



# MINOR LAND DIVISION APPLICATION

File #: \_\_\_\_\_  
Office Use Only  
Revised 3/2021

## SITE INFORMATION

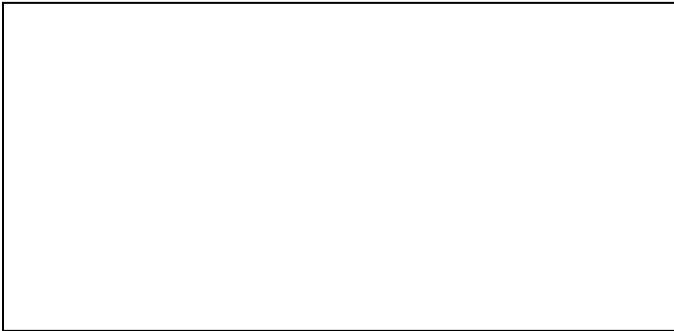
Total Acreage: \_\_\_\_\_ Size of Original Parcel: \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Number of Outlots: \_\_\_\_\_

Property Location: \_\_\_\_\_ 1/4, \_\_\_\_\_ 1/4, Sec. \_\_\_\_\_, T. \_\_\_\_\_ N., R. \_\_\_\_\_ W., Town of \_\_\_\_\_

Parcel #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Alt. Parcel #: \_\_\_\_\_

Zoning District (Check one):  AG-1  AG-2  R-1  R-2  R-3  C-1  C-2  C-3  I-1  I-2

Overlay District (Check all that apply):  SHORELAND  RIVERWAY  FLOODPLAIN  ADULT ENTERTAINMENT



**Make a sketch in the box showing how the new lot(s) fit within the original parcel.**

## APPLICANT INFORMATION

Property Owner: \_\_\_\_\_ Contractor/Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Surveyor: \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Applications are due on the 1<sup>st</sup> Monday of each month.**

***I attest that the information contained in this application is true and correct to the best of my knowledge.***

Property Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

Contractor/Agent Signature: \_\_\_\_\_ Date \_\_\_\_\_

## MINOR LAND DIVISION SUBMITTAL REQUIREMENTS

A minor subdivision is one that creates four or less lots in a five-year period. If prior or concurrent division, of the parcel that existed five years prior to the date of application, exceeds this limitation the application is not eligible for the minor land division process. The split of one lot into two lots is considered to be a one-lot land division as it relates to eligibility for this process. Applications on ineligible parcels will be returned. An applicant may reapply at the first regularly scheduled submittal deadline after the ineligible period expires.

### Mandatory Items to Submit:

- The application for a minor subdivision shall show or identify the original parcel of which the proposed subdivision was part of five years prior to the date of application
- 4 – Copies** of the preliminary Certified Survey Map.
- 1 - Copy** of the application and submittal checklist page.
- Applicable fees (*noted below*).
- Extra-territorial plat approval, (*if applicable*).
- A copy of the soil test for all proposed lots not having a residence on the lot.
- A copy of the certified survey map showing soil test locations.
- Checklist for Compliance with Wisconsin State Statute 236.34 Platting Standards.
- General Zoning Notice statement.
- DOT certification letter if the proposed lot(s) abut(s) a state highway.
- Property Disclosure statement.
- Applicant shall flag all property/project corners and mark flags accordingly.
- Addendum For Public Improvements (if applicable)

### Application Fees – **Required** – (*reference **current** fee schedule*)

Base Application Fee for a Single Lot CSM: \$ \_\_\_\_\_

Additional Fees per lot – 2 to 4 Lot CSM: \$ \_\_\_\_\_

### Additional Fees (*if applicable*)

Erosion Control Inspection: \$ \_\_\_\_\_

Re-submittal Fee: \$ \_\_\_\_\_

Waiver Request Fee: \$ \_\_\_\_\_

Re-inspection Fee \$ \_\_\_\_\_

**Total Fees:** \$ \_\_\_\_\_

### OFFICE USE ONLY

Fee Received: \_\_\_/\_\_\_/\_\_\_

File #: \_\_\_\_\_

Total Fees Paid to CDD: \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_

Total Fees Paid to HWY: \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_

## WISCONSIN STATE STATUTE 236.34 PLATTING STANDARDS

Surveyor: \_\_\_\_\_ Map Review Number: \_\_\_\_\_

Owner(s) or Agent: \_\_\_\_\_

Location: \_\_\_\_\_ ¼ \_\_\_\_\_ ¼, Section \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ W, Town of \_\_\_\_\_

