

CHAPTER 18

SUBDIVISION AND PLATTING

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18.01 DECLARATION OF PURPOSE.

The purpose of this chapter is to promote the public health, safety and general welfare of the community and these regulations are designed to further the orderly layout and use of land; to prevent the overcrowding of land; lessen congestion in the streets and highways; provide for adequate light and air; facilitate adequate provision for transportation, water, sewerage, schools, parks, playgrounds and other public requirements; provide for proper ingress and egress; promote proper monumenting of land subdivided and conveyancing by accurate legal description; secure safety from fire, panic and other dangers; avoid undue concentration of population; to facilitate the further resubdivision of larger tracts into smaller parcels of land; prevent the exploitation, direct or indirect, of lands set aside for the common good as conservancy districts; to prevent flooding; prevent pollution of streams, lakes and other bodies of water; and to prevent indiscriminate crowding of streams, lakes and other bodies of water. These regulations have been made with reasonable consideration, among other things, of the character of the village as presently constituted and as it may in the future grow with a view of conserving the value of the buildings placed upon the land, providing the best possible environment for human habitation, and for encouraging the most appropriate use of land throughout the village. The approval to be obtained by the subdivider from the Village shall be based on requirements designed to accomplish the aforesaid purposes.

18.015 COMPLIANCE.

No persons, firm or corporation shall divide any lands located within the jurisdictional limits of these regulations which results in a subdivision, minor land division or replat as defined herein; without compliance with all requirements of this ordinance, and:

- (1) Provisions of Chapter 236, Wisconsin Statutes; and
- (2) Rules of the Wisconsin Department of Transportation relating to safety of access and the preservation of the public interest and investment in the highway system, if the land owned or controlled by the subdivider abuts a state trunk highway or connecting street and all provisions of Wisconsin Administrative Code Section TRANS 233; and
- (3) State Department of Natural Resources Rules setting water quality standards, preventing and abating pollution and regulating septic systems; and
- (4) Duly Approved Village of Oconomowoc Lake Comprehensive Land Use Plan or comprehensive plan components including zoning ordinances, sanitary codes.
- (5) The Rules of the Waukesha County Department of Transportation Establishing Regulations for Access To and Work Within County Highway Rights-of-Way, Ordinance No. 146-56; Village of Oconomowoc Lake Official Map; Village of Oconomowoc Lake Master Plan; and all other applicable Village ordinances; and
- (6) The Waukesha County Construction Site, Erosion Control and Stormwater Management Ordinance; and

- (7) The Waukesha Code of Ordinances Regarding Regulation of Private Sewage Systems, Ordinance No. 151-34, which regulates all land to be divided by Subdivision Plat process which is not served by public sewer and provisions for such services have not been made; and
- (8) The Land Division Review Checklist as adopted by separate Resolution of the Village Board, which is incorporated herein, including any amendments that can be made thereto from time to time by the Village Board by separate resolution.

18.02 APPLICATION.

- (1) The provisions of Chapter 236, Wisconsin Statutes are herewith specifically made applicable to any division of land which shall result in a subdivision as hereinafter defined in the Village or within its extraterritorial plat approval jurisdiction as defined in Section 236.02(2) Wis. Stats., thereof occurring after the adoption and posting of this chapter insofar as such provisions are not inconsistent with this chapter.
- (2) Pursuant to the power delegated by Section 236.45(2), Wisconsin Statutes, and subject to the limitations set forth in Section 236.45(2)(ac), it is the intent of this chapter, in certain respects, to be more restrictive in its provisions than said Chapter 236, Wis. Stats.
- (3) The provisions of this chapter insofar as such provisions are inconsistent with said Chapter 236, Wis. Stats., shall not apply to divisions of any lot, parcel or tract of land into less than five parcels or building sites, where such division occurs in any of the following manners;
 - (a) Transfers of interest in land by will or pursuant to court order;
 - (b) Leases for a term not to exceed 10 years, mortgages or easements;
 - (c) The sale or exchange of parcels of land between owners of adjoining property if additional lots are not thereby created and the lots resulting are not reduced below the minimize sizes required by this chapter or other applicable laws or ordinances, subject to the review procedures described in Section 18.14(3).

