

**TOWN OF JEFFERSON**

**Title 2**

**LAND DIVISION AND SUBDIVISION CODE**

**Adopted: May 9, 2007**

**Revised: \_\_\_\_\_**

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**TITLE 2  
LAND DIVISION AND SUBDIVISION CODE**

**CHAPTER 1**

**ADOPTION AND INTRODUCTION**

**SECTION 2-1-1      TITLE**

This Title shall be known as, referred to, or cited as the "Town of Jefferson Land Division and Subdivision Code" or "Town of Jefferson Subdivision Code."

**SECTION 2-1-2      INTRODUCTION AND PURPOSE**

(a) **Introduction.** In accordance with the authority granted by Section 236.45 of the Wisconsin Statutes and for the purposes listed in Section 236.01 and 236.45 of the Wisconsin Statutes, the Town Board of the Town of Jefferson, Green County, Wisconsin, does hereby ordain as follows:

(1) The provisions of this Title shall be held to be minimum requirements adopted to promote the health, safety, morals, comfort, prosperity, compatibility and general welfare of the Town of Jefferson.

(2) This Title shall not repeal, impair or modify private covenants or public ordinances, except that it may apply whenever it imposes stricter restrictions on land use.

(b) **Purpose.** The purpose of this Code is to promote the public health, safety, convenience and general welfare of the community. The regulations are designed to foster the orderly layout, compatibility and use of land; to secure safety from fire, panic and other danger; to lessen congestion in the highways and roads; to provide adequate light and air; to prevent overcrowding of the land; to protect the community's agriculture base; to facilitate adequate provision for transportation, public water and sewage, schools, parks, playgrounds and other public necessities; and to facilitate the further division of large tracts of land into smaller parcels. The regulations are made with the reasonable consideration of, but not limited to, the present character of the Town and its environs, with the objectives of conserving the value of the land and improvements placed thereon,

providing the most appropriate environment for human habitation, providing for commerce and industry, protecting farming and open spaces, and providing for the most appropriate use of land in the Town of Jefferson, consistent with the Town's Comprehensive Plan and its goal of preserving the rural character of the Town.

### **SECTION 2-1-3 ABROGATION AND GREATER RESTRICTIONS**

It is not intended by this Title to repeal, abrogate, annul, impair, or interfere with any existing easements, covenants, agreements, rules, regulations or permits previously adopted or issued pursuant to law. However, where this Title imposes greater restrictions, the provisions of this Title shall govern.

### **SECTION 2-1-4 INTERPRETATION**

In their interpretation and application, the provisions of this Title shall be held to be the minimum requirements and shall be liberally construed in favor of the Town of Jefferson and shall not be deemed to be a limitation or repeal of any other power granted by the Wisconsin Statutes.

### **SECTION 2-1-5 SEVERABILITY**

If any provision of this Title shall be found to be invalid or unconstitutional, or if the application of this Title to any person or circumstances is found to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this Title which can be given effect without the invalid or unconstitutional provision or application.

### **SECTION 2-1-6 REPEAL**

All other codes or parts of codes of the Town of Jefferson inconsistent or conflicting with the provisions of this Title, to the extent of the inconsistency only, are hereby repealed.

## CHAPTER 2

### DEFINITIONS

#### SECTION 2-2-1 DEFINITIONS

- (a) The following definitions shall be applicable to this Title:
- (1) **Agricultural use.** General farming including dairying, livestock and poultry raising, nurseries, greenhouses, vegetable warehouses or other similar enterprises or uses, except fur farms and farms operated for the disposal or reduction of garbage, sewage, rubbish or offal.
  - (2) **Alley.** A public right-of-way which normally affords a secondary means of vehicular access to abutting property.
  - (3) **Arterial Road.** A road which provides for the movement of relatively heavy traffic to, from, and within the Town. It has a secondary function of providing access to abutting land.
  - (4) **Block.** An area of land within a subdivision that is entirely bounded by a combination or combinations of roads, exterior boundary lines of the subdivision and streams or bodies of water.
  - (5) **Building Envelope.** The area within which structures are permitted to be built on a lot, as defined by the existing ground level, all applicable setback, side yard and rear yard requirements and any Comprehensive Plan and Town Code adopted by the Town.
  - (6) **Certified Survey Map.** A map or plan of record of a minor subdivision, meeting all the requirements of Section 236.34, Wisconsin Statutes, the Green County Land Division Code and this Title.
  - (7) **Cluster Development.** The grouping of detached dwellings that are concentrated on smaller lot sizes to reduce impacts to the land and preserve and protect additional lands from development by appropriate restrictions.
  - (8) **Collector Road.** A road which collects and distributes internal traffic within an urban area such as a residential neighborhood,



between arterial and local roads.

- (9) **Comprehensive Plan.** A plan for guiding and shaping the growth and development of the Town which has been adopted by the Town Board and as amended from time to time by the Town Board.
- (10) **Condominium Development.** A real estate development in which the condominium form of ownership pursuant to Wis. Stats. Chap. 703 is utilized.
- (11) **Corner Lot.** A lot abutting intersecting roads at their intersection.
- (12) **Cul-de-sac.** A short road having but one end open to traffic and the other end being permanently terminated in a vehicular turnaround.
- (13) **Easement.** The area of land set aside or over or through which a liberty, privilege or advantage in land, distinct from ownership of the land, is granted to the public or some particular person or part of the public.
- (14) **Existing Parcel.** The total contiguous acreage which exists under single ownership at the time of approval of the Land Division and Subdivision Code.
- (15) **Land Divider.** Any person, firm or corporation, or any agent thereof, dividing or proposing to divide land resulting in a major subdivision, minor subdivision or replat.
- (16) **Land Division.** Any action which creates a subdivision, plat, or certified survey map, or which makes substandard an original parcel.
- (17) **Land Use Plan.** A plan for guiding and shaping the growth and development of the Town of Jefferson which has been adopted by the Town Board. Also known, or referred to as “The Town of Jefferson Comprehensive Plan”.
- (18) **Local Road.** A road or street of little or no continuity designed to provide access to abutting property and leading into collector roads.
- (19) **Lot.** A parcel of land having frontage on a public road or other officially approved means of access, occupied or intended to be occupied by a principal structure or use and sufficient in size to meet the lot width, lot frontage, lot area, yard, parking

area and other open space provisions of this Title and any applicable zoning ordinance.

- (20) **Lot Area.** The area contained within the exterior boundaries of a lot, excluding road, road right of way and land under navigable bodies of water.
- (21) **Lot Lines.** The peripheral boundaries of a lot as defined herein.
- (22) **Lot Width.** The width of a parcel of land measured along the front boundary line.
- (23) **Major Subdivision.** Any land division which is not a “minor subdivision.”
- (24) **Major Thoroughfare.** A road used or intended to be used primarily for fast or heavy through traffic. Major thoroughfares shall include freeways, expressways and other highways and parkways, as well as arterial roads.
- (25) **Minor Subdivision.** The division of land by an owner or land divider resulting in the creation of not more than four (4) lots or parcels within five (5) year period (whether by single or successive divisions), or the division of a block, lot or outlot in a recorded plat into not more than four lots or parcels without changing the exterior boundaries of said block, lot or outlot.
- (26) **Open Space.** That part of an existing parcel that remains undeveloped or free of residential, industrial or commercial structures.
- (27) **Owner.** Includes the plural as well as the singular and may mean either a natural person, firm, association, partnership, private corporation, public or quasi-public corporation, or a combination of these.
- (28) **Parcel.** Contiguous lands under the control of a land divider(s), not separated by roads, highways or railroad rights-of-way.
- (29) **Plan Commission.** The commission established by the Town Board to assist with land use and planning activities.
- (30) **Preliminary Community Impact Statement.** A statement showing the impact of the land division on the capacity of utilities, roads, and community facilities.

- (31) **Protective Covenants.** Contracts entered into between private parties or between private parties and public bodies pursuant to Section 236.293 Wisconsin Statutes, which constitutes a restriction on the use of all private or platted property within a certified survey or subdivision for the benefit of the public or property owners and to provide mutual protection against the undesirable aspects of development which would tend to impair the stability of property values.
- (32) **Public Improvement.** Any sanitary sewer, storm sewer, open channel, water main, roadway, park, parkway, public access, sidewalk, pedestrian way, planting strip or other facility for which the Town may ultimately assume the responsibility for maintenance and operation.
- (33) **Sanitary District Commission.** A board established under Section 60.71 Wisconsin Statutes.
- (34) **Through Lot.** A lot having a pair of opposite lot lines along two (2) more or less parallel public roads and which is not a corner lot. On a "through lot" both road lines shall be deemed front lot lines.
- (35) **Town.** The Town of Jefferson, Green County, Wisconsin.
- (36) **Town Engineer.** A consultant hired by the Town to assist the Town with engineering review.
- (37) **Wetlands.** An area where water is at, near or above the land surface long enough to be capable of supporting aquatic or hydrophytic vegetation and which has soils indicative of wet conditions. (See Section 23.32 (1) Wisconsin Statutes).
- (38) **Wisconsin Administrative Code.** The rules of the administrative agencies having rule-making authority in Wisconsin, published in a loose-leaf, continual revision system, as directed by Section 35.93 and Chapter 227 of the Wisconsin Statutes, including subsequent amendments to those rules.

