

PRELIMINARY REVIEW SUBMITTAL REQUIREMENTS

- ☐ **1 – Complete folded sets, 11x17**, (copies of plat, road plans, stormwater, erosion control plans).
- ☐ **1 – Electronic submittal of Stormwater modeling files**
- ☐ Applicable fees.

**Road review and financial assurance to be managed by town*

FINAL REVIEW SUBMITTAL REQUIREMENTS

- ☐ **1 – Complete set of final CSM or Plat and associated materials.**
- ☐ Extra-territorial plat approval (if applicable).
- ☐ Applicable fees.
- ☐ Outlot Statement – (The developer shall show on the face of the plat the intended purpose and shared ownership)
- ☐ Stormwater & Erosion Control Financial guarantees (120% of improvements *submitted prior to construction*).
- ☐ Drainage Easement Statement (*see attached wording*).
- ☐ General Zoning Notice Statement (*see attached wording*).

DATA ON THE PRELIMINARY CSM OR PLAT (§ 13.2 B.2.)

1. ____ Exterior boundaries of the proposed subdivision referenced to a line established in the U.S. Public Land Survey, and the total acreage encompassed thereby.
2. ____ The date, graphic scale, and north point.
3. ____ The owner of record.
4. ____ The location of the plat by government lot, quarter-quarter section, section, township and range and the town, County and state of jurisdiction, noted immediate under the name of the subdivision.
5. ____ The monumentation at the ends of the boundary line shall be described and the bearing/distance between them shown.
6. ____ The names, locations, and right-of-way widths of any existing roads or other public or private ways, easements, railroad or utility rights-of-way included within or adjacent to the proposed plat, labeled and underscored with a dotted or dashed line.
7. ____ The location of existing buildings, drives, streams and watercourses, ponds, lakes, rivers, wetlands, and any other significant limiting features or characteristics within the proposed subdivision.
8. ____ The water elevation at the date of the survey, and the ordinary high water mark. (if applicable),
9. ____ Private and municipal dumps, underground fuel or petroleum storage tanks, areas of known groundwater contamination, location of all existing wells, and any WDNR designated Special Deep Casing Well Depth Requirement Areas.

10. ____ The identification, location and dimensions, including acreage, of all parks, drainage ways, stormwater ponds or other common areas whether proposed for dedication to the public or remaining privately owned.
11. ____ Dimensions, size and numbers of all lots. Where applicable, size shall be indicated with inclusion and exclusion of rights-of-way and areas below the ordinary high water mark of navigable waters.
12. ____ A list or depiction showing the following information for each proposed lot:
 - a) ____ Accessible contiguous buildable area identified in acres and differentially shaded.
 - b) ____ Lowest Building Opening (L.B.O.) for lots affected by a High Water Elevation (H.W.E.), drainage easement or floodplain.
13. ____ Shared fractional ownership shall be indicated for each Outlot.
14. ____ The location of any of the following items within 200 feet of the proposed subdivision:
 - a) ____ The location and names of adjacent plats, certified survey maps, unplatted lands, publicly-owned lands, parks and cemeteries, all labeled and underscored with a dotted or dashed line.
 - b) ____ Private and municipal dump sites, underground fuel or petroleum storage tanks or areas of known groundwater contamination.
15. ____ Additional two-foot contour mapping where necessary to evaluate stormwater management and road connection.
16. ____ Ownership, management and maintenance plans for parks, parkways, playgrounds, drainage ways, stormwater ponds or other common areas whether proposed for dedication to the public or remaining privately owned.
17. ____ Any proposed conservation easement for common open space protection.
18. ____ Stormwater management and erosion and sediment control plans shall be submitted and must include Best Management Practices in accordance with § 13.7 E.
19. ____ A draft maintenance plan for all designed stormwater ponds shall be submitted. The plan shall list all scheduled maintenance activities and the responsible party or parties.
20. ____ Land areas with 25 to 29.9 percent and/or 30 percent and greater slope shall be differentially shaded and labeled or otherwise clearly indicated on a separate map with the road layout, lot lines, and driveway access locations.
21. ____ A location on each lot that will accommodate an on-site wastewater treatment system and its replacement as indicated by soil borings on lots 5 acres or less.
22. ____ When a common wastewater treatment system is proposed, a state approved common on-site wastewater treatment system plan shall be provided.

DESIGN STANDARDS FOR MAJOR OR MINOR SUBDIVISIONS (§ 13.7)

Section 13.7 B. of the ordinance details design standards for Major and Minor Subdivisions. Unless waived or exempted by the Zoning Administrator all standards in (§ 13.7) are to be met. The checklist below is only an outline identifying major categories and certain key requirements. The applicant should refer to the specific sections of the ordinance to ensure that an aspect of a design is consistent with the standards outlined in the ordinance.

1. ____ Topsoil stripped from the subdivision will not be removed from the subdivision until final land contours, topsoil finishing and seeding is successfully completed.
2. ____ D.O.T certification letter if the parcel abuts a state highway.

3. ____ Roads named consistent with Chapter 37 Uniform Addressing and Road Naming System
4. ____ Slope shall be measured as the change in elevation over a horizontal distance of 50 feet expressed as a percent. Refer to base zoning district for slope regulations.