18.03 DEFINITIONS.

The term "subdivision" as used herein is a division of a lot, parcel or tract of land by the owner thereof or by his agent for the purpose of sale or a building development, where:

- (1) The act of division creates five (5) or more parcels or building site of 1-1/2 acres each or less in area; or
- (2) Five (5) or more parcels or building sites of 1-1/2 acres each or less in area are created by successive divisions within a period of five (5) years.

18.04 DELEGATION OF AUTHORITY.

In accordance with Section 236.10(3), Wis. Stats., the authority to approve preliminary or final plats is herewith delegated to the Village Plan Commission , except as to final plats dedicating streets, highways or other lands within the village, as to which the authority to approve is retained by the Village Board.

18.05 CERTIFIED SURVEY MAP.

- (1) No land shall be divided by plat, and no plat shall be prepared or recorded, unless a plat is specifically required by state law and there is no other mechanism to accomplish the land division. Any division of land which results in at least one (1) parcel of land area shall be surveyed and a certified survey map prepared for the parcel and recorded as provided in Section 236.34 Wisconsin Statutes, unless a plat is specifically required by State law and there is no other mechanism to accomplish the land division.
- (2) No building permit shall be issued for a building on any parcel of land unless the same is contained in a recorded plat or certified survey map prepared and approved as herein provided. Before any certified survey map will be approved on any existing parcel that does not conform to existing zoning, the owner of said parcel will present to the Plan Commission sufficient proof that said parcel proposed for a certified survey was created legally as a separate parcel or was created under the then existing Village ordinances. Said proof furnished will be verified by the Village engineer or Village Attorney. Failure of such proof shall result in said parcel being considered an illegal parcel and no certified survey map or building permit will issue.
- (3) All certified survey maps shall be submitted to the Plan Commission for its consideration. The subdivider shall be required to furnish all data and other information required by the Plan Commission and the Village Planner or Engineer at the subdivider's own cost and expense. The subdivider may be required to furnish a percolation test according to the procedure designated under the rules of the State Board of Health applicable to the property or properties. The Plan Commission shall reject the certified survey map or refer the certified survey map with its recommendation to the Village Board within forty-five (45) days after the first Plan Commission meeting following its submission, unless the time is extended by the Village Board.
- (4) The Village Board shall approve or reject the certified survey map within forty-five (45) days of receipt from the Plan Commission, unless the same is extended by agreement with the subdivider. If the certified survey map is approved, a resolution to that effect shall be adopted by the Village Board and certified by the Village Clerk on the certified survey map.
- (5) The Plan Commission and the Village Board of Trustees may not approve any certified survey map creating a lot unless the land in question complies with:
 - (a) All applicable zoning ordinance requirements contained in Chapter 17, or the land in question is determined to be a legal nonconforming lot of record under the provisions of Chapter 17,

- (i) A legal non-conforming lot once recognized by a certified survey map cannot be subdivided, except as follows:
 - (a) A legal non-conforming lot has an approved certified survey map for the entire legal non-conforming parcel in compliance with Chapter 18; and
 - (b) No new lake lots or new lake access right can be created and a note must be placed on the Certified Survey Map so stating; and
 - (c) The degree of non-conformity that exists after the land division cannot be any greater than the degree of non-conformity existing before the land division;
 - (d) There can only be one lot that is legal non-conforming and all other parcels must be in full compliance with Chapter 17 and Chapter 18.

or,
the land in question has been modified pursuant to the procedure set forth in section 18,14(2), or

the land in question is subject to a legal non-conforming conditional use for the land, or

a variance has been approved by the Zoning Board of Appeals pursuant to Subsection 17.61 of the Zoning Ordinance, and

- (b) All Subdivision and Platting Ordinance requirements contained in Chapter 18, or a variance has been approved by the Plan Commission and Village Board of Trustees pursuant to Subsection 18.08 of the Subdivision and Platting Ordinance.