## CHAPTER 3

### GENERAL PROVISIONS

#### SECTION 2-3-1 GENERAL PROVISIONS

- (a) **Jurisdiction.** Jurisdiction of these regulations shall include all lands within the corporate limits of the Town of Jefferson. The provisions of this Title shall not apply to:
- (1) Transfers of interests in land by will or pursuant to court order;
  - (2) Leases for a term not to exceed ten (10) years, mortgages or easements;
  - (3) 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 minimum sizes required by this Title or other applicable laws or ordinances.
- (b) **Compliance.** No person shall divide any land located within the jurisdictional limits of these regulations which results in a land division or a replat as defined herein; no such land division or replat shall be entitled to record; and no road shall be laid out or improvements made to land without compliance with all requirements of this Title and the following:
- (1) The provisions of Chapter 236 and Section 80.80 of the Wisconsin Statutes.
  - (2) The rules of the Department of Commerce contained in the Wisconsin Administrative Code for land divisions not served by public sewer.
  - (3) The rules of the Department of Agriculture, Trade and Consumer Protection contained in the Wisconsin Administrative Code for land divisions not served by public sewer.
  - (4) The rules of the Department of Transportation contained in the Wisconsin Administrative Code for subdivisions, which abut a state trunk highway or connecting road.

- (5) The rules of the Department of Natural Resources contained in the Wisconsin Administrative Code for Floodplain Management Program.

- (6) Comprehensive plans or components of such plans prepared by state, regional, county or municipal agencies duly adopted by the Town Board.
  - (7) All applicable local and county regulations, including zoning, sanitary, building and official mapping ordinances.
  - (8) The Town of Jefferson Comprehensive Plan.
  - (9) Applicable provisions of the Green County Code of Ordinances.
  - (10) All applicable rules contained in the Wisconsin Administrative Code not listed in this subsection.
- (c) **Building Permits.** The Town shall not issue any building permit relating to any parcel of land forming all or any part of lands included in a major subdivision, minor subdivision or replat originally submitted to the Town on or after the effective date of this Title until the applicant has complied with all of the provisions and requirements of this Title.
- (d) **Minor Subdivisions.** Any minor subdivision of land other than a major subdivision shall be surveyed and a certified survey map prepared as provided in Section 236.34 Wisconsin Statutes.
- (e) **Applicability to Condominiums.** The Land Division and Subdivision Code is expressly applicable to condominium developments within the Town's jurisdiction, pursuant to Wisconsin Statutes 703.21(1). For purposes of this ordinance a condominium unit and any associated limited common elements shall be deemed to be equivalent to a lot or parcel created by the act of subdivision.

## **SECTION 2-3-2 LAND SUITABILITY**

- (a) **Suitability.**
- (1) No land division shall be allowed for residential, commercial or industrial use which is held unsuitable for such use by the Town Board for reason of flooding, inadequate drainage, unsuitable soil or rock formation, unfavorable topography or any other feature likely to be harmful to the health, safety, or welfare of present and future residents of the community.
  - (2) The Town Board, in applying the provisions of this Section, shall in writing recite the particular facts upon which it bases its conclusion that the land is not suitable for residential,



commercial or industrial use and afford the land divider an opportunity to present evidence regarding such unsuitability if the land divider so desires.

- (3) Except as provided herein, the Town Board shall preferably determine land suitability at the time of the preliminary consultation, following review and recommendation by the appropriate Town and County Committees, if any. The land divider shall furnish an environmental assessment following the format provided and such maps, data and information as may be requested by the Plan Commission or necessary to make a determination of land suitability.
- (4) In addition to the data required to be submitted with the Preliminary Plat or Certified Survey Map, the land divider may be required to submit some or all of the following additional information for development located in an area where flooding or potential flooding may be a hazard:
  - a. Two (2) copies of an aerial photograph, or two (2) maps prepared by a registered land surveyor or engineer which accurately locate the proposed development with respect to the flood plain zoning limits, if present, channel or stream fill limits and elevations, and flood proofing measures taken or proposed to be taken.
  - b. Two (2) copies of a typical valley cross-section showing the channel or stream, the flood plain adjoining each side of the channel or stream, cross-sectional area to be occupied by the proposed development and high-water information.
  - c. Two (2) copies of a profile showing the slope of the bottom of the channel or the flow line of the stream.
  - d. Such other data as may be requested or required.
- (5) When a proposed land division is located in an area where flooding or potential flooding may be a hazard, the Town Board may transmit to the Department of Natural Resources, information provided by the land divider and may request that the Department provide technical assistance in determining whether the land is suitable or unsuitable for the use proposed.
- (6) Where a proposed land division is located wholly or partly in an area where flooding or potential flooding may be a hazard,

the applicable County Code shall apply.

- (b) **Existing Flora.** The land divider and property owner shall make every reasonable effort to protect and retain all existing trees, shrubbery, vines, and grasses not actually lying in public roadways, drainageways, building foundation sites, private driveways, soil absorption waste disposal areas, paths and trails.
- (c) **Additional Considerations.** The land divider shall make every effort to preserve and protect:
  - (1) Areas of archaeological and/or historical interest including, but not limited to, those areas designated by the State Historical Society.
  - (2) Areas of geological interest including, but not limited to, those areas designated by the State Geological and Natural History Survey.

In addition, the suitability of land for private sewerage systems shall be determined in accordance with the appropriate provisions of the Wisconsin Statutes and Wisconsin Administrative Code.

### **SECTION 2-3-3 HILLSIDE PROTECTION**

No land division for residential, commercial or industrial purposes shall be approved which would result in, or authorize a use or disturbance of land, including construction of private roads and driveways, on hillsides with a slope of twenty percent (20%) or more, unless the land divider has submitted and the Town Board has approved, construction plans and specifications, including an erosion control plan. For purposes of this section, twenty percent (20%) means a vertical elevation differential of ten (10) feet in fifty (50) horizontal feet, the horizontal distance being measured perpendicular to the slope.

### **SECTION 2-3-4 ADMINISTRATIVE FEES**

- (a) **General.** The land divider shall pay the Town all fees as hereinafter required and at the times specified before being entitled to recording of a plat or certified survey map.
- (b) **Engineering Fees.** The land divider shall pay a fee equal to the actual cost to the Town for all engineering and technical assistance work incurred by the Town in connection with the preliminary plat, final

plat or certified survey map, including inspections required by the Town. The land divider shall pay a fee equal to the actual cost to the Town for such inspection as the Plan Commission or Town Board deems necessary to assure that the construction of the required improvements is in compliance with the plans, specifications and ordinances of the Town and any other governmental agency.

- (c) **Legal Fees.** The land divider shall pay a fee equal to the actual cost to the Town for all legal fees and costs incurred by the Town in connection with the preliminary plat, final plat or certified survey map, including conferences, review and preparation of documents, and consultations with the land divider or the Town.
- (d) **Administrative Fees.** The land divider shall pay a fee equal to the cost of any administrative or fiscal work, publication and special meeting costs which may be incurred or undertaken by the Town in connection with the preliminary plat, final plat or certified survey map.
- (e) **Preliminary Plat and Certified Survey Map Review and Final Plat Review Fees.** Fees for Town review of Preliminary Plats, Final Plats, replats, special meetings and certified survey maps shall be established by resolution of the Town Board.
- (f) **Escrow Account.** At the time of filing with the Town Clerk a preliminary plat or certified survey map, the land divider shall deposit with the Town Clerk an escrow fund amount as established by resolution of the Town Board. As required at the sole discretion of the Town Board, funds may be drawn against such escrow accounts for the payment of engineering, legal, administrative and other costs incurred by the town in reviewing the proposed land division.

In the event the amount deposited with the Town falls below 25% of the amount required to be deposited, the Plan Commission or the Town Board shall have the option of requiring the subdivider to replenish the escrow to the original amount required hereunder. The escrow shall be replenished or all final fees paid within fifteen (15) days of any written request.

Monies not required for such engineering, legal, administrative and other costs shall be returned to the land divider within 180 days of final acceptance of all improvements required by the Town.

## CHAPTER 4

# PLAT & CERTIFIED SURVEY MAP REVIEW AND APPROVAL

### SECTION 2-4-1 PRELIMINARY CONSULTATION

Before filing a Preliminary Plat, Replat, or Certified Survey Map, the land divider shall consult with the Plan Commission and Town Board for advice regarding general subdivision requirements. The land divider shall inform the Town Clerk in writing of the impending land division and shall request information on meeting dates, agenda deadlines and filing requirements. Such information shall be obtained from the Town Clerk.

