

Case Name: _____

CITY OF LAKE MILLS

APPLICATION FOR PRELIMINARY PLAT APPROVAL

(rev102007)

DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Date Filed: _____ **THIS FILING DATE MUST BE STAMPED ON THE BACK OF THE PLAT WHEN IT IS FILED WITH THE CITY CLERK-TREASURER. FAILURE TO OBTAIN THIS STAMP MAY EXTEND THE TIME FOR APPROVAL BY THE CITY BEYOND THE REQUIRED 90 DAYS AFTER FILING IF NO PROOF OF THE DATE OF FILING MAY OTHERWISE BE ASCERTAINED. IT IS THE APPLICANT'S RESPONSIBILITY TO VERIFY THAT THE FILING DATE IS PROPERLY NOTED.**

Fee Paid – Receipt No.: _____ Amount: _____ Date: _____

Comments: _____

Action by Plan Commission: _____

Action by City Council: _____

NOTICE TO APPLICANTS

1. There will be no refund of any application fee for approvals not granted or withdrawn.
2. No incomplete applications will be acted upon. An application may be considered to be incomplete if no concept plan has already been submitted to City Staff for its review and consultation, and if no determination of adequacy of public facilities by the City Manager has been completed. (See sections 11-3-2 and 11-4-2 of the Lake Mills Municipal Code.)
3. Complete applications for preliminary plat approval must be received not less than 20 days before the next regular meeting of the Plan Commission to be placed on the agenda for that meeting. Late submittals will not be acted upon without prior approval by the City. Please refer to section 11-4-3 when preparing a preliminary plat for submission. In addition, the design standards and required improvements are listed in chapter 5 of Title 11, and must be followed when preparing preliminary and final plats. In particular, the design standards in sec. 11-5A-7 are important when designing the lay-out of all preliminary plats. The engineering plans and specifications may be delayed until the Final Plat.

4. The applicant is advised to send copies of the preliminary plat to State agencies in compliance with Wis. Stats. § 236.12 at the same time that the preliminary plat is filed with the City Clerk-Treasurer.
5. The Preliminary Plat must comply with the required Technical Details listed in sec. 11-4-3-B, as well as the lay-out requirements of Wis. Stats. § 246.15 through 246.18.
6. Approval of the Preliminary Plat by the City shall be in effect for a period of no more than 24 months following the approval by the final approval authority, and if a Final Plat is not filed prior to the expiration of that 24-month period, the Final Plat may be rejected.
7. Applicants are urged to coordinate their activities with City staff in advance of application deadlines.
8. The submission of incomplete, altered documents on more than two separate occasions may result in payment of an additional plat review fee, as determined by the Plan Commission.
9. Applicants are requested to Explain/Show the general relationship of this Plat to the Master Plan.

Case Name: _____

APPLICATION FOR PRELIMINARY PLAT APPROVAL

1. Name of Subdivision: _____
2. Name of Subdivider: _____ Phone: _____
 Address: _____
 Email address of Subdivider: _____
3. Name of Local Agent: _____ Phone: _____
 Address: _____
 Email Address of Local Agent: _____
4. Owner of Record: _____ Phone: _____
 Address: _____
 Email Address of Owner of Record: _____
5. Engineer: _____ Phone: _____
 Address: _____
6. Land Surveyor: _____ Phone: _____
 Address: _____
7. Attorney: _____ Phone: _____
 Address: _____

8. Subdivision Location: _____

9. Present Land Use: _____
 Proposed Land Use: _____
10. Tax Parcel Number: _____
11. Short Legal Description (or attached legal description): _____

12. Present Zoning: _____
 Proposed Zoning: _____
13. Total Area (Acres): _____ Total Number of Lots: _____
14. Is this subdivision located within the City corporate limits? _____
 Does this subdivision involve an annexation to the City? _____
15. Is any open space being offered as part of this subdivision application? _____
 If so, what amount? _____
16. Are any waivers from the Subdivision Regulations requested? _____
 If so, you must also apply for and obtain approval for a Planned Development District under Title 10, Chapter 14.
17. Attach thirty-five (35) copies of the Preliminary Plat.
18. Attach a listing and legal description of all contiguous holdings in the same ownership, if any.
19. Have copies been sent to the State agencies that are approval authorities? _____
20. Have copies also been sent to utility companies and the Lake Mills Post Office? _____
 Please attach any utility company comments to this application.
21. Applicant's Comments (if any): _____

22. Additional exhibits submitted by Applicant: _____

Applicants are reminded that City Code permits the City to charge the Applicant for the full cost of all engineering and planning consultant charges for work billed to the City in connection with the Subdivision approval and construction required under Title 11.

In addition, the costs of services by the City Attorney in connection with the subdivision approval and completion may be charged to the Applicant at a rate established from time to time by the Council.

I (We) certify that all of the above statements and the statements contained in any papers or plan submitted herewith are true to the best of my (our) knowledge and belief.

(Signature of Applicant) (Date)

(Signature of Owner, if different) (Date)