- (6) A filing fee to be established by the Board shall be paid for each certified survey map filed hereunder. All such maps shall be filed in triplicate with the Village Clerk.

18.06 PRELIMINARY PLATS AND SURVEYS.

- (1) In all divisions of land, unless the Plan Commission or the Village Board shall otherwise provide, before submitting a final plat or certified survey map for approval, the subdivider shall submit a preliminary plat or certified survey map for preliminary approval.
- (2) The conclusions and any recommendation of any professional requested by the Village with regard to whether the final plat conforms substantially with the preliminary plat shall be made a part of the record of the meeting at which the final plat is considered by the Village Board.
- (3) No final plat shall be approved unless it is submitted within 36 months after the last required approval of the preliminary plat unless the time for submission has been extended by the Village Board.

18.07 PROHIBITED DIVISIONS.

The following division of land are prohibited:

- (1) Any division of land, creating a lot of such elevation or configuration that damage could accrue to adjoining properties if construction were permitted.
- (2) Any division of land, creating a lot that is not capable of reasonably meeting setback or offset requirements for the applicable district.
- (3) Any division of land, creating a lot that does not provide useable land area of sufficient amount of configuration to permit construction which meets applicable district requirements and is compatible with surrounding developments.

18.08 VARIANCES.

When, in the judgment of the Plan Commission and of the Village Board it would be inappropriate to apply literally any provision of Chapter 18, they may waive or vary such provisions so that substantial justice may be done and the public interest secured.

18.09 REVIEW BY COURT OF RECORD.

Any person or persons aggrieved by any decision of the Plan Commission or Village Board under Chapter 18 may present to the Court of record a petition duly verified setting forth that such decision is illegal and specifying the grounds of the illegality. Such petition shall be presented to court within thirty (30) days of the adverse decision.

18.10 PENALTIES AND REMEDIES.

Any person, firm, partnership, corporation or other entity who fails to comply with the provisions of this chapter shall, upon conviction thereof, forfeit not less than \$25 nor more than \$200 and the costs of prosecution for each violation, and in default or payment of such forfeiture and costs shall be imprisoned in the county jail until payment thereof, but not exceeding thirty (30) days. Each day a violation exists or continues shall constitute a separate offense. This section is in addition to and no way limits the availability to the Village of the remedies provided by Sections 236.30 and 236.31.

18.11 SEVERABILITY.

The sections, subsections, paragraphs and subparagraphs of this chapter are hereby declared to be severable. If any section, subsection, paragraph or subparagraph of this chapter shall be finally declared by a decision of a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not effect the validity of any other provisions of this chapter.

18.12 STATUTORY REFERENCES.

References herein to sections of the Wisconsin Statutes shall be deemed to include all amendments to or substitutions for such statutory provisions made after the date of adoption of this chapter.

18.13 CONSTRUCTION.

This chapter shall be liberally construed in favor of the Village and shall not be deemed a limitation or repeal of any requirements or power granted or appearing in Chapter 236, Wis. Stats., or elsewhere in such statutes, relating to the division of land.

18.14 ALL LAND DIVISIONS AND LAND TRANSFERS REGULATED.

(1) ALL LAND DIVISIONS REGULATED.

No person, firm or corporation shall divide any land located within the corporate limits of the Village of Oconomowoc Lake or within the Extraterritorial Plat Approval Jurisdiction thereof which shall result in a Subdivision or Certified Survey Map as defined herein without complying with the provisions of this Chapter 18 of the Village of Oconomowoc Lake Code.

(2) ATTACHMENT OF LANDS TO AND/OR DETACHMENT OF LANDS FROM A LEGAL NON-CONFORMING LOT OF RECORD.