The land divider shall, at the time of preliminary consultation, submit a location map showing the relationship of the proposed land division to traffic arteries and existing community facilities. In addition, the land divider shall submit a Preliminary Community Impact Statement.

The Preliminary Consultation is intended to inform the land divider of the purpose and objectives of these regulations, the Town Comprehensive Plan and duly adopted plan implementation devices of the Town and to otherwise assist the land divider in planning the proposed development. The Preliminary Consultation is also designed to provide the Plan Commission with information regarding the potential impact of the contemplated land division.

During the Preliminary Consultation, the Plan Commission and the land divider may reach mutual conclusions regarding the general program and objectives of the proposed development and its potential impact and effects on the neighborhood and community.

The Plan Commission may at this Preliminary Consultation require a second meeting with the land divider at which the land divider will provide any additional information the Plan Commission requests prior to the Preliminary Plat or Certified Survey Map submission by the land divider.

### SECTION 2-4-2 SUBMISSION OF PRELIMINARY PLAT FOR MAJOR SUBDIVISIONS

- (a) **Submission.** Before submitting a Final Plat for approval, the land divider shall submit five (5) copies of the following documents to the

Town Clerk:

- (1) **Preliminary Plat.** The Preliminary Plat shall be prepared in accordance with the provisions and requirements of this Title; and
- (2) **Letter of application.** The letter of application shall include a written description of the proposed land division; and
- (3) **Use Statement.** A statement of the proposed use of lots stating the type of residential buildings with the number of proposed dwelling units; types of business or industry so as to reveal the effect of the development on traffic, fire hazards, police services and congestion of population; and
- (4) **Zoning Changes.** If any zoning changes are contemplated, the proposed zoning plan for the areas, including dimensions; and
- (5) **Area Plan.** Where the land divider owns property adjacent to the property which is being proposed for the land division, the land divider shall submit a concept plan for the remainder of the property so as to show the possible relationships between the proposed land division and future land divisions. All land divisions must be shown to be compatible with and to be consistent with existing or potential adjacent land divisions; and
- (6) **Adjacent Land Divisions.** A record of any adjacent land divisions made within the last five (5) years.
- (7) **Soil Testing.** The land divider shall provide a preliminary soils report, listing the types of soils in the proposed land division, their effect on the land division and a proposed soil testing and investigation program. The Plan Commission may require that borings and soundings be made in specific areas to ascertain subsurface soil, rock and water conditions, including depth of bedrock and depth to the groundwater.
- (8) **Drafting Standards.** The land divider shall submit to the Town Clerk and to those agencies having the authority to object to plats under provisions in Chapter 236 of the Wisconsin Statutes, copies of a Preliminary Plat based upon an accurate exterior boundary survey by a registered land surveyor which shall show clearly the proposed subdivision at a scale of no less detail than one (1) inch per one hundred (100) feet having two (2) foot contour intervals, shall identify the improvements

(grading, tree planting, paving, installation of facilities and dedications of land), easements which the land divider proposes to make and shall indicate by accompanying letter when the improvements will be provided.

**(b) Referrals by Land Divider.**

- (1) The land divider shall, within five (5) days after filing of the Preliminary Plat, transmit copies of the Preliminary Plat to other State and local agencies as required by State Statutes, Wisconsin Administrative Code, Green County Code or Town of Jefferson Code and such other copies as may be required to be transmitted. The land divider shall have a postal return receipt sent to the Town Clerk to verify all copies were sent to the appropriate agencies.
- (2) Within twenty (20) days of the date of receiving the copies of the plat, any state or county agency having authority to object under this Section above shall notify the land divider and all approving or objecting authorities of any objection based upon the failure of the plat to comply with statutes or rules which its examination is authorized to cover, or, if all objections have been satisfied, it shall so certify on the face of a copy of the plat and return that copy to the approving authority from which it was received. The land division shall not be approved or deemed approved until any objections have been satisfied. If the objecting agency fails to act within the twenty (20) day limit, it shall be deemed to have no objection to the plat. Sanitary districts within the Town may file objections with the Plan Commission at any time prior to, and including, the Plan Commission's Public Hearing on the land division.

**(c) Referrals by Town Clerk.**

- (1) The Town Clerk shall distribute the filed information to the Plan Commission members and schedule the initial review of the Preliminary Plat by the Plan Commission within thirty (30) days of receipt of the application and Preliminary Plat.
- (2) All items and documents required by this Section must be submitted to the Town Clerk before the time requirements for review of land divisions will legally commence.
- (3) The Town Clerk may submit a copy of the Preliminary Plat to the Town Engineer for review and comment. The Town Engineer may prepare and submit to the Plan Commission a written report regarding the review of the Preliminary Plat. The report shall include observations and recommendations regarding the Preliminary Plat.





## **SECTION 2-4-3      PRELIMINARY PLAT REVIEW AND APPROVAL**

- (a)    **Town Board Review.** After the Preliminary Consultation and following an initial review of the Preliminary Plat by the Plan Commission, the Plan Commission shall submit its written recommendations to the Town Board within twenty (20) days of its review of the Preliminary Plat. The Town Board shall schedule a Public Hearing on the Preliminary Plat. Such Public Hearing shall be held within ninety, (90) days of the initial review of the Preliminary Plat by the Plan Commission. An extension of time or a decision to hold the matter in abeyance may only be made by written agreement of the land divider and the Town Board.
  
- (b)    **Public Hearing.** The Town Clerk shall schedule a public hearing on the Preliminary Plat before the Town Board as part of its review and approval process. The Town Clerk shall give notice of the Town Board's review and public hearing on the Preliminary Plat. The notice shall include the name of the applicant, the address of the property in question and the requested action. All property owners abutting and opposite the proposed land division shall receive written notice of the public hearing.
  
- (c)    **Town Board Approval.** The Town Board shall, within ninety (90) days of the date the plat was filed with the Town Clerk, approve, approve conditionally or reject such plat or survey map and shall state, in writing, any conditions of approval or reasons for rejection, unless the time is extended by agreement with the land divider. Failure of the Town Board to act within ninety (90) days or extension thereof shall constitute an approval of the Preliminary Plat, unless other authorized agencies object to the plat. The Town Clerk shall communicate to the land divider the action of the Town Board. If the plat or map is approved, the Town Clerk shall endorse it for the Town Board.
  
- (d)    **Determination of Adequacy of Public Facilities and Services.**

  - (1)    A Preliminary Plat or Final Plat shall not be approved unless the Sanitary District Commission (if appropriate), and the Town Board determine that adequate public facilities and public services are available to meet the needs of the proposed land division and that no public funds, other than those already provided in an adopted capital budget or operating budget, are required.
  
  - (2)    The applicant shall furnish any data requested by the Town

Board or its designee, who shall transmit this information to the appropriate Town commission(s) and committee(s) for review and shall act as coordinator for their reports to the Sanitary District Commission and the Town Board on the adequacy of water, sanitary and storm sewers, fire service, police, parks and open space and recreational facilities, transportation facilities and schools.

- (3) Public facilities and public services for a proposed land division may be found to be adequate when the following conditions exist:
- a. The Town Board or its designee and the appropriate committee(s) certify to the Town Board that adequate funds, either public or private, are available to insure the installation of all necessary storm water management facilities.
  - b. The future residents of the proposed subdivision can be assured park, recreation and open space facilities and services.
  - c. The appropriate Sheriff's Department, Emergency Medical Service and Fire District verify that timely and adequate service can be provided to the residents of the proposed subdivision.
  - d. The appropriate school district be provided an opportunity to review and comment regarding the impact of the proposed subdivision on school facilities and programs.
  - e. The proposed land division is accessible by existing all weather roads, whether publically or privately maintained, adequate to accommodate both existing traffic and that traffic to be generated by the proposed land division, or necessary additional roads and road improvements are budgeted in the current adopted budget for construction with public or private financing.
- (4) Where the Town Board determines that one (1) or more public facilities or services are not adequate for the proposed development, but that a portion of the area could be served adequately, or that careful phasing of the development could result in all public facilities and public services being adequate, conditional approval may include only such portions or may

specify phasing of the development.

- (e) **Effect of Preliminary Plat Approval.** Approval or conditional approval of a preliminary plat shall not constitute automatic approval of the final plat. The preliminary plat shall be deemed an expression of approval or conditional approval of the layout submitted as a guide to the preparation of the final plat, which will be subject to further consideration by Town Board at the time of its submission.

- (f) **Amendments of Preliminary Plats.** Should the land divider desire to amend the preliminary plat as approved, the land divider may resubmit the amended plat which shall follow the same procedure, except for the fee, unless the amendment is, in the opinion of the Plan Commission, of such scope as to constitute a new plat, in which case it shall be re-filed.

