

Submitting to Plat Review

Department of Administration - Plat Review accepts Preliminary Subdivision plats and Final Subdivision plats for review and certification of compliance with ch. 236. Plat Review will also accept Certified Survey Maps, and local plats created per s. 236.45, for advisory review as required by local ordinance.

Hard Copy submittal

Plats may be submitted on any media capable of being reproduced with a black image on a white background. White bond paper (straight from the plotter), vellum, or translucent mylar with a black (positive) image are all acceptable media. Blueline prints or mylar with a negative image are not acceptable.

Plats submitted via US mail should be sent to:

**Plat Review - Dept. of Administration
PO Box 1645
Madison WI 53701**

Plats submitted via private carrier (UPS, FedEx, etc.) should be sent to:

**Plat Review - Dept. of Administration
101 E Wilson St FL 9
Madison WI 53703**

Be sure to package the submittal to avoid damage. We recommend the use of a mailing tube; plats sent folded in envelopes are often damaged and illegible.

The paper submittal should include:

- One full size version of the plat, drawn to scale.
- The completed Request For Land Subdivision Plat Review Form.
- Appropriate fees.
- Additional material as required (such as monumentation waiver request, verification of local ordinance provisions, scale waiver request, drainage plans, county review fees, etc.).

*ch. Adm 49.03,
Wis. Admin. Code*

*ch. Adm 49.06(2),
Wis. Admin. Code*

The review time limit starts when Plat Review receives a complete submittal.

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Electronic submittal

Plats may be submitted via e-mail to:

plat.review@wi.gov

Plat Review is capable of working with the following file formats:

- Adobe Acrobat (any full version, file extension .pdf)
- AutoCAD (any version, file extension .dwg)

Do not send the plat as an image file (file extensions .tif, .jpeg, etc). We cannot accurately reproduce these files to scale.

The digital submittal should include:

- A scale drawing of the plat to fit on a 22" x 30" sheet size.
Do not send scaled up or down versions of the plat. You may use a larger sheet size (such as 24" x 36") if your system does not allow for non-standard sheet sizes.
- A copy of the completed Request For Land Subdivision Plat Review Form, with the appropriate fees attached to the form.
- Copies of additional material as required (such as monumentation waiver request, verification of local ordinance provisions, scale waiver request, drainage plans, county review fees, etc.).

You must also send the original Request for Land Subdivision Plat Review Form and the appropriate fees by mail; however, the review time limit will start upon receipt of the electronic submittal, provided that a copy of the form and fee is included with the electronic submittal.

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The Request For Land Subdivision Plat Review Form and Fee Schedule

All submittals must be accompanied by a completed Request For Land Subdivision Plat Review form and Fee Schedule. You may copy and use the form included with this manual, or contact our office and we will fax or mail the form to you. The form is also available online at: <http://doa.wi.gov/platreview/>

The form serves as authorization to review the plat; we can not enter the plat into the review process without a completed form that includes the land surveyor's seal.

Please complete the form as follows.

ALL SUBMITTALS:

- The subdivision name.
- The county (or counties) in which the subdivision is located.
- The Surveyor's seal, signature, and date.
- The subdividers name and /or company name, mailing address, phone number, and e-mail address.
- Surveyor's name, company (if any), e-mail address, phone, and fax numbers.
- Surveyor's street address (UPS will not deliver to P.O. box). *Please include the Surveyor contact information with every submittal so that we may keep our database current.*

PRELIMINARY PLAT SUBMITTALS:

All of the aforementioned, and:

- Item 5 - "check" the box to indicate that the subdivider or surveyor is submitting the plat directly to Plat Review.
- Item 6 - "check" the appropriate box to indicate that the subdivision is or is not served by public sewer facilities.
- Item 7 - "check" the box to indicate that a check or money order for the Department of Administration Plat Review fee is included.
- Item 8 - "check" the box to indicate that the subdivision does not abut a State, Federal, or Interstate highway, OR "check" the box to indicate that the plat abuts a highway, and the Department of Transportation request for review form is included.

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FINAL PLAT SUBMITTALS:

All of the aforementioned, and:

- Item 1 - “check” the box to indicate that the surveyor has found or set all monuments within the subdivision and the exterior boundary as required by s. 236.15 (1) OR “check” the box to indicate that all exterior boundary monuments have been set, and the Town, City, or Village in which the subdivision lies has temporarily waived the placement of interior block and lot monuments as allowed by s. 236.15 (1) (h).
- Item 2 - “check” the appropriate box to indicate that Plat Review will produce the recordable document, OR “check” the box to indicate that the subdivider or Surveyor will produce the recordable document.
- Item 3 - If a preliminary plat has been submitted to our office for review, please indicate the name of the preliminary plat.

FEE SCHEDULE

All submittals must be accompanied by a completed Fee Schedule. You may copy and use the schedule included with this manual, or contact our office and we will fax or mail the schedule to you. The schedule is also available online at:

<http://doa.wi.gov/platreview/>

*ch. Adm 49.06(2)
Wis. Admin. Code*

We can not enter the plat into the review process without receipt of the required fees.

Please complete the schedule as follows. See schedule for current fee structure.