(A) Conveyance. **In the case of a lot of record**

which does not conform to the zoning regulations of the Village of Oconomowoc Lake (legal non-conforming lot)
and

which adjoins:

a legal lot of record which does conform to the zoning regulations of the Village of Oconomowoc Lake (legal conforming lot) **or another legal non-conforming lot, no lands may be attached to a legal non-conforming lot**

(unless all of the resulting lots are in compliance with the Village of Oconomowoc Lake Zoning Code either as:

- a legal lot, or
- a lot modified by this procedure, or
- a lot under a legal non-conforming conditional use, or
- a variance has been approved by the Zoning Board of Appeals pursuant to Subsection 17.61 of the Zoning Ordinance

and

a certified survey map of all of the lots is approved by the Village of Oconomowoc Lake)

and/or

no lands may be detached from a legal non-conforming lot

(unless all of the resulting lots are in compliance with the Village of Oconomowoc Lake Zoning Code either as:

- a legal lot, or
- a lot modified by this procedure, or
- a lot under a legal non-conforming conditional use, or
- a variance has been approved by the Zoning Board of Appeals pursuant to Subsection 17.61 of the Zoning Ordinance

except in conformity with the following:

- 1) Petition for Determination. The owner of any legal lot of record or legal non-conforming lot, as set forth above may, at any time prior to the proposed conveyance of all or portion of said lot, file an application.
- 2) Refer to Village Administrator. Such petition shall be submitted to the Village Administrator who shall prepare a report for the Village Plan Commission for use in making a recommendation to the Village Board. The Village Administrator shall determine whether the proposed conveyance is in compliance with this section and shall comment on the following objective and subjective criteria.
- 3) Refer to Village Plan Commission. Such petition shall be submitted to the Village Plan Commission and the Village Plan Commission shall make a recommendation to the Village Board upon consideration of the following objective and subjective criteria as to whether approval of the proposed conveyance should be granted.
- 4) Village Board Action. The Village Board shall make a final determination after careful consideration of the Village Plan Commissions' recommendation as well as the following objective and subjective criteria as to whether approval of the proposed conveyance should be granted.
 - a. Compatibility. The size, quality, and character of the existing lots and building development in the immediate area with a view toward maintaining compatibility and protecting existing property values as determined in the sole discretion of the Village Board.
 - b. Practicality. The economic and engineering practicality of any possible re- division or combination of the lots as determined in the sole discretion of the Village Board.
 - c. Building Location. All newly created parcels shall have a building site location, which complies with locational requirements of Village of Oconomowoc Zoning Code.
 - d. Public Improvements. All newly created lots must meet the minimum standards for right-of-way access. In making its decision, the Village Board shall look to whether or not the transfer of lands:
 1. enhances ingress and egress to a public or private road or drive; or
 2. eliminates easements, as determined in the sole

discretion of the Village Board.

- e. Compliance with Zoning District Regulations. All newly created lots must comply with the zoning district regulations for the district in which the lots are located pursuant to the Village of Oconomowoc Zoning Code to the extent determined necessary by the Village Board.
- f. Value to Village. The proposed conveyance will create a value to the Village as determined in sole discretion of the Village Board.
- g. Conformity. The proposed conveyance will bring the legal non-conforming lot more into compliance with the Village of Oconomowoc codes as determined in the sole discretion of the Village Board.
- h. Impact. The impact on the lot from which the lands are proposed to be detached will be de minimis as determined in the sole discretion of the Village Board.
- i. Additional Lots. No additional lots may be created under this procedure.
- j. Adjoining Properties. There can be no material negative impact on the subject lots or adjoining properties as determined in the sole discretion of the Village Board. Additional, in making its decision, the Village Board shall look to whether or not the transfer of lands will eliminate or minimize potential conflicts between neighbors as determined in the sole discretion of the Village Board.
- k. Principal Structures. There can be no material negative impact on the principal structures on the subject lots or the adjoining properties as determined in the sole discretion of the Village Board. No such transfer shall create a non-conforming principal structure.
- l. Accessory Structures. There can be no material negative impact on the accessory structures on the subject lots or on any adjoining properties as determined in the sole discretion of the Village Board. No such transfer shall create a non-conforming accessory structure.
- m. Use of the Property. The transfer of lands will not result in the increase use of the subject lots as determined in the sole discretion of the Village Board. The Village Board may require the elimination of any or all legal non-

conforming use on either of the subject lots as a condition of approval.