#### **SECTION 2-4-4 FINAL PLAT REVIEW AND APPROVAL**

(a) **Filing Requirements.**

- (1) The land divider shall file the final plat with the Town Clerk not later than six (6) months after the date of approval of the preliminary plat; otherwise, the preliminary plat and the final plat will be considered void unless an extension is granted in writing by the land divider and for good cause as determined in the sole judgment of the Plan Commission.
- (2) The Final Plat shall conform to the Preliminary Plat as approved and to the requirements of all applicable ordinances and state laws and shall be submitted for certification of those agencies having the authority to object as provided by Section 236.12(2), Wisconsin Statutes.

(b) **Submission.** Before submitting a Final Plat for approval, the land divider shall submit five (5) copies of the following documents to the Town Clerk:

- (1) **Final Plat.** The Final Plat shall be prepared in accordance with the provisions and requirements of this Title; and
- (2) **Certificate of Ownership.** A Certificate of Ownership as required by Section 236.21(2) Wis. Stats., or registered property report and such other evidence as the Plan Commission or Town Attorney may require showing title or control in the applicant; and
- (3) **Restrictive Covenants/Legal Documents.** A draft of the legal instruments and rules for the proposed property owners associations, when the land divider proposes that common property within a land division be either owned or maintained by such an organization of property owners or a subunit of the Town pursuant to Section 236.293, Wis. Stats., and proposed deed restrictions and/or restrictive covenants; and

- (4) **Public Improvements, Plans and Specifications.** Complete sets of engineering reports, plans and specifications for the construction of any public improvements required by this Title, specifically addressing drainage facilities, traffic patterns, typical road cross sections, erosion control plans, pavement design and other improvements necessary in the land division.
- (5) **Road Plans and Profiles.** Plans showing existing ground surface, and proposed and established road, including extensions for a reasonable distance beyond the limits of the proposed land division when requested by the Plan Commission or Town Board.

**(c) Referrals by Town Clerk.**

- (1) The Town Clerk may refer the final plat and final plans and specifications of public improvements to the Town Engineer for review. If such referral is made, the Town Engineer shall examine the final plat and final plans and specifications of public improvements for technical details and, if the Town Engineer finds them satisfactory, shall so certify in writing to the Plan Commission. If the final plat or plans and specifications of public improvements are not satisfactory, the Town Engineer shall return them to the land divider and advise the Plan Commission, in writing, as to the items which are not satisfactory.
- (2) The Town Clerk may refer the abstract or certificate of title to the Town Attorney for examination and report. If such referral is made, the Town Attorney shall examine the certificate of title and, if the Town Attorney finds it satisfactory, shall so certify in writing to the Plan Commission. If the certificate of title is not satisfactory, the Town Attorney shall return it to the land divider and advise the Plan Commission, in writing, as to the items which are not satisfactory.

**(d) Town Board Review and Approval**

- (1) Upon review of the final plat by the Plan Commission, the Town Board shall approve or reject such final plat unless the time is extended by written agreement with the land divider. If the final plat is rejected, the reasons shall be stated in the minutes of the Town Board meeting and a written statement of the reasons shall be forwarded to the land divider. The Town

Board may not inscribe its approval on the final plat unless the Town Clerk certifies on the face of the final plat that the copies were forwarded to the objecting agencies as required herein, the date thereof and that no objections have been filed within twenty (20) days or, if filed, such objections have been corrected and all conditions have been met.

- (2) Failure of the Town Board to act within sixty (60) days of the approval of the final plat by the Plan Commission, the time having not been extended and no unsatisfied objections having been filed, the final plat shall be deemed approved.
  - (3) After the final plat has been approved by the Town Board and required improvements either installed or a contract and sureties insuring their installation is filed, the Town Clerk shall cause the certificate inscribed upon the final plat attesting to such approval to be duly executed and the final plat shall be returned to the land divider for recording with the County Register of Deeds within six (6) months of town board approval.
  - (4) The land divider shall file eight (8) copies of the recorded final plat with the Town Clerk for distribution to the approving agencies, affected sanitary districts, and other affected agencies for their files within six (6) months of town board approval. Failure to record final plat within six (6) months of town board approval shall vacate the town approval.
- (e) **Partial Platting.** The final plat may, if permitted by the Town Board in its sole discretion, constitute only a portion of the approved preliminary plat which the land divider proposes to record at that time.

#### **SECTION 2-4-5 REPLAT**

- (a) Except as provided in Section 70.27(1), Wisconsin Statutes, when it is proposed to replat a recorded subdivision, or part thereof, so as to change the boundaries of a recorded subdivision, or part thereof, the land divider or person wishing to replat shall simultaneously vacate or alter the recorded plat as provided in Sections 236.40 through 236.44 of the Wisconsin Statutes. The land divider or person wishing to replat shall then proceed, using the procedures for Preliminary and Final Plats contained in this Title.
- (b) The Town Clerk shall cause notices of the proposed replat and public hearing to be mailed to the applicant and to the owners of all properties

within the limits of the exterior boundaries of the proposed replat, to all abutting property owners, and to the owners of all properties within six hundred (600) feet of the exterior boundaries of the proposed replat.

- (c)** Where lots are more than double the minimum size required for the applicable zoning district, the Plan Commission and Town Board may require that such lots be arranged so as to allow the resubdivision of such parcels into normal lots in accordance with the provisions of this Title.

- (a) **When Allowed.** When a land divider proposes to divide land resulting in a minor subdivision, the land divider shall use a Certified Survey Map.
- (b) **Preliminary Consultation.** Before filing a certified survey map, the land divider shall consult with the Plan Commission for advice regarding the requirements for certified survey maps.
- (c) **Submission.** Following the preliminary consultation, five (5) copies of the following documents shall be submitted to the Town Clerk:
- (1) **Certified Survey Map.** A Certified Survey Map shall be prepared in accordance with the provisions and requirements of this Title; and
  - (2) **Letter of application.** The letter of application shall include a written description of the proposed land division; and
  - (3) **Use Statement.** A statement of the proposed use of lots stating the type of residential buildings with the number of proposed dwelling units; types of business or industry so as to reveal the effect of the development on traffic, fire hazards, police services and congestion of population; and
  - (4) **Zoning Changes.** If any zoning changes are contemplated, the proposed zoning plan for the areas, including dimensions; and
  - (5) **Area Plan.** Where the land divider owns property adjacent to the property which is being proposed for the land division, the land divider shall submit a concept plan for the remainder of the property so as to show the possible relationships between the proposed land division and future land divisions. All land divisions must be shown to be compatible with and to be consistent with existing or potential adjacent land divisions; and
  - (6) **Adjacent Land Divisions.** A record of any adjacent land divisions made within the last five (5) years.
  - (7) **Road Plans and Profiles.** When made necessary by the certified survey land division, the land divider shall provide road plans and profiles showing existing ground surface, and proposed and established road grades, including extensions for a reasonable distance beyond the limits of the proposed land division when requested.



- (8) **Soil Testing.** The land divider shall provide a preliminary soils report, listing the types of soils in the proposed land division, their effect on the land division and a proposed soil testing and investigation program. The Plan Commission may require that borings and soundings be made in specific areas to ascertain subsurface soil, rock and water conditions, including depth of bedrock and depth to the groundwater.

**(d) Review and Approval.**

- (1) **Plan Commission Review.** The Town Clerk shall give notice of the Plan Commission's review of the Certified Survey Map. The notice shall include the name of the applicant, the address of the property in question and the requested action. All property owners abutting and opposite the proposed land division shall receive written notice of the review.
- (2) **Town Board Approval.** Upon the approval of the Plan Commission, the Town Board shall approve, approve conditionally or deny such Certified Survey Map and shall state, in writing, any conditions of approval or reasons for rejection, unless the time is extended by agreement with the land divider. Failure of the Town Board to act within ninety (90) days, or extension thereof, shall constitute an approval of the Certified Survey Map. The Town Clerk shall communicate to the land divider the action of the Town Board.
- (3) **Town Clerk Filing.** After the certified survey map has been approved by the Town Board and required improvements either installed or a contract and sureties insuring their installation is filed, the Town Clerk shall cause the certificate inscribed upon the certified survey map attesting to such approval to be duly executed and the certified survey map shall be returned to the land divider for recording with the County Register of Deeds within six (6) months of Town Board approval.
- (4) **Land Divider Filing.** The land divider shall file eight (8) copies of the recorded certified survey map with the Town Clerk for distribution to the approving agencies, affected sanitary districts, and other affected agencies for their files within six (6) months of Town Board approval. Failure to record certified survey map within six (6) months of Town Board approval shall vacate the Town approval.