1. \_\_\_\_\_ **236.34(1)** Not more than 4 land parcels (consisting of lots and outlots) per Certified Survey Map.
2. \_\_\_\_\_ **236.34(1)(a)** \_\_\_\_\_ Survey performed and prepared by a Wisconsin Registered Land Surveyor. \_\_\_\_\_ Error of closure ratio not to exceed 1 in 3000.
3. \_\_\_\_\_ **236.34(1)(b)** All corners shall be monumented in accordance with s. 236.15(1)(c), (d) and (g).
4. \_\_\_\_\_ **236.34(1)(c)** The map prepared in accordance with s. 236.20(2)(a), (b), (c), (e), (f), (g), (h), (i), (j), (k) and (L) and 236.20(3)(b), (d) and (e); \_\_\_\_\_ graphic scale not more than 500-feet to 1-inch shown on each layout sheet; \_\_\_\_\_ sheet size 8 ½" x 14", with 1 ½" binding margin and ½" margin along other sides; \_\_\_\_\_ relationship of multiple sheets numbered; \_\_\_\_\_ map prominently titled "CERTIFIED SURVEY MAP", with location of \_\_\_\_\_ government lot, \_\_\_\_\_ quarter-quarter section, \_\_\_\_\_ section, \_\_\_\_\_ township, \_\_\_\_\_ range, and \_\_\_\_\_ county and \_\_\_\_\_ state noted.
5. \_\_\_\_\_ **236.20(2)(a)** Show the exterior boundaries of the land surveyed and divided.
6. \_\_\_\_\_ **236.20(2)(b)** Clearly identify and describe found or set monumentation (\_\_\_\_\_ type of monument, \_\_\_\_\_ type of material, \_\_\_\_\_ outside diameter or dimension, \_\_\_\_\_ weight per foot, etc.). \_\_\_\_\_ Label or show in map legend.
7. \_\_\_\_\_ **236.20(2)(c)** Dimension by bearing and distance: \_\_\_\_\_ exterior map boundary, \_\_\_\_\_ block boundaries, \_\_\_\_\_ public roads or grounds, and \_\_\_\_\_ lot lines. \_\_\_\_\_ Easement boundaries properly dimensioned. \_\_\_\_\_ Show any previously recorded dimensioning.
8. \_\_\_\_\_ **236.20(2)(e)** All lots and outlots consecutively numbered.
9. \_\_\_\_\_ **236.20(2)(f)** The exact width of all easements, streets and alleys.
10. \_\_\_\_\_ **236.20(2)(g)** Monument, plat and dimension all meander lines in accordance with s. 236.15(1)(d).
11. \_\_\_\_\_ **236.20(2)(h)** The centerline of all roads and highways.
12. \_\_\_\_\_ **236.20(2)(i)** \_\_\_\_\_ Show north point and \_\_\_\_\_ reference bearings to a boundary line of a quarter section in which the map is located.
13. \_\_\_\_\_ **236.20(2)(j)** Show the area in square feet of each lot and outlot.
14. \_\_\_\_\_ **236.20(2)(k)** \_\_\_\_\_ Show main chord of circular curve with dotted or dashed line. Curve dimensioning shall show: \_\_\_\_\_ curve identifier, \_\_\_\_\_ radius length, \_\_\_\_\_ central angle, \_\_\_\_\_ chord bearing, \_\_\_\_\_ chord length and \_\_\_\_\_ arc length. \_\_\_\_\_ Tangent bearing at each end of the main chord.
15. \_\_\_\_\_ **236.20(2)(L)** Compliance with this section may be waived by Wisconsin Department of Administration, Plat Review.
16. \_\_\_\_\_ **236.20(3)(b)** \_\_\_\_\_ Location of the map by bearing and distance from the boundary line of a quarter section in which the map is located. \_\_\_\_\_ Describe the monumentation at the ends of the boundary line and the bearing and distance between them shown.
17. \_\_\_\_\_ **236.20(3)(d)** The names of adjoining roads, highways and subdivisions shown in their proper location underscored by a dotted or dashed line.
18. \_\_\_\_\_ **236.20(3)(e)** \_\_\_\_\_ Abutting roads and highways shown in their proper location by dotted or dashed line. \_\_\_\_\_ The width of those roads and highways also shown.
19. \_\_\_\_\_ **236.34(d)** Certificate of the surveyor who made the survey, division and map of the land described.
20. \_\_\_\_\_ **236.34(d)(1)** By whose direction the surveyor made the survey, division and map of the land described.