- n. **Additional Structures on the Subject Lots.** The transfer of the lands will not result an increase in the number and/or size of structures, which will result in a negative effect on the subject lots or the adjoining properties as determined in the sole discretion of the Village Board.
- o. **Intent of Zoning Code.** The transfer of lands will meet the spirit of the Village of Oconomowoc Zoning Code and in particular the purpose and intent of the same as set forth in sections 17.02 and 17.03 as determined in the sole discretion of the Village Board.

5) The Village Plan Commission shall make its recommendation to the Village Board within a reasonable time after receiving all necessary information and the Village Board shall act within a reasonable time of receipt of the Village Plan Commission's recommendation. The Village Board may impose reasonable conditions upon any approval.

(B) **Certified Survey Map Required.** Any approval by the Village Board under this section must be accomplished by a Certified Survey Map for the subject lots, which is subject to the approval of the Village Board.

(C) At no time can an existing legal conforming lot be made non-conforming by the transfer of lands between adjoining property owners.

(D) For purposes of this ordinance, for properties to be considered adjoining, the properties must connect at more than a point and may not be separated in any way by right-of-way or navigable water.

(3) **PRIOR REVIEW OF SALES OR EXCHANGES OF PARCELS BETWEEN ADJOINING LANDOWNERS.** In every situation, regardless of circumstances, that a property owner seeks to convey land in a manner that would adjust a lot line or create or eliminate a lot line, and that conveyance does not require a certified survey map or subdivision plat pursuant to this ordinance, and where an adjacent property owner intends to acquire such interest in land, the proposed action shall be submitted to the Village of Oconomowoc Lake Plan Commission for prior review, before the conveyance documents are signed and before the conveyance is recorded in the office of the Waukesha County Register of Deeds. Such application must be filed with the Village Clerk along with a fee payment to offset all or part of the cost of this limited review, in an amount to be determined from time to time by separate resolution of the Village Board. The Village Plan Commission review shall be limited to considering whether the conveyance is in compliance with Wisconsin Statutes Section 236.45(2)(am)(3) and the applicable laws cited therein, including these regulations, the Zoning Ordinances, and other

applicable laws and ordinances. Such conveyance can only be approved if the same number of lots exist prior to the conveyance as would exist after the conveyance. Such conveyance can only be approved under this subsection (3) if the resulting lots would all be both legal and conforming, even if any such lots are legal nonconforming prior to the conveyance, because the conveyance creates new lots which do not predate the ordinance and therefore have no legal nonconforming rights. Such conveyance must not be approved under this subsection (3) if the conveyance includes land that has a legal nonconforming use, because the legal nonconforming rights are limited to use of the preexisting lot. Such conveyance shall not be approved if the conveyance would make an existing conforming structure illegal or nonconforming, or would increase the extent of any preexisting legal nonconformity of an existing structure.

18.15 SUBDIVISIONS AND CERTIFIED SURVEY MAPS IN EXTRATERRITORIAL PLAT APPROVAL JURISDICTION.

The Plan Commission may recommend or approve the division of lands in the extraterritorial plat approval jurisdiction based on the applicable criteria enumerated hereinafter. The Plan Commission, however, shall not consider any subdivision or certified survey map which does not have prior approval by the approving authorities for both the Town(s) and Waukesha County. The Plan Commission may require any conditions in the approval of a subdivision or certified survey map, including the use of any restrictive covenant.