Stormwater Management and Erosion and Sediment Control Plans (§ 13.7 E):

5. ____ Narrative describing significant aspects of the plan.
6. ____ Plan meets or exceeds BMP's in recommended technical manuals to include addressing:
 - a. Riprap/turf reinforcement mat – culvert outlets, channels etc.
 - b. BMP removal plan.
 - c. Winter suspension plan.
 - d. Implementation schedule – start/end dates of disturbance/stabilization and all phasing.
 - e. Permanent stabilization – stable slopes, sod, seed (rates, species, planting dates, areas), fertilizer, mulch/anchor, for all disturbed areas including agriculture land and stormwater ponds. Pond detail – elevations bottom/outlet/overflow, inlet/outlet design, perm/temp storage, in/out hydrology, emergency overflow route.
 - f. Low Building Opening (LBO) – 2-ft. difference between critical 100-year storm event for ponds with outlet, 4-ft. for closed depressions.
 - g. Location of drainage easements
 - h. HWE for ponding areas.
7. ____ Plan certified by a registered professional engineer.
8. ____ Registered professional engineer will oversee installation of stormwater and erosion control features and submit a copy of record drawings upon completion.
9. ____ Post development runoff volume is maintained or reduced compared to predevelopment conditions for the 25 year, 24 hour, Type II storm event. Provide summary table.
10. ____ Peak runoff discharge rates are maintained or reduced compared to predevelopment conditions for the 2, 10, 100 year, 24 hour, Type II storm event. Provide summary table.
11. ____ Runoff volumes and peak discharges are calculated using USDA Technical Release 55 (TR-55). The following curve numbers were utilized for cropland for the associated soil type; A-56, B-70, C-79 and D-83.
12. ____ Maintenance plan submitted for all designed stormwater ponds to include a schedule of maintenance activities and the party responsible to perform the maintenance.
13. ____ Stormwater ponds designed to remove 60% of the total phosphorus in runoff water. Recommended modeling techniques include SLAMM or P8.
14. ____ Filter strips along waterways designed to NRCS filter strip standards, Code 393.
15. ____ Constructed drainage swales designed to accommodate a 10 year, 24 hour, Type II storm event.

Drainage Easements (§ 13.7 F):

16. ____ Drainage easements provided for stormwater ponds and drainage swales.
17. ____ Each lot affected by a high water elevation (HWE) established for a closed depression or constructed stormwater pond without a designed outlet shall have a lowest building opening (LBO) set at a minimum of four feet higher than the HWE calculated using the Critical 100 Year Storm Event.
18. ____ Each lot affected by a HWE established for a constructed stormwater pond with a designed outlet shall have a LBO set at a minimum of two feet higher than the HWE calculated using the Critical 100 Year Storm Event.

Additional Lot Design Standards:

19. ____ Each lot contains a net contiguous buildable area of ½ acre without disturbing 25% slopes. Lot area is calculated excluding rights-of-way and lands below the ordinary high water mark.
20. ____ Lot area and width conform to table in § 13.7 F.2.d.
21. ____ Depth to width lot ratio does not exceed 4:1
22. ____ A permanent, platted dead-end road shall end in a cul-de-sac.
23. ____ Temporary termination of roads intended to be extended at a later date shall be accomplished with the construction of a temporary "T"-shaped turnabout contained within the road right-of-way.
24. Proposed roads shall extend to the boundary lines of the lot, parcel, or site being subdivided or developed unless prevented by topography or other physical conditions or unless such extension is not necessary or desirable for the coordination of the layout of the land division or for the advantageous development of adjacent.

FINAL PLAT APPLICATION REVIEW CHECKLIST

1. ____ Final plat conforms to all requirements placed on the preliminary plat.
2. ____ The applicant shall submit final versions of all proposed restrictive covenants, conservation easements or deed restrictions with the final plat.
3. ____ The applicant shall submit a final maintenance plan and identify the responsible party for all designed stormwater ponds.
4. ____ The applicant shall submit a final wastewater treatment system management plan for all common systems. (*if applicable*).
5. ____ Low Building Openings (LBO) consistent with preliminary plat.
6. ____ Minimum of 3 benchmarks referenced to Mean Sea Level.

The following note is to be placed on the final plat or CSM if applicable:

No owner or resident shall do anything, which would interfere with or change the operation of the approved comprehensive stormwater management plan, sediment and erosion control plan for this Plat. This includes, but is not limited to, building upon, obstructing, altering, filling, excavating or planting in any drainage easement(s), stormwater ponds, water drainage ditches, water runways, water culverts, or berms.

The following note is to be placed on the final plat for major subdivision and on every minor subdivision:

Each parcel shown on this map is subject to State, County and Town laws, rules and regulations (i.e., wetland, minimum lot size, access to parcel, etc.). Before purchasing or developing any lot, contact the St. Croix County Community Development Department and the Town of _____.

**SAMPLE ROAD, STORMWATER and EROSION CONTROL
CONSTRUCTION CERTIFICATION LETTER**

DATE: _____

TO: St. Croix County Community Development Department

FROM: (Project Engineer's Name)_____

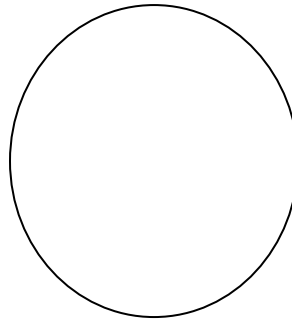
RE: Engineering/construction Certification for the following project:

Project Name: _____

Section: _____, Town of _____

This correspondence shall serve as certification that all engineering designs and construction work on the above referenced project have been completed in accordance with all applicable State and St. Croix County technical standards/specifications.

Please contact me if you have any questions.



(Signed P.E. stamp must be included)