## CHAPTER 5

### TECHNICAL REQUIREMENTS FOR PLATS AND CERTIFIED SURVEYS MAPS

#### SECTION 2-5-1 TECHNICAL REQUIREMENTS FOR PRELIMINARY PLATS

- (a) **General.** A preliminary plat shall be clearly marked and shall be in sufficient detail to determine whether the final plat will meet layout requirements. The preliminary plat shall be based upon a survey by a registered land surveyor, prepared on mylar or paper of good quality at a scale of no less detail than one hundred (100) feet to the inch and shall comply in all respects with the requirements of Chapter 236, Wis. Stats., and this Title.
- (b) **Plat Data.** All preliminary plats shall show correctly on its face the following information:
- (1) Title under which the proposed subdivision is to be recorded.
  - (2) Location of the proposed land division by government lot, quarter section, township, range, county, and state.
  - (3) Date, scale, and North point.
  - (4) Names and addresses of the owner, land divider, and land surveyor preparing the plat.
  - (5) Entire area contiguous to the proposed plat owned or controlled by the land divider shall be included on the Preliminary Plat even though only a portion of such area is proposed for immediate development. The Town Board may waive this requirement where it is unnecessary to fulfill the purposes and intent of this Title and undue hardship would result from strict application thereof.
  - (6) Locations of all existing property boundary lines, structures, drives, streams and water courses, marshes, rock outcrops, wooded areas, railroad tracks, and other significant features within the tract being subdivided or immediately adjacent thereto.
  - (7) Location, right-of-way width, and names of all existing roads, alleys or other public ways, easements, railroad and utility rights-of-way and all section and quarter section lines within the exterior boundaries of the plat or immediately adjacent thereto.

- (8) Location and names of any adjacent land divisions, parks and cemeteries and owners of record of abutting unplatted lands.
- (9) Type and width of any existing road pavements within the exterior boundaries of the plat or immediately adjacent thereto, together with any legally established centerline elevations.
- (10) If applicable, location, size, and invert elevation of any existing sanitary or storm sewers, culverts and drain pipes, the location of manholes, catch basins, hydrants, electric and communication facilities, whether overhead or underground, and the location and size of any existing utility mains within the exterior boundaries of the plat or immediately adjacent thereto. If no sewers or water mains are located on or immediately adjacent to the tract, the nearest such sewers or water mains which might be extended to serve the tract shall be indicated by the direction and distance from the tract, size, and invert elevations assuming the availability of such sewer and water mains is consistent with the Comprehensive Plan.
- (11) Corporate limit lines within the exterior boundaries of the plat or immediately adjacent thereto.
- (12) Existing zoning on and adjacent to the proposed subdivision.
- (13) Contours within the exterior boundaries of the plat and extending to the centerline of adjacent public roads to National Map Accuracy Standards based upon Mean Sea Level Datum at vertical intervals of not more than two (2) feet. At least two (2) permanent benchmarks shall be located in the immediate vicinity of the plat; the location of the benchmarks shall be indicated on the plat, together with their elevations referenced to Mean Sea Level Datum and the monumentation of the benchmarks clearly and completely described. Where, in the judgment of the Plan Commission, undue hardship would result because of the remoteness of the parcel from a mean sea level reference elevation, another datum may be used.
- (14) High-water elevation of all ponds, streams, lakes, flowages, and wetlands within the exterior boundaries of the plat or located within one hundred (100) feet therefrom.
- (15) Water elevation of all ponds, streams, lakes, flowages, and wetlands within the exterior boundaries of the plat or located within one hundred (100) feet therefrom at the date of the survey.

- (16) Floodland and shoreland boundaries and the contour line lying a vertical distance of two (2) feet above the elevation of the one hundred (100) year recurrence interval flood or, where such data is not available, two (2) feet above the elevation of the maximum flood of record within the exterior boundaries of the plat or within one hundred (100) feet therefrom.
- (17) Soil types and their boundaries, as shown on the operational soil survey maps prepared by the U.S. Department of Agriculture, Soil Conservation Service.
- (18) Location, width, and names of all proposed roads and public rights-of-way such as alleys and easements.
- (19) Approximate dimensions of all lots together with proposed lot and block numbers. The area in acreage or square feet of each lot shall be provided.
- (20) Location and approximate dimensions of any sites to be reserved or dedicated for parks, playgrounds, conservancy areas, recreational trails, drainage ways, or other public uses or which are to be used for group housing, shopping centers, church sites, or other nonpublic uses not requiring lotting.
- (21) Location of building envelopes within each lot.
- (22) Identification of the land area that is to be deed restricted, dedicated, or otherwise protected from future development in order to meet the definition of a cluster subdivision.
- (23) Approximate radii of all curves.
- (24) Any proposed lake and stream access with a small drawing clearly indicating the location of the proposed subdivision in relation to access.
- (25) Any proposed lake and stream improvement or relocation, and notice of application for approval by the Department of Natural Resources, when applicable.
- (26) Identification of land that has a slope of twenty (20%) percent or more.
- (27) Location of any proposed overhead utility poles and service or transmission lines.

- (28) Where the Plan Commission or Town Board finds that it requires additional information relative to a particular problem presented by a proposed development in order to review the preliminary plat, it shall have the authority to request in writing such information from the land divider.

## **SECTION 2-5-2 TECHNICAL REQUIREMENTS FOR FINAL PLATS.**

- (a) **Additional Information.** The final plat shall show correctly on its face all information as stated in Section 2-5-1, as well as the following information:
- (1) All lands reserved for future public acquisition or reserved for the common use of property owners within the Plat.
  - (2) Special restrictions required by the Town Board or Plan Commission relating to access control along public ways or to the provision of planting strips.
  - (3) Identification of land that is to be deed restricted, dedicated, or otherwise protected from future development.
- (b) **Surveying and Monumenting.** All final plats shall meet all the surveying and monumenting requirements of Section 236.15, Wis. Stats.
- (c) **State Plane Coordinate System.** Where the plat is located within a quarter section, the corners of which have been relocated, monumented and coordinated by the Town, the plat shall be tied directly to one of the section or quarter corners so relocated, monumented, and coordinated. The exact grid bearing and distance of such tie shall be determined by field measurements, and the material and Wisconsin state plane coordinates of the monument marking the relocated section or quarter corner to which the plat is tied shall be indicated on the plat. All distances and bearings shall be referenced to the Wisconsin Coordinate System, South Zone, and adjusted to the Town's control survey.
- (d) **Certificates.** A final plat shall include a certificate signed by the registered land surveyor stating that the final plat fully complies with all the provisions of this Title and Section 236.21, Wis. Stats.

## **SECTION 2-5-3 TECHNICAL REQUIREMENTS FOR CERTIFIED SURVEY MAPS.**

- (a) **Certified Survey Map Requirements.** A certified survey map shall be prepared in accordance with Section 236.34, Wis. Stats., and this Title.
- (b) **Additional Map Information.** The Certified Survey Map shall show correctly on its face, in addition to the information required by Section

236.34, Wis. Stats., the following:

- (1) All existing buildings, water courses, drainage ditches and other features pertinent to proper division.
- (2) All lands reserved for future public acquisition.
- (3) Date of the map.
- (4) Graphic scale.
- (5) Name and address of the owner, land, divider, and surveyor.
- (6) Square footage of each parcel.
- (7) Present zoning for parcels.
- (8) Identification of land that has a slope of twenty (20%) percent or more that is within one hundred (100 ft.) feet of building envelopes and/or road construction sites.

- (c) **State Plane Coordinate System.** Where the map is located within a quarter section, the corners of which have been relocated, monumented and coordinated by the Town, the map shall be tied directly to one of the section or quarter corners so relocated, monumented and coordinated. The exact grid bearing and distance of such tie shall be determined by field measurements, and the material and Wisconsin state plane coordinate of the monument marking the relocated section or quarter corner to which the map is tied shall be indicated on the map. All distances and bearings shall be referenced to the Wisconsin Coordinate System, South Zone, and adjusted to the Town's control survey.
- (d) **Certificates.** All certified survey maps shall include a certificate signed by the registered land surveyor stating that the certified survey map fully complies with all the provisions of this Title and Section 236.34, Wis. Stats.

## CHAPTER 6

### REQUIRED IMPROVEMENTS

#### SECTION 2-6-1 IMPROVEMENTS REQUIRED

- (a) **General Standards.** The following required improvements in this Title shall be designed and installed in accordance with the engineering standards and specifications, which have been adopted or approved by the Town Board. Where standards and specifications have not been adopted, the improvements shall be made in accordance with good and accepted engineering practices. All engineering designs, standards and specifications must be approved by the Town or Town's Designee prior to the start of any construction.
- (b) **Payment for Improvements.** The improvements prescribed in this Title maybe required as a condition of approval of a land division. The required improvements described in this Title shall be installed, furnished and financed at the sole expense of the land divider. However, in the case of required improvements in a commercial or industrial area, the cost of such improvements may, at the sole discretion of the Town Board, be financed through special assessments.