- (1) Criteria for Agricultural Land Division. The Plan Commission may grant approval of a subdivision or certified survey map for portions of agricultural lands provided the Commission shall determine that the proposed land division will assist and assure the continuation of the agricultural use.
- (2) In conjunction with its review of a proposed plat or certified survey map, the Plan Commission shall give reasonable consideration to, among other things, the character of the Village of Oconomowoc Lake with a view of conserving the value of the buildings placed upon the land, providing the best possible environment for human habitation, and for encouraging the most appropriate use of land throughout the Village, town, or county. The Plan Commission may recommend approval of a subdivision or certified survey map that complies with each of the following criteria:
 - a. The proposed subdivision or certified survey map shall result in a development pattern which is compatible with surrounding developments and land uses. Measures of compatibility shall consider lot sizes, traffic generation, access, noise provision of adequate light and air including access to sunlight for solar collectors and to wind for wind energy systems, prevention of overcrowding of land, avoidance of undue concentration of population, and visual features.
 - b. The proposed subdivision or certified survey map shall facilitate adequate provisions for transportation, water, sewerage, schools, parks, playground and other public requirement: and

- c. The proposed subdivision or certified survey map and the resulting development shall not demonstrably adversely affect the Village's ability to provide public services, install public improvements or accomplish future annexations. The Plan Commission may consider annexation agreements with the property owner in order to comply with this requirement. The Plan Commission may also consider whether the Village and Town(s) have reached an agreement on necessary public improvements and public services facilities required to serve the development.

18.16 IMPROVEMENTS AND FINANCIAL GUARANTEES.

The party pursuing the land division shall be responsible for installing or constructing those public and private improvements as may be required. Before or as a condition of receiving final approval from the Village Board of any plat or certified survey map for which public improvements are required; or when determined to be necessary by the Village Board; the land divider shall submit to and receive approval from the Village Board, Village Attorney, and the Village Engineer, a Developer's Agreement and a financial guarantee for the improvements (including all public, private and site development improvements), prior to commencing construction of any improvements, whether public or private, or site development or approval of the final plat, condominium plat, or certified survey map, whichever is earlier. Although developers may have a statutory ability to choose the form of a financial guarantee, if the developer chooses any form other than a letter of credit, all of the improvements must be completed prior to the final land division being recorded. The form of the letter of credit shall be at the discretion of the Village Board after review and recommendation of the Village Attorney.

If the improvements are not installed to the Village's satisfaction within the time required by the Village following approval of the land division by the Village Board, the Village Board may cause all uncompleted work to be constructed and the parties executing an irrevocable letter of credit shall be firmly bound for the payment of all necessary costs thereof. In circumstances where a surety bond may be used for the financial guarantee pursuant to applicable laws, the form of the surety bond shall be at the discretion of the Village Board after review and recommendation of the Village Attorney, and the Village shall have the same ability to make claims on the surety bond as the Village would have to draw upon the letter of credit as described above.

Name _____
 Community _____
 Location _____

Submittal Date _____
 Review Date _____
 Reviewer _____

LAND DIVISION REVIEW CHECKLIST

Development Identification	Preliminary Plat (P)	Final Plat (F)	Certified Survey Map	Non-Compliant
Development Title				
Property Location (¼ - ¼ section, section, township, range, county)				
Location map showing section or a government subdivision of section in which subdivision lies, oriented the same as main drawing				
Name and address of owner and subdivider				
Surveyor's certificate signed, dated and sealed and revision dates on all pages				
Sheet numbers (total number of sheets notation)				
Project Engineer, name, address, phone number				
Signature Certificates				

Mapping Features	Preliminary Plat (P)	Final Plat (F)	Certified Survey Map	Non-Compliant
North arrow and graphic scale				
100 year Floodplain limits (elevation and contour) as made available by FEMA and SEWRPC				
Topographic contours (existing and proposed) not to exceed 2' interval if available, if not available 5' interval				
Soil types				
Ordinary high water mark on any navigable water body				
Wetlands, (P – identify source of delineation; F – field delineation) lakes, streams, channels, ditches on or adjacent to the site				
Delineated shoreland jurisdiction				
Designated primary and secondary environmental corridors (P – identify source of delineation; F – field delineation), isolated natural areas (P), woodland features (P)				
Bearings and length of exterior boundaries				
Right-of-way and street locations, name, width, bearing (F), elevation, grades and existing access drives (P), including existing and proposed street extensions from adjacent parcels				

