

Submitting a Subdivision Plat

	Do I need to submit a Preliminary Plat?	How do I submit a plat to Waukesha County?	How do I submit fees to Waukesha County?	Do I need to submit the plat to other entities?	How long is the County review process?
<p>In Towns (Waukesha County has Approval Authority)</p>	Yes	We require paper and digital submittal of the plat. Please use the links below for submittal requirements, forms, fees and checklists.	<p>Planning Staff will contact you with an invoice number. Please pay the amount due via one of the following options:</p> <ol style="list-style-type: none"> 1. Call (262) 548-7790 and reference the invoice number to pay by credit card. 2. Mail a check to: <p style="margin-left: 40px;">Waukesha County Dept. of Parks and Land Use Attn: Planner of the Day 515 West Moreland Blvd., Rm AC260 Waukesha, WI 53188</p>	<ul style="list-style-type: none"> • Contact the respective town regarding their requirements. • Waukesha County will forward the plat to city and villages with extra-territorial review authority. Contact the respective city or village regarding their requirements. 	<p>Preliminary plats- Maximum 90 days.</p> <p>Final plats – Maximum 60 days.</p>
<p>In Cities and Villages (Waukesha County has Objection Authority)</p>	Yes, if a Preliminary Plat is submitted to the city, village or state, it must be reviewed by Waukesha County.	The state, or the respective city or village forwards the plat to Waukesha County. Please see the links below for additional submittal requirements, forms, fees and checklists.	Same as above	<ul style="list-style-type: none"> • Submit soil tests to Waukesha County Environmental Health if private septic systems are proposed. 	<p>Preliminary and Final plats – 20 days.</p>

Links:

- [Subdivision Plat Submittal Form](#)
- [Land Division Checklist](#)
- [Permit Guide Flowcharts](#)
 - Preliminary Plat (Towns)
 - Final Plat (Towns)
 - Preliminary and Final Plat (City or Village)
- [Fee Schedule](#)