Preliminary Plats:

- Initial filing fee: This flat rate fee is included only with the first submittal of a plat. The fee covers our costs for setting up and maintaining the permanent file for the plat.
- Review fee: This flat rate fee is included with the first submittal of the plat, and any resubmittals subsequent to certification of or objection to the plat.
- Reprographics and postage fee: This per sheet fee covers the cost of transmitting copies of the plat to other review agencies, and notice and return of the certified plat.

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ch. Adm 49.03,
Wis. Admin. Code

FEE SCHEDULE

Final Plats and Assessors Plats:

- Initial filing fee: This flat rate fee is included with the final plat only if a preliminary plat has not been submitted. The fee covers our costs for setting up and maintaining the permanent file for the plat.
- Parcel fee: This per parcel fee is included with the first submittal of the final plat, and with any subsequent revisions that result in layout changes. All parcels labeled as lots or outlots are counted to determine the fee.
- Reprographics and postage fee: This per sheet fee covers the cost of transmitting copies of the plat to other review agencies, and reproduction of the recordable document.

Miscellaneous Fees: Contact Plat Review to determine fees for review of Certified Survey Maps, Local Plats, or other services.

ALL CHECKS FOR PLAT REVIEW FEES MUST BE MADE OUT TO: DEPARTMENT OF ADMINISTRATION.

REVISIONS

Revised (substitute) plat drawings to address review requirements may be submitted in the same formats as originals. A request for review form is not required; however, it is helpful to include a cover letter outlining the revisions. To avoid multiple revisions, we request that revised plats be submitted only after the requirements from all review agencies have been determined.

There is a flat review fee for revised plats; if the revisions result in the reconfiguration of lots, streets, or subdivision boundaries, the standard parcel fee applies for all affected parcels. Plat review must receive the revision fees prior to our certification of the plat.

RESUBMITTALS

If the plat is resubmitted with minor changes subsequent to certification by Plat Review, the standard reprographics and postage fee per sheet will be charged. We will process the resubmittal as quickly as our workload allows.

If the plat is resubmitted with layout changes, the standard parcel fee will also be charged for all affected parcels. If the changes require review by other objecting agencies, the full review time limit will be in effect.

Wisconsin Subdivision Plat Review Submittal Checklist

- 1) Completed ["Request for Land Subdivision Plat Review" form](#) and fee.
- 2) If subdivision abuts a Federal, State Trunk, or Connecting Highway provide following:
Completed [WISDOT Subdivision Review Request form](#).
- 3) If subdivision includes full streets less than 60' width (excluding frontage and service roads) provide following:
Ordinance number and section allowing street widths less than that required by [s. 236.16 \(1\)](#): _____
Internet link to ordinance: _____
- 4) If subdivision includes Town roads that do not comply with [s. 82.50](#) Town Road Standards provide following:
Verification from Town Board that D.O.T. has approved deviation from Design Standards.
- 5) If subdivision includes lots accessed by private road or easement provide following:
Ordinance number and section allowing private road or easement as provided for by [s.236.20\(4\)\(d\)](#): _____
Internet link to ordinance: _____
- 6) If subdivision includes lots less than 50' avg. width (60' avg. width in counties with less than 40,000 population) as required by [s. 236.16 \(1\)](#) provide following
Ordinance number and section allowing smaller average lot widths: _____
Internet link to ordinance: _____
- 7) If subdivision includes lots less than 6,000 sq.ft. area (7,200 sq.ft. area in counties with less than 40,000 population) as required by [s. 236.16 \(1\)](#) provide following:
Ordinance number and section allowing for smaller square foot area lots: _____
Internet link to ordinance: _____
- 8) If subdivision abuts or includes navigable waters and public access per [s. 236.16 \(3\)](#) is NOT included provide following:
Completed Request for Public Access Waiver form.
- 9) If subdivision includes lands or streets that are or have been vacated or discontinued provide following:
Copy of vacation/discontinuance resolution/ordinance/court order.
- 10) If monuments can NOT be set at all corners per [s. 236.15 \(1\) \(a-d\)](#) provide following:
Completed [Monument Waiver Request Form](#).
- 11) If plat is NOT drawn at scale of not more than 100 feet to 1 inch provide following.
Completed [Scale Waiver Request Form](#).

Paper Drawing Submittal:

One print bearing Surveyor's original seal and signature, on 22" x 30" media capable of legible reproduction.

Electronic Drawing Submittal:

Email to plat.review@wi.gov a PDF file of the scale drawing on 22" x 30" minimum sheet size along with a copy of completed "Request for Land Subdivision Plat Review" form. Mail in completed form with the check.

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EXAMPLES RELATED TO THIS SECTION

Request for Land Subdivision Plat Review form

This completed form must be included with all plats and certified survey maps submitted to Plat Review.

Notification of Change Letter

This letter should accompany a copy of a plat submitted to Plat Review to determine if changes to a certified plat will require review and recertification.