#### SECTION 2-6-2 REQUIRED AGREEMENT PROVIDING FOR PROPER INSTALLATION OF IMPROVEMENTS

- (a) **Contract.** Prior to installation of any required improvements and prior to the meeting at which the Final Plat or Certified Survey Map is approved, the land divider shall enter into a written contract, termed a "Developer's Agreement," with the Town requiring the land divider to furnish and construct said improvements at his sole cost and in accordance with plans and specifications and usual contract conditions, which may include provision for inspection and approval of construction details by the Town Engineer.
- (b) **Financial Guarantees.**
- (1) The Developer's Agreement shall require the land divider to make an escrow deposit or, in lieu thereof, to furnish a performance bond or irrevocable letter of credit. The amount of the deposit or the amount of the bond shall be equal to one and one-quarter (1-1/4) times the Town's estimate of the total

cost of the improvements to be furnished under the contract, including the cost of inspections and approvals by the Town Engineer.



- (2) On request of the land divider, the Developer's Agreement may provide for completion of all or part of the improvements covered thereby prior to the approval of the land division, and in such event the amount of the deposit, letter of credit or bond shall be reduced in a sum equal to the estimated costs of the improvements so completed prior to approval of the Final Plat or Certified Survey Map.
- (3) If the required improvements are not completed within the specified period, all amounts held under performance bond, deposit or letters of credit shall be turned over to the Town and applied to the cost of the required improvements. Any balance remaining after such improvements have been made shall be returned to the land divider.
- (4) The Town Board, at its option, may require extension of the bond, deposit or letter of credit period for additional periods not to exceed two (2) years for each additional period.
- (5) The time for completion of the required improvements, and the several parts thereof, shall be determined by the Town Board. The completion date shall be a component of the Developer's Agreement. The Town Board may, in its sole discretion, provide such penalties, as it deems appropriate to ensure the timely completion of the required improvements.
- (6) The land divider shall pay the Town for all costs incurred by the Town for review, approval and inspection of the land division. Such costs shall include, but not be limited to, the review, and preparation at the Town Board's sole discretion, of plans and specifications by the Town Engineer; the review, and preparation at the Town Board's sole discretion, of legal documents, plans and specifications by the Town Attorney; as well as all other costs of a similar nature which are related to the review, approval and inspection of the subdivision.

**SECTION 2-6-3      REQUIRED CONSTRUCTION PLANS; TOWN  
REVIEW; INSPECTIONS**

- (a) **Engineering Reports, Construction Plans, and Specifications.** At the time of submission of the Final Plat engineering reports, plans and proposed specifications shall be submitted, or when necessary for a minor subdivision, upon the filing of a certified survey map, construction plans for the required improvements conforming in all respects with the standards established by the Town and prepared by a professional engineer who is registered in the State of Wisconsin, and such plans shall contain the professional engineer's seal. Such plans, together with the quantities of construction items, shall be submitted to the Town for approval prior to signing the Final Plat and for the estimate of the total costs of the required improvements; upon approval the construction plans shall become part of the contract required.

Simultaneously with the filing of the Final Plat with the Town Clerk, or when necessary, upon the filing of a Certified Survey Map, or as soon thereafter as practicable, copies of the construction plans and specifications, where applicable, shall be furnished for the following public improvements, with a copy sent to the appropriate sanitary district:

- (1) Road plans and profiles showing existing and proposed grades, elevations and cross sections of required improvements.
  - (2) Storm sewer and open channel plans and profiles showing the locations, grades, sizes, cross sections, elevations and materials of required facilities.
  - (3) Erosion and sedimentation control plans showing those structures required to retard the rate of runoff water and those grading and excavating practices that will prevent erosion and sedimentation.
  - (4) Additional special plans or information required by the Town Board, Town Engineer or other parties designated by the Town Board.
- (b) **Action by the Town Engineer.** The Town Engineer may review or cause to be reviewed the plans and specifications for conformance with the requirements of this Title and other pertinent Town code and design standards recommended by the Town Engineer and approved by the Town Board. If the Town Engineer rejects the plans and

specifications, the Town Engineer shall notify the land divider, who shall modify the plans or specifications or both accordingly. When the plans and specifications are corrected, the Town Engineer shall approve the plans and specifications for transmittal to the Town Board. The Town Board shall approve the plans and specifications before the improvements are installed and construction commenced.

**(c) Construction and Inspection.**

- (1) Prior to starting any work covered by the plans approved above, written authorization to start the work shall be obtained from the Town upon receipt of all necessary permits and in accordance with the construction methods of this Title. Occupancy permits shall not be issued until all improvements required by this Title are satisfactorily completed.
- (2) Construction of all improvements required by this Title shall be completed within two (2) years from the date of the approval of the Preliminary Plat or Certified Survey Map by the Town Board, unless good cause can be shown for the Town Board to grant an extension. Any request for an extension of the construction completion date shall be made in writing to the Town Clerk and shall state the reasons for the requested extension. The Town Board may, in its sole discretion, grant such an extension.
- (3) During the course of construction, the Town Engineer may make such inspections as the Town Board deems necessary to insure compliance with the plans and specifications as approved. The owner shall pay the actual costs incurred by the Town for such inspections. This fee shall be the actual costs to the Town of inspectors, engineers and other parties necessary to insure satisfactory work.

**SECTION 2-6-4 ROAD IMPROVEMENTS**

The land divider shall construct streets, roads, and alleys as outlined on the approved plans based on the requirements of this Title;

- (a) Road Construction Standards.** The design and construction of all roads, roads and alleys in the Town shall fully comply with the requirements and specifications established by the Town. After applicable utilities have been installed, where required by the Town, the land divider shall construct, as part of the land division, all required roads.
- (b) Completion of Road and Sidewalk Construction.**
  - (1) Prior to any occupancy permits being issued on lands adjacent to roads, required road construction in conformance with the Developer's Agreement shall be completed by the land divider, inspected and approved by the Town Board.

- (2) The Town Board may issue a waiver of these requirements in unusual or special circumstances such as excessively severe weather conditions, heavy construction temporarily in area, or construction material shortages (i.e., cement, asphalt). The issuance of a waiver shall be at the sole discretion of the Town Board.
- (3) The land divider requesting a waiver shall do so in writing, presenting such information and documentation as required by the Town Board. The waiver shall be in written form and shall detail which improvement requirements are temporarily waived and for what period of time.

### **SECTION 2-6-5 SANITARY SEWERAGE SYSTEM**

Private sewerage disposal systems shall comply with the appropriate provisions of the Wisconsin Statutes, the Wisconsin Administrative Code and Green County Codes.

### **SECTION 2-6-6 STORM WATER DRAINAGE FACILITIES**

- (a) The land divider shall provide storm water drainage facilities which may include curb and gutter, catch basins and inlets, storm sewers, road ditches, and open channels, as may be required. Storm sewers are to be of adequate size and grade to hydraulically accommodate the ten (10) year storm; culverts, storm water swales and ditches shall be designed to accommodate the ten (10) year storm and shall be sized so that the twenty-five (25) year frequency storms do not cause flooding of adjacent arterial or collector roads.
- (b) Storm drainage facilities shall be so designed as to minimize hazards to life or property, and the size, type and installation of all storm water drains and sewers proposed to be constructed shall be in accordance with the plans and specifications approved by the Town Board. Storm sewers oversized to handle runoff from offsite properties will be installed by the land divider; however, the cost of oversizing above a twenty-four (24) inch diameter storm sewer shall be paid by other users connecting to the system.

### **SECTION 2-6-7 OTHER UTILITIES**

- (a) The land divider of a major subdivision shall cause electrical power and telephone facilities to be installed in such a manner as to make adequate service available to each lot in the land division.

- (b) All new electrical distribution lines, television cables and telephone lines from which lots are individually served shall be underground unless the Town Board specifically allows overhead poles for the following reasons:
- (1) Topography, soil, water table, solid rock, boulders, or other physical conditions would make underground installation unreasonable or impractical; or
  - (2) The lots to be served by said facilities can be served directly from existing overhead facilities.

## **SECTION 2-6-8 ROAD SIGNS AND LIGHTING**

- (a) The land divider shall furnish and install road signs in the land division in such locations as the Town Board may determine. Such signs include traffic control signs. The Town Board or its designee shall determine the design and construction standards for all such road signs.
- (b) The Town Board, in its sole discretion, may require the land divider to furnish and install streetlights in such locations as the Town Board may require. The Town Board or its designee shall determine the design and construction standards for all such streetlights.

## **SECTION 2-6-9 EROSION CONTROL**

The land divider shall cause all gradings, excavations, open cuts, side slopes, and other land surface disturbances to be mulched, seeded, sodded or otherwise protected so that erosion, siltation, sedimentation, and washing are prevented. The land divider shall prepare and submit an erosion control plan that identifies measures that will be taken to assure compliance and the minimization of erosion problems within the land division.

## **SECTION 2-6-10 PARTITION FENCES**

When the land included in a subdivision or Certified Survey Map abuts upon or is adjacent to land used for agriculture, farming or grazing purposes, the land divider shall, if requested by adjacent landowners, erect, keep, and maintain partition fences, satisfying the requirements of the Wisconsin Statutes for a legal and sufficient fence, between such land and the adjacent land. A covenant binding the developer, its grantees, heirs,

successors, and assigns to erect and maintain such fences, without cost to the adjoining property owners, so long as the land is used for agriculture, farming or grazing purposes, shall be included upon the face of the Final Plat or Certified Survey Map.

