

Development Name: _____
 Previous Name (as applicable): _____
 Tax Key No(s).: _____

 Municipality: _____

File No. _____
 Submittal Date: _____
 Review Date: _____
 Review Deadline: _____
 Reviewer: _____

WAUKESHA COUNTY CITY/VILLAGE PLAT CHECKLIST

DEVELOPMENT IDENTIFICATION

| | Prelim/Final Plat | 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 and address of owner and subdivider | | |
| 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, resource boundary) | | |
| 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 numbers, size, dimensions (incl. Outlots) | | |
| • Consecutive Lot #s | | |
| • Verify measurements | | |
| • Lot sizes (sq. ft. or acres, sq. ft. preferred) | | |
| Curve information on curve, or in a table | | |
| Duplicate plat names (not allowed) | | |
| All structures existing on-site and use of structures to be retained | | |
| Existing/proposed easements – type/dimensions | | |
| • Drainage, SW, access, utility, conservancy, CRP, etc. | | |
| • Maintenance responsibilities identified | | |
| • Reference to correct lots | | |
| • Grantee | | |
| Bearings and length of exterior boundaries | | |
| Topographic contours (existing) not to exceed 2' intervals | Prelim | Final |
| • Recommend adding topo on future prelim plat submittals, if not shown | | |
| Drain tile location disclosure and function | | |
| • Applicable when Ag land | | |
| • Recommend developer coordinate with owner on location of drain tile | | |

| | Prelim/Final Plat | Notes |
|--|----------------------|-------|
| LOT STANDARDS | | |
| Appropriate design and lot configuration <ul style="list-style-type: none"> Adequate building envelopes available Verify District lot requirements are met Irregular lots, lots not abutting, flag lots, lot access, etc. | | |
| Pre-planned building sites, including driveways and any preplanned waste disposal systems, when limited by existing physical features (unsewered developments only) | | |
| PLANNING AND ZONING DOCUMENT CONSISTENCY | | |
| Consistency with land use density and natural resources standards set forth in the County Development Plan <ul style="list-style-type: none"> Check for local plan amendments if inconsistent or if natural resource concerns | | |
| 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 | | |
| 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 <ul style="list-style-type: none"> Recommend all line types be in the legend | | |
| OHWM on any navigable water body <ul style="list-style-type: none"> Source and date of delineation Navigable waterway statutory note | | |
| 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 | | |

| | | Prelim/Final Plat | | Notes |
|--------------------------------|---|-------------------|-------|-------|
| | Water features (lakes, rivers, ponds, streams, tributaries, drainage ditches) <ul style="list-style-type: none"> • Navigability determinations • Intermittent/non-navigable water bodies | | | |
| SOILS AND ENVIRONMENTAL HEALTH | | | | |
| | Soil types and boundaries <ul style="list-style-type: none"> • Recommend adding on future prelim plat submittals, if not shown | | | |
| | Location of soil borings with numerical cross-reference to data (location and depth) See Sec.5.1(C) of WCSCO <ul style="list-style-type: none"> • One test per lot (Septic Lots Only) | Prelim | Final | |
| | 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 <ul style="list-style-type: none"> • If yes, contact Steve Todd for comments • If yes, add standard note about wells within 1200' | | | |
| | Foundation limitations due to: High groundwater Y / N Bedrock Y / N Stormwater facilities (vertical/horizontal separation) Y / N <ul style="list-style-type: none"> • 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 | | | |
| | Environmental Health Abandonment report | | | |
| | Environmental Health letter | | | |
| STORMWATER | | | | |
| | Stormwater management facilities <ul style="list-style-type: none"> • Location • Ownership and Maintenance Responsibility • Not located on a privately owned lot | | | |
| TRANSPORTATION | | | | |
| | Right-of-way and street locations, name, width, bearing, and existing access drives <ul style="list-style-type: none"> • No duplicate road names in same zip code • Public or Private Road • Lot must abut a public road unless allowed by municipal ordinance | | | |
| | Vision corners and vision corner easement note <ul style="list-style-type: none"> • County (Require 24" planting note) • Local (Recommend Municipality require VCE) | | | |
| | Identify Public dedication parcels and right-of-way dedications with note, "Dedicated to the public". | | | |

| | | Prelim/Final Plat | Notes |
|---|---|-------------------|-------|
| | Building or setback lines from state highways (when required by State through Trans 233) | | |
| | Street extensions/temporary cul de sacs <ul style="list-style-type: none"> Recommend temporary accommodations, as applicable (cul de sac, T turn around, etc.) | | |
| | Access easements, limitations, restrictions to adjacent roads <ul style="list-style-type: none"> Including access to Outlots | | |
| | Consistent with Street and Highway Width Map | | |
| | 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 Inventory <ul style="list-style-type: none"> Route to State Archaeologist | | |
| MISCELLANEOUS ORDINANCE REQUIREMENTS/RECOMMENDATIONS | | | |
| | Outlot ownership and purpose <ul style="list-style-type: none"> Undivided fractional ownership of Outlots Municipality and County not liable for fees if owner through tax delinquency Intended use of Outlot(s) Applicable for conservation design | | |
| | Verify plat notes <ul style="list-style-type: none"> Do notes make sense and/or conflict with other notes? | | |
| | Open Space Maintenance Agreement | | |
| | Sidewalks <ul style="list-style-type: none"> Sidewalks on at least on side of the streets per SEWRPC recommendations | | |
| | Master Grading Plan <ul style="list-style-type: none"> Review topography City/Village should consider a Master Grading Plan if steep slopes, groundwater, yard grade continuity, etc. | | |
| | Separation of intersections | | |
| | Spite Strips | | |
| REVIEW ENTITIES/SIGNATURE CERTIFICATES | | | |
| | Signature Certificates | | |
| | Owner/Surveyor Certificate reference to correct municipalities and agencies | | |
| | 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 Adding unplatted lands to a lot | | |
| | 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 | | |



: Recommendation



: Requirement

Standard Conditions:

<N:\PRKANDLU\Planning and Zoning\Certified Survey Maps\Sample Conditions\Conditions REVISED.xlsx>

DPW Segment Map

<N:\PRKANDLU\Subdivision Files\Reference Materials\DPW segment map 2023.pdf>

Platting Manual

<https://doa.wi.gov/DIR/ WI Platting Manual Full.pdf>

Chapter 236: Platting Land and Recording and Vacating Plats

<https://docs.legis.wisconsin.gov/statutes/statutes/236>

Dept. of Administration – Plat Contact Lookup

https://mds.wi.gov/View/Plats?ctl00_MainContent_RadGrid1ChangePage=1

N:\PRKANDLU\Subdivision Files\Forms\Review Checklist\City_Village Plat Review Checklist.doc

Revised 07/27/2023