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Request for Land Subdivision Plat Review

Department of Administration

Plat Review – DOA
Shipping Address: 101 E Wilson St FL 9
 Madison WI 53703
Mailing Address: PO Box 1645
 Madison WI 53701
Phone: 608-266-3200 **Fax:** 608-264-6104
Email: plat.review@wi.gov
Web: <http://doa.wi.gov/platreview>

Subdivision Name: _____	
County: _____	Surveyor's Seal
Surveyor, Company & Shipping Address:	
Name: _____	
Company: _____	
Shipping Address: _____	

Phone: _____	
Fax: _____	
Email: _____	
_____ Surveyor's Signature	_____ Date

Complete: 1-8 for FINAL Plats; 4-8 for PRELIMINARY Plats; 7 for ASSESSOR'S Plats; or 1 & 4 for CSMs

I certify that, as the Wisc. Registered Land Surveyor responsible for the field survey & preparation of this plat:

1. All monuments have been set per s. 236.15 (1), Wis. Stats.
 OR
 All exterior boundary monuments have been set, but the town, village or city has temporarily waived placing interior monuments per s. 236.15 (1)(h), Wis. Stats.

2. Plat Review will make recordable document.
 OR
 Surveyor will make recordable document.

3. Preliminary plat name: _____

4. Subdivider's name,
 address and email: _____

ENCLOSURES:	
5. <input type="checkbox"/> Original drawing from surveyor. Number of sheets _____	<input type="checkbox"/>
6. Is this plat served by public sewer? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
7. <input type="checkbox"/> Check or money order covering Department of Administration, Plat Review fee	<input type="checkbox"/>
8. DOT: <input type="checkbox"/> Not abutting a S.T.H., U.S.H. or I.H. OR DOT <input type="checkbox"/> form enclosed.	<input type="checkbox"/>

Surveyor's Receipt & Transmittal Record		Shaded Area for Office Use Only	
Date Received:	Date Time Limit Expires:	Preliminary	
Date Copies Sent:		Final	
DOT:	County:	Assessor CSM	
By:	Plat Review Officer		

Fee Schedule

A Guide for Calculating the Fee Required by Adm 49, Wis. Admin. Code

PRELIMINARY PLAT

- \$ _____ \$125 Initial Filing Fee***
- \$ _____ \$100 Review Fee
- \$ _____ Reprographics & Postage Fee - \$40/sheet x _____ sheets (required for all plats)

***NOTE: The \$125 initial filing fee is required with the first submittal of the plat. An addition to a plat, even if originally part of an overall preliminary plat, or a replat is a new file which requires the \$125 initial filing fee.

FINAL PLAT

- \$ _____ \$125 Initial Filing Fee (no preliminary plat submitted)***
- \$ _____ Parcel Fee - \$30/parcel x _____ parcels (\$120 minimum)
- \$ _____ Reprographics & Postage Fee - \$40/sheet x _____ sheets (required for all plats)

ASSESSOR'S PLAT

- \$ _____ \$125 Initial Filing Fee***
- \$ _____ Parcel Fee - \$30/parcel x _____ parcels (\$120 minimum)
- \$ _____ Reprographics & Postage Fee - \$40/sheet x _____ sheets (required for all plats)

REVISED PLAT (not certified)

- \$ _____ \$120 Review Fee (minimum parcel fee)
- \$ _____ Reconfiguration Fee (modification of parcel boundaries)-\$30/parcel x _____ parcels (\$120min)

RESUBMITTED PLAT (previously certified or withdrawn)

- \$ _____ \$120 Review Fee (minimum parcel fee)
- \$ _____ Recertification Fee (reprographics & postage) - \$40/sheet x _____ sheets
- \$ _____ Reconfiguration Fee (modification of parcel boundaries)-\$30/parcel x _____ parcels (\$120min)

MISC

- \$ _____ \$100 **Certified Survey Map**
- \$ _____ \$ 50 Written pre-submission consultation request.

\$ _____ **TOTAL FEE DUE** _____ Advance Deposit Account number

Attach check or money order here, payable to: **Department of Administration**

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WOODMAN & ASSOCIATES
Registered Land Surveyors

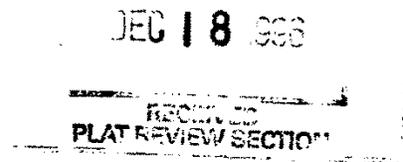
210 MADISON AVENUE
FORT ATKINSON, WISCONSIN 53538
(414) 563-8162
FAX (414) 563-6654

JAMES B. WOODMAN
REGISTERED LAND SURVEYOR

MARK E. ANDERSON
REGISTERED LAND SURVEYOR

December 17, 1996

Department of
Attn: Plat Review
P.O. Box
Madison, WI



RE: RIVERVIEW HEIGHTS-SOUTH

Gentlemen:

I have added the data on the final plat as per the enclosed copy.

Please notify me if this will require re-submittal of the plat for your re-certification.

Sincerely,

WOODMAN & ASSOCIATES

James B. Woodman
James B. Woodman, R.L.S.

JBW:sw
Enclosures

I have reviewed the changes as shown and have determined that they do not affect the certification of this plat and therefore no re-submittal is necessary.

Date 1-2-97

Jeanne A. Storm
Jeanne Storm, Supervisor
Plat Review Unit *Jmf*

