

## Town of Jefferson Land Division Checklist for Minor Subdivisions

1. Applicant submits information to the Plan Commission for a Preliminary Consultation. Information should include:
  - a. Name
  - b. Parcel number and address
  - c. Details of the parcel(s) split required
  - d. Location map with proposed driveway access and utilities
  - e. Preliminary Plat Survey (if available) or printout of the parcel from the Green County GIS Viewer with the split marked on the printout.
  - f. Preliminary Community Impact Statement
  - g. Any other pertinent information needed by the Plan Commission.
2. Plan Commission/Town Clerk checks records (Parcel Database) for that parcel(s) to confirm available splits.
3. Plan Commission schedules a review of the parcel(s) for the next regular Plan Commission meeting. Town Clerk notifies adjacent land owners of the meeting. Prior to the meeting, the applicant will submit 6 sets of the following for the review process:
  - a. Certified Survey Map
  - b. Letter of application
  - c. Use Statement
  - d. Zoning Changes
  - e. Area Plan
  - f. Adjacent Land Divisions
  - g. Road Plan and Profiles
  - h. Soil Testing
4. If parcel split(s) are available and other requirements are met, the Plan Commission will pass a recommendation on to the Town Board.
5. The parcel split(s) will be put on the Town Board meeting agenda. The Town Board will review and make a decision within 90 days of the Plan Commission review meeting. The Town Clerk informs the land owner of the decision.
6. If the Town Board approves the parcel split(s), the Town Clerk will have the certified map inscribed with a certificate of the parcel(s) split within 6 months of the Town Board approval. The Town Clerk will also record the parcel(s) split in the Parcel Database.

7. The applicant will file 8 copies of the recorded certified map with the Town Clerk to distribute to approving agencies, affected sanitary districts and other affected agencies within 6 months of the Town Board approval.