



Planning and Parks Department

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Development & Communications

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Subdivision Name: _____ Date: _____

Applicant Name: _____ Applicant Signature: _____

Applicant Contact/Phone: _____

Approving 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.

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, the 90-day review process will begin with scheduling 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 Natural Resources and/or Department of Transportation if appropriate. (Dept. of Administration approval can be completed in conjunction with County review but must be received prior to committee action.)
- Fees in the amount of **\$940.00** for preliminary plat review. An additional \$10.00 per lot and outlot will be charged for any lots in the shoreland district.
- 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 approval of the preliminary plat.
- Stormwater management final approval from the Washington County Land Resources Division (depending on which governmental entity has jurisdiction).
- Approval Letter from the Municipality with Extraterritorial Jurisdiction.
- Approval Letter from Washington County Highway Dept. if subdivision is adjacent to a County highway.
- Copy of approval from the Town for the preliminary plat.
- If a comprehensive plan amendment is required, submit amendment approval from the Town and/or County.
- Copies of any floodplain analysis (100 yr floodplain cross-sections) or wetland assessment related to the proposal if development will impact those areas.

See next page for Final Plat Submittals

Subdivision Name: _____ Date: _____

Items Necessary for Final Plat Review

- Approval in writing from the Department of Natural Resources and/or Department of Transportation if appropriate. (Dept. of Administration approval can be completed in conjunction with County review but must be received prior to committee action.)
- Fees in the amount of **\$315.00** for final plat review. An additional \$10.00 per lot and outlot will be charged for any lots in the shoreland district.
- Submit a pdf file of the final plat (if pdf is not available, submit three copies for the file).
- Copy of approval from the Town for the final plat.
- Approval Letter from the Municipality with Extraterritorial Jurisdiction.
- Comprehensive soil tests final approval letter for each lot prior to approval of the final plat.
- Stormwater management approval from the Washington County Land Resources Division (depending on which governmental entity has jurisdiction).
- Approval Letter from Washington County Highway Dept. if subdivision is adjacent to a County highway.

Recording requirements and fees can be found in Chapters 236 and 59.43 of the *Wisconsin Statutes*.

Sample Signature Block follows:

Approval of the Washington County Land Use & Planning Committee:

This plat is hereby approved by the Washington County Land Use & Planning Committee as being in conformance with Chapter 257 Land Divisions of the Washington County Code.

Dated this _____ day of _____ 20__

Carrol Merry, Chair

Revised: 8/3/2021