21. \_\_\_ **236.34(d)(2)** \_\_\_ Clear and concise description of the map boundary by \_\_\_ government lot, \_\_\_ quarter-quarter section, \_\_\_ section, \_\_\_ township, \_\_\_ range, \_\_\_ county and \_\_\_ state; \_\_\_ by metes and bounds commencing at a section or quarter section corner of the quarter section in which the map is located.
22. \_\_\_ **236.34(d)(3)** Statement that the map correctly represents the exterior boundary and the land division made.
23. \_\_\_ **236.34(d)(4)** Statement that surveyor has fully complied with the provisions of s. 236.34.
24. \_\_\_ **236.34(e)** Dedications require certificates in substantial form with s.236.21(2)(a) and approved by local jurisdiction.
25. \_\_\_ **Chapter A-E7 Wisconsin Administrative Code** Map complies with minimum standards for property surveys.

## GOVERNMENT AGENCY CONTACTS

- St. Croix County Community Development Department  
 Contact: Tamara Traxler                      Planning & Land Conservation Specialist  
 Telephone: 715-531-1906                      [tamara.traxler@sccwi.gov](mailto:tamara.traxler@sccwi.gov)  
 Contact: Mike Wozniak                         Land Use Administrator  
 Telephone: 715-381-4409                      [mike.wozniak@sccwi.gov](mailto:mike.wozniak@sccwi.gov)
  
- St. Croix County Highway Department  
 Contact: Jeff Durkee, P.E.                      Highway Engineer  
 Telephone: 715-796-2227                      [jeff.durkee@sccwi.gov](mailto:jeff.durkee@sccwi.gov)  
 Contact: Brian Halling, R.L.S                 County Surveyor  
 Telephone: 715-796-2227                      [brian.halling@sccwi.gov](mailto:brian.halling@sccwi.gov)
  
- Wisconsin Department of Transportation  
 Contact: Tammy Ricksecker                    Regional Access Management Coordinator  
 Telephone: 715-836-3905                      [tammy.ricksecker@dot.wi.gov](mailto:tammy.ricksecker@dot.wi.gov)
  
- Wisconsin Department of Natural Resources  
 Contact: Jim Devlin                              Stormwater Plan > 1 acre – NR 216 Permit  
 Telephone: 715-684-2914                      [James.Devlin@dnr.state.wi.us](mailto:James.Devlin@dnr.state.wi.us)
  
- U.S. Army Corp of Engineers  
 Contact: Jim Weinzierl                         Regulatory Specialist  
 Telephone: 715-290-5263                      [james.a.weinzierl@mvp02.usace.army.mil](mailto:james.a.weinzierl@mvp02.usace.army.mil)

## PROPERTY DISCLOSURE STATEMENT

Section 13.5 A.1.a of the St. Croix County Land Division Ordinance requires that Minor Land Divisions be processed under the same application procedures and requirements as the Major Land Divisions. Section 13.5 A.3.c authorizes the Zoning Administrator to waive certain requirements if no public improvements or stormwater facilities are required. Consideration will be given to waiving topographic mapping and stormwater and erosion control standards as part of the minor land division process if the following conditions exist on the site: *(check if applicable)*

### Slope Disclosure

- The property does not contain 12% or greater slopes.
- The property contains slopes greater than 12%, but the slopes are not being disturbed. (Attach a supplemental map to identify the approximate location)
- This property contains slopes greater than 12%, but less than 10,000 sq. ft between 12% and 19.9% is being disturbed.

\* Disturbance of 4,000 sq. ft. or greater between 12% and 19.9% requires a Land Use Permit.

\* Disturbance on anything greater than 20% slopes requires a Land Use Permit.

### Road and Driveway Disclosure

- The proposed CSM does not involve the construction of any roads.
- All driveways on the proposed CSM meet applicable separation distances.

### Water Resources Disclosure

- The property either does not contain wetlands or development will not encroach upon identified wetlands. If wetlands are present on the property attach a map identifying their approximate boundaries.
- The property does not contain flood hazard areas as identified by the Federal Emergency Management Agency (FEMA).

***I attest that the information contained in this application is true and correct to the best of my knowledge.***

**Licensed Surveyor:** \_\_\_\_\_  
(Name - please print)

**Surveyor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_