## **SECTION 2-6-11 EASEMENTS**

- (a) **Utility Easements.** The Town board, on the recommendation of the appropriate agencies serving the Town, shall require utility easements for poles, wire, conduits, storm and sanitary sewers, gas, water and head mains, or other utility lines. It is the intent of this Title to protect all established easements so as to assure proper grade, assure maintenance of the established grade, prohibit construction of permanent fences or retaining walls over underground installation and prevent the planting of trees and shrubbery in the easement area.
- (b) **Drainage Easements.** Where a land division is traversed by a watercourse, drainageway, channel or stream:
- (1) There shall be provided a storm water easement or drainage right-of-way conforming substantially to the lines of such watercourse and such further width or construction, or both, as will be adequate for the purpose and as may be necessary to comply with this Section; or
  - (2) The watercourse, drainageway, channel or stream may be relocated in such a manner that the maintenance of adequate drainage will be assured and the same provided with a storm water easement or drainage right-of-way conforming to the lines of the relocated watercourse, and such further width or construction, or both, as will be adequate for the purpose and may be necessary to comply with this Section.
  - (3) Wherever possible, it is desirable that the drainage be maintained by an open channel with landscaped banks and adequate width for maximum potential volume flow. In all cases, such water course shall be of a minimum width established at the high-water mark or, in the absence of such specification, not less than thirty (30) feet. If, in the opinion of the Town Board, the easement will be for a major drainage swale, the easement shall be of sufficient width to contain one-hundred (100) year frequency storm. If the drainage easement is located in an established floodway or flood fringe district, the entire floodplain area shall be included within the drainage

easement.

- (c) **Easement Locations.** Evidence shall be furnished to the Town Board that easements and any easement provisions to be incorporated in the plat or in deeds have been reviewed by the individual utility companies or the organization responsible for furnishing the services involved.



# CHAPTER 7

## DESIGN STANDARDS

### SECTION 2-7-1 GENERAL ROAD DESIGN STANDARDS.

Road design standards shall be as prescribed by the Town Board.

### SECTION 2-7-2 PEDESTRIAN PATHWAYS.

Pedestrian pathways, preferably acquired by easement, may be required by the Town Board, where deemed essential to provide circulation or access to schools, playgrounds, public recreation areas, shopping centers, transportation, and other community facilities.

### SECTION 2-7-3 LOT DESIGN STANDARDS.

#### (a) Size.

- (1) Lot area shall be appropriate for the location, zoning, type of sewerage or septic system to be utilized, and for the type of land division contemplated. The following lot area requirements shall be met:
  - a. In areas located within Sections 1 and 2 of the Town of Jefferson, the minimum lot sizes shall be  $\frac{1}{2}$  acre provided dwellings can connect to the Juda sanitary sewer system.
  - b. In all areas within the Town which are served by private sewer systems, the minimum lot area shall be one acre.
- (2) Residential lots within each block shall have a minimum average depth of one hundred (100) feet. Excessive depth in relation to width shall be avoided and a proportion of two to one (2:1) shall be considered a desirable ratio under normal conditions.
- (3) Every lot on a public or private road shall front or abut for a distance of at least sixty-six (66) feet on a public road, and thirty (30) feet for a cul-de-sac.

- (4) Lot widths shall conform to the requirements of the Green County Zoning Code.

- (b) **Commercial Lots.** Depth and width of properties reserved or laid out for commercial or industrial purposes shall be adequate to provide for the off-street service and parking facilities required by the type of use and development contemplated, as required by the Green County Zoning Code.
- (c) **Lots Where Abutting Major Thoroughfare.**
  - (1) **Major Thoroughfare.** Residential lots fronting on a major thoroughfare shall be platted with extra depth or design or alleviate the effect of major road traffic on residential occupancy.
- (d) **Corner Lots.** Corner lots for residential use shall have extra width of ten (10) feet to permit building setback from both roads, or as required by the Green County Zoning Code.
- (e) **Side Lots.** Where practical, side lot lines shall be substantially at right angles to or radial to abutting road lines. Lot lines shall follow Town boundary lines.
- (f) **Through Lots and Reversed Frontage Lots.** Through lots and reversed frontage lots shall be avoided for residential lots, except where necessary to provide separation of residential development from traffic arteries or to overcome specific disadvantages of topography and orientation.
- (g) **Natural Features.** In the subdividing of any land, regard shall be shown for all natural features, such as tree growth, water courses, historic spots or similar conditions which, if preserved, will add attractiveness and stability to the proposed development.
- (h) **Land Remnants.** All remnants of lots below minimum lot and/or dimension size left over after land division of a larger tract must be added to adjacent lots, or a plan shown as to future use rather than allowed to remain as unusable parcels.
- (i) **Building Envelope Placement.** The land divider shall meet the following standards with respect to location of the building envelopes:
  - (1) All building envelopes shall be located within a lot such that all minimum setback, side yard, or rear yard requirements of the Green County Zoning Code and any applicable restrictions or requirements adopted by the Town Board are met.

- (2) No building envelope may be located on hillside with a slope of twenty (20%) percent or more unless the land divider has submitted, and the Town Board has approved, construction plans and specifications, including an erosion control plan.

## SECTION 2-7-4

## DRAINAGE SYSTEM

- (a) **Drainage System Required.** As required by this Code, and/or where recommended by the Town Engineer, a drainage system shall be designed and constructed by the land divider to provide for the proper drainage of the surface water of the major subdivision and the drainage area of which it is a part. A Final Plat shall not be approved until the land divider shall submit plans, profiles and specifications as specified in this Section, which have been prepared by a registered professional engineer and approved by the Town Board.
- (b) **Drainage System Plans.**
- (1) The land divider shall submit to the Town at the time of filing a Final Plat a final drainage plan or engineering report on the ability of existing watercourse channels, storm sewers, culverts and other improvements pertaining to drainage or flood control within the land division to handle the additional, runoff which would be generated by the development of the land within the land division. Additional information shall be submitted to adequately indicate that provision has been made for disposal of surface water without any damage to the developed or undeveloped land downstream or below the proposed land division. The report shall also include:
    - a. Estimates of the quantity of storm water entering the land division naturally from areas outside the subdivision.
    - b. Quantities of flow at each inlet or culvert.
    - c. Location, sizes and grades of required culverts, storm drainage sewers and other required appurtenances.
  - (2) A grading plan for the roads, blocks and lots shall be submitted by the land divider for the area within the land division.
  - (3) The design criteria for storm drainage systems shall be based upon standard engineering information and accepted engineering techniques and models.
  - (4) Material and construction specifications for all drainage projects (i.e., pipe, culverts, seed, sod, etc.) shall be in compliance with specifications provided by the Town Board.
- (c) **Grading.** The land divider shall grade each land division in order to

establish road, block, and lot grades in proper relation to each other and to topography. The land divider shall grade the full width of the right-of-way of all proposed roads in accordance with the approved plans.

**(d) Drainage System Requirements.** The land divider shall install all the storm drainage facilities indicated on the plans required in Subsection (a) of this Section.

(1) **Road Drainage.** All roads shall be provided with an adequate storm drainage system. The road storm system shall serve as the primary drainage system and shall be designed to carry road, adjacent land and building storm water drainage.

(2) **Off-Road Drainage.** The design of the off-road drainage system shall include the watershed affecting the subdivision and shall be extended to a watercourse or ditch adequate to receive the storm drainage. When the drainage system is outside of the road right-of-way, the land divider shall make provisions for dedicating an easement of the Town to provide for the future maintenance of said system. Easements shall be a minimum of twenty (20) feet, but the Town may require larger easements if more area is needed due to topography, size of watercourse, etc.

**(e) Protection of Drainage Systems.** The land divider shall adequately protect all ditches to the satisfaction of the Town Board. Ditches and open channels shall be seeded, sodded, rip-rapped or paved depending upon grades and soil types.

## **SECTION 2-7-5 NONRESIDENTIAL LAND DIVISIONS**

**(a) General.**

(1) If a proposed land division includes land that is zoned for commercial or industrial purposes, the layout of the land division with respect to such land shall make such provisions as the Town may require.

(2) A nonresidential land division shall be subject to all the requirements of this Title, as well as such additional standards required by the Town and shall conform to the proposed land use standards established by any Comprehensive Plan or the Green County Zoning Code.