LAND DIVISION REVIEW CHECKLIST				
Mapping Features (continued)	Preliminary Plat (P)	Final Plat (F)	Certified Survey Map	Non-Compliant
Structures existing on-site and within 50 feet of adjoining property and use of structures to be retained				
Existing easements, proposed easements (F) – type and dimensions, pre-planned building sites and other improvements and any preplanned waste disposal systems, when limited by existing physical features				
Vision corners and vision corner easement				
Lot numbers and dimensions (including outlots)				
Curve information on curve or in a table, street radius				
Public dedication parcels and right-of-way dedications				
Location of soil borings with numerical cross-reference to data (frequency, location and depth need to be determined)				
Building or setback lines from wetlands, floodplains, and state highways (when required by Trans 233)				
Historic or cultural features (i.e., Indian mounds)				
Foundation limitations due to high groundwater, bedrock, or stormwater management facilities				
Survey monumentation or other attributes as required by s. 236. Wis. Stats.				
Landfill, manure or other waste storage facility locations on site and consistent with existing Administrative rules				
Wells (onsite and within 100' of septic or stormwater facilities or as required by DNR Well Code)				
Drain tile location disclosure and function (if known)				
Stormwater management facilities				
Access easements, limitations, restrictions to adjacent roads and access for stormwater facility and open space maintenance				
Designation of source documents for mapping features				

Accompanying Documentation				
Letter of credit or other financial guarantee (verification from local municipality)				
Erosion and sediment control measures (i.e., site stabilization)				
Convenants and restrictions (if required by other actions)				

Note: shaded areas – not applicable

LAND DIVISION REVIEW CHECKLIST (LOCAL LAND DIVISION REQUIREMENTS)				
Access and Street Design	Preliminary Plat(P)	Final Plat (F)	Certified Survey Map	Non-Compliant
Access limitations (local roads)				
Compliance with County Ordinance (Chapter. 24, Article III – Waukesha County Code of Ordinances)				
Access to lots, outlots, floodplains and wetlands				
DOT 233 approval				
County highway access permit				
Spite strips				
Conflicts with drainage patterns				
Existing use conforms to zoning ordinance				
Cul-du-sac length				
Right-of-way width				
Street extensions – temporary cul-du-sacs				
Vision corners and vision corner easement				
Street name conflicts				
Streets follow natural terrain				
Separation of intersections				
Layout				
Design and Lot Configuration				
Double or triple frontage lots				
Depth to width ratio problem				
Flag lots				
Lots served by ingress-egress easements				
Road frontage requirements				
Lot line angles				
Outlots				
Ownership				
Use of outlots				
Public access to water bodies (every 1/2 mile – 60 ft. wide)				

Note: shaded areas – not applicable

LAND DIVISION REVIEW CHECKLIST

Accompanying Documentation (continued)	Preliminary Plat (P)	Final Plat (F)	Certified Survey Map	Non- Compliant
Soil boring and testing data or sewer service letter from municipal clerk				
Stormwater management and practice design computations				
Stormwater facility and open space maintenance agreement with schedule and responsibility identified				
Stormwater system as-built engineering certification (after construction)				
County or state road access permit				
Outlot ownership				
Sediment control practice delineations – separate maps				
Watershed delineations (before and after development – separate maps)				
Developer agreements				
Other regulatory permits				
Approved construction plans			*	
Stormwater management and erosion control permit			*	

* only if public improvements

Planning and Zoning Document Consistency				
Locally adopted comprehensive land use plans				
Consistency with land use patterns and density standards set forth in the County Development Plan				
Street and Highway Width Map				
Jurisdictional Highway Systems Plan				
Park and Open Space Plan				
Official map compliance				
Local or county zoning				
Stormwater management system plans or water quality management plans				

Note: shaded areas – not applicable