

# 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.

Continued on next page.

# Submitting to Plat Review

## Online payment

Plats may be submitted via the online form at <https://appengine.egov.com/apps/wi/DIR/PlatReview>

The following is needed to submit the online form.

## ALL SUBMITTALS:

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

## PRELIMINARY PLAT SUBMITTALS:

All of the aforementioned, and:

- Is the subdivision plat served by public sewer facilities?
- Does the subdivision plat abut a State, Federal, or Interstate highway? If it does upload the Department of Transportation request for review form <https://wisconsindot.gov/Documents/formdocs/dt2091.doc>.

## FINAL PLAT SUBMITTALS:

All of the aforementioned, and:

- Has the surveyor found or set all monuments within the subdivision and the exterior boundary as required by s. 236.15 (1) OR has the surveyor set all exterior boundary monuments, 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)?
- Previous plat name if it has changed.

Plat PDF(not scanned).

- A scale drawing of the plat to fit on a 22" x 30" sheet size (1" margins).
- 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.

Copies of additional material as required (such as monumentation waiver request, verification of local ordinance provisions, scale waiver request, etc.).

# Submitting to Plat Review

## Pay with Check

Plats may be submitted via e-mail to:

[plat.review@wi.gov](mailto:plat.review@wi.gov)

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

- Adobe Acrobat (not scanned, file extension .pdf)

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 included with the form.
- Copies of additional material as required (such as monumentation waiver request, verification of local ordinance provisions, scale waiver request, etc.).

*You must also send the original Request for Land Subdivision Plat Review Form and the appropriate fees by mail.*

*The review time limit starts when Plat Review receives a complete submittal (drawing, form & fee).*

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

# Submitting to Plat Review

## **The Request For Land Subdivision Plat Review Form and Fee Schedule**

Pay by check submittals must be accompanied by a completed Request For Land Subdivision Plat Review form and Fee Schedule.

The form is available online at: <https://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 subdivider's name and /or company name, and e-mail address.
- Surveyor's name, company (if any), e-mail address, and phone number.
- Surveyor's street address (UPS will not deliver to P.O. box).  
*Please include the Surveyor's 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 appropriate box to indicate that the subdivision is or is not served by public sewer facilities.
- Item 6 - "check" the box to indicate that a check or money order for the Department of Administration Plat Review fee is included.
- Item 7 - "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.

# Submitting to Plat Review

## **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 - 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. The schedule is available online at:

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

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

*We cannot enter the plat into the review process without receipt of the required fees.*

Please complete the fee schedule as follows. See the schedule for the 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 resubmittal after certification of or objection to the plat.
- Reprographics and postage fee: This per sheet fee covers the work of transmitting copies of the plat to other review agencies, and notice and return of the certified plat.

# Submitting to Plat Review

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 work 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 before we certify the plat.

## RESUBMITTALS

If the plat is resubmitted with minor changes after 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) Pay Online: <https://appengine.egov.com/apps/wi/DIR/PlatReview>  
must include plat PDF (not scanned) to scale (22"x30" minimum sheet size).  
OR  
Pay by check: Mail completed "[Request for Land Subdivision Plat Review](#)" form and fee.  
Email scale plat PDF (not scanned) to [plat.review@wi.gov](mailto:plat.review@wi.gov) (22" x 30" minimum sheet size).
- 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](#).

# Submitting to Plat Review

## EXAMPLES RELATED TO THIS SECTION

### **Request for Land Subdivision Plat Review form**

This completed form must be included with payments by check for 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.



# Request for Land Subdivision Plat Review

Plat Review – DOA  
**Mailing Address:** PO Box 1645  
 Madison WI 53701  
**Phone:** 608-266-3200  
**Email:** [plat.review@wi.gov](mailto:plat.review@wi.gov)  
**Web:** <http://doa.wi.gov/platreview>

Department of Administration

**Online Submittal and Payment: Instead of this form go to <https://appengine.egov.com/apps/wi/DIR/PlatReview>**

Subdivision Name: _____		<b>Surveyor's Seal</b>
<b>Surveyor, Company &amp; Street Address:</b>		
License #:	_____	_____ Surveyor's Signature      _____ Date
Name:	_____	
Company:	_____	
Street address:	_____	
(no PO boxes):	_____	
Phone:	_____	
Email:	_____	

***Complete: 1-7 for FINAL Plats; 3-7 for PRELIMINARY Plats; 4 & 6 for ASSESSOR'S Plats; