



Planning and Parks Department

Jamie Ludovic, Director of Community

Development & Communications

Debora Sielski, Deputy Director Planning and Parks

Paul Sebo, County Conservationist

Public Agency Center
333 E. Washington Street, Suite 2300
P.O. Box 2003
West Bend, WI 53095-2003
(262) 335-4445
Fax: (262) 335-6868
landres@washcowisconsin.gov
www.washcowisconsin.gov

Subdivision Name: _____ Date: _____

Applicant Name: _____ Applicant Signature: _____

Applicant Contact/Phone: _____

Objecting Authority Checklist for items necessary to submit Preliminary or Final Plats to the Planning and Parks Department for review and approval at the Land Use & Planning Committee meeting.

When preliminary or final plats are submitted to the Planning and Parks Department for scheduling on an upcoming Land Use & Planning Committee agenda, there are various items that are mandatory for the review to proceed. When all of the following items are received and in the file, we will schedule the subdivision for review at an upcoming Land Use & Planning Committee meeting. **Other submittals may be required based on site specific issues.**

Items Necessary for Preliminary Plat Review

- Approval in writing from the Department of Administration unless completed in conjunction with County review. (Also Department of Natural Resources or Department of Transportation if appropriate).
- Fees in the amount of **\$175.00** for Preliminary Plat review.
- Submit a pdf file of the Preliminary Plat (if pdf is not available, submit three copies for the file).
- Submit an electronic CAD file of the Preliminary Plat.
- Comprehensive soil tests review letter for each lot prior to the County approval of the preliminary plat, unless serviced by public sanitary sewer.
- Approval Letter from Washington County Highway Dept. if subdivision is adjacent to a County Highway.
- If appropriate and necessary, copies of any floodplain analysis or wetland assessment related to the proposal.
- Shoreland/Wetland/Floodplain Boundaries should be shown on the plat.
- If a comprehensive plan amendment is required, submit approval of the amendment.
- Documentation of Preliminary Plat Approval/Review by Municipality.

Items Necessary for Final Plat Review

- Approval in writing from the Department of Administration (Also Department of Natural Resources or Department of Transportation if appropriate).
- Fees in the amount of **\$60.00** for final plat review.
- Submit a pdf file of the Final Plat (if pdf is not available, submit three copies for the file).
- Submit an electronic CAD file of the Final Plat.
- Comprehensive soil tests review letter for each lot prior to the County approval of the preliminary plat, unless serviced by public sewer system.
- Documentation of Final Plat Approval/Review by Municipality.
- Approval Letter from Washington County Highway Dept. if subdivision is adjacent to a County Highway.
- If appropriate and necessary, copies of any floodplain analysis or wetland assessment related to the proposal.
- Shoreland/Wetland/Floodplain Boundaries should be shown on the plat.

Revised: 8/12/2021