**(b) Standards.** In addition to the principles and standards in this Title, which are appropriate to the planning of all land divisions, the applicant shall demonstrate to the satisfaction of the Town Board that the road, parcel and block pattern proposed is specifically adapted to the uses anticipated and takes into account other uses in the vicinity. The following principles and standards shall be observed:

- (1) Proposed industrial parcels shall be suitable in area and dimensions to the types of industrial development anticipated.
- (2) Road rights-of-way and pavement shall be adequate to accommodate the type and volume of traffic anticipated to be generated thereupon.
- (3) Special requirements may be imposed by the Town Board with respect to road design and construction.
- (4) Special requirements may be imposed by the Town Board with respect to the installation of public utilities, including water, sewer, and storm water drainage.
- (5) Every effort shall be made to protect adjacent residential areas from potential nuisance from a proposed commercial or industrial land division, including the provision of extra depth in parcels backing up on existing or potential residential development and provisions for permanently landscaped buffer strips when necessary.
- (6) Roads carrying nonresidential traffic, especially truck traffic, shall not normally be extended to the boundaries of adjacent existing or potential residential areas.

## CHAPTER 8

### DEVELOPMENT DENSITY

#### SECTION 2-8-1 DENSITY

##### (a) General Density Requirements.

- (1) The maximum density for any Land Division shall be one (1) lot per forty (40) acres of land under the ownership of a land owner, as of the original effective date of this Title.
- (2) All non-contiguous parcels of land owned in the Town, in the same form of ownership, shall be added together when calculating how many Land Divisions are allowable to each land owner. A land owner that owns parcels of land in different forms of ownership or with different owners, may not add such parcels together.
- (3) The resultant Land Division(s) may create no lots with a Lot Area less than one (1) acre. This limitation runs with the land in perpetuity and is irrespective of future ownership, except all parcels within Sections 1 and 2 of the Town of Jefferson shall have a minimum lot size of 0.5 acre provided it can connect to the Juda sanitary sewer system.
- (4) For purposes of this Title, each multi-family unit shall be deemed to be the equivalent of a lot or parcel for determining the maximum density of the lands to be subdivided. For example a duplex must be supported by at least seventy five (75) acres from the original parcel, with the new lot on a minimum of 4 acres.

##### (b) Transferability of Land Divisions.

- (1) A land owner shall be able to use the allowable number of Land Divisions, on any parcel of land in the Town titled in the same form of ownership of the land owner, as long as the newly created lot(s) conform to the requirements of this Title.
- (2) A land owner with remaining Land Divisions may transfer one or more of these remaining Land Divisions to any third party. There is no requirement that land must accompany the transfer of available Land Divisions to a third party.



- (3) The Town shall maintain a database tracking the number of allowable Land Divisions per land owner.

- (4) Any third party who purchases available Land Divisions, must report such purchase to the Town Clerk within 60 days of such purchase.
- (5) A third party who purchases available Land Divisions from joint owners shall provide written proof to the Town Clerk that all joint owners have given consent to the transfer of the Land Division(s) to the third party.

(c) **Density Calculations; Rounding.** The number of allowable Land Divisions shall be calculated by dividing the total acres of land owned in the Town, in the same form of ownership of the land owner, by forty (40), and the resulting number is rounded up if 0.75 or more. That resulting whole number is the number of permitted building sites.

For example:	Land owner has 65 total acres ( $65/40 = 1.63$ , Remainder does not support additional lots, $25/40 = 63\%$ )  Number of New Lots Allowed = 1
For example:	Land owner has 75 total acres ( $75/40 = 1.88$ , Remainder supports one additional lot, $35/40 = 88\%$ )  Number of New Lots Allowed = 2
For example:	Land owner has 104 total acres ( $104/40 = 2.60$ , Remainder does not support additional lot $24/40 = 60\%$ )  Number of New Lots Allowed = 2

(d) **Special Density Exceptions.**

- (1) **Total Acres Less Than Forty.** Any land owner who has less than 40 total acres of land in the Town, as of the original effective date of this Title, shall be entitled to one (1) additional Land Division, provided the newly created lot conforms to the requirements of this Title.

For example:	Land owner has less than 40 total acres Number of New Lots Allowed = 1
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(2) **Cluster.** A cluster development may be allowed an additional two (2) lots if the following conditions are met:

(a) The "Cluster" development design and layout shall meet the definition of "Cluster";

(b) The minimum number of lots required to qualify as a "Cluster" is four (4);

For example:	Land owner has 150 total acres ( $150/40 = 3.75$ , Remainder supports one additional lot $30/40 = 75\%$ , two additional lots are allowed if division meets the definition of cluster)  Number of New Lots Allowed if Clustered = 6
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(3) **Additional Land Division for Land Owner.**

(a) Any land owner, as of the original effective date of this Title, shall be entitled to one (1) additional Land Division, to be initially used as the primary residence of the land owner or the land owner's immediate family, and provided the newly created lot conforms to the requirements of this Title.

(b) Immediate family shall include parent, step-parent, child, step-child, sibling, step-sibling, and spouse.

(c) The Land Division granted by this subsection, shall not be transferable to third parties.

## CHAPTER 9

### VARIANCES, PENALTIES AND VIOLATIONS

#### SECTION 2-9-1 VARIATIONS AND EXCEPTIONS

- (a) Where, in the sole judgment of the Town Board, it would be inappropriate to apply literally the provisions of this Title because exceptional or undue hardship would result, the Town Board may waive or modify any requirements to the extent deemed just and proper by the Town Board.
- (b) Application for any such variance shall be made in writing by the land divider on a form prescribed by the Town. Such application for variance shall be made at the time when the Final Plat is filed with the Town Clerk for consideration, stating fully all facts relied upon by the petitioner, and shall be supplemented with maps, plans or other additional data which may aid the Town Board in the analysis and evaluation of the requested variance.
- (c) The Town Board shall not grant variations or exceptions to the regulations and provisions of this Title unless it shall make findings based upon the evidence presented to it in each specific case that:
  - (1) The granting of the variation will not be detrimental to the public safety, health or welfare or injurious to other property or improvements in the neighborhood in which the property is located;
  - (2) The conditions upon which the request for a variation is based are unique to the property for which the variation is sought and are not applicable generally to other property;
  - (3) Because of the particular surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, financial hardship or self-imposed hardship, if the regulations contained in this Title were strictly enforced.
- (d) The Town Board, if it approves of the request for variance, shall do so by resolution. The Town Clerk shall notify the land divider of the action of the Town Board.

- (e) Such relief shall be granted without detriment to the public good, without impairing the intent and purpose of this Title or the desirable general development of the Town in accordance with any Comprehensive Plan or component thereof, this Title, or Zoning Code of Green County.
- (f) A majority vote of the entire membership of the Town Board shall be required to grant any modification of this Title. Such vote shall be by roll call of all members and the reasons for granting or denying the variation shall be entered in the minutes of the Board.
- (g) The Town Board may waive the placing of monuments, required under Section 236.15(b),(c) and (d), Wisconsin Statutes, for a reasonable time on condition that the land divider execute a surety bond to ensure the placing of such monuments within the time required.

## **SECTION 2-9-2 ENFORCEMENT, PENALTIES AND REMEDIES**

- (a) **Violations.** It shall be unlawful to build upon, divide, convey, record, or monument any land in violation of this Title or the Wisconsin Statutes, and no person shall be issued a building permit by the Town authorizing the building on, or improvement of, any land division or replat within the jurisdiction of this Title not of record as of the effective date of this Title until the provisions and requirements of this Title have been met. The Town may institute appropriate action or proceedings to enjoin violations of this Title or the applicable Wisconsin Statutes.
- (b) **Penalties.**
  - (1) Any person, firm, or corporation who fails to comply with the provisions of this Title shall, upon conviction thereof, forfeit no less than Two Hundred Dollars (\$200) nor more than Two Thousand Dollars (\$2,000) and the costs of prosecution for each violation, and in default of payment of such forfeiture costs shall be imprisoned in the County Jail until payment thereof, but not exceeding ninety (90) days. Each day a violation exists or continues shall constitute a separate offense.
  - (2) Recordation improperly made has penalties provided in Section 236.30, Wisconsin Statutes.
  - (3) Conveyance of lots in unrecorded plats has penalties provided in Section 236.31, Wisconsin Statutes.

- (4) Monuments disturbed or not placed have penalties provided in Section 236.32, Wisconsin Statutes.

(5) Assessor's plat made under Section 70.27 Wisconsin Statutes may be ordered by the Town at the expense of the land divider when a subdivision is created by successive divisions.

(c) **Appeals.** Any person aggrieved by an objection to a plat or a failure to approve a plat may appeal therefrom, as provided in Sections 236.13(5) and 62.23(7)(e)10,14 and 15 of the Wisconsin Statutes, within thirty (30) days of notification of rejection of the plat. Where failure to approve is based on an unsatisfied objection, the agency making the objection shall be made a party to the action. The court shall direct that the plat be approved if it finds the action of the approving or objecting agency is arbitrary, unreasonable or discriminatory.

The foregoing ordinance was adopted at a Town Board regular meeting of the Town of Jefferson on May 9, 2007.

Vote: For \_ Against \_

Posted in 3 public places on June 14, 2007

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Supervisor