in the Villages of North Prairie and Merton, and in all towns, except the Towns of Eagle or Brookfield.

**In towns, the county has 90 days to review a Preliminary Plat and 60 days to review a Final Plat per Chapter 236 Wisconsin State Statutes.**

**In cities/villages, the county has 20 days to review all Plats per Chapter 236 Wisconsin State Statutes.**

**Please contact the Planning and Zoning Division at (262) 548-7790 or go to [www.waukeshacounty.gov/planningandzoning](http://www.waukeshacounty.gov/planningandzoning) to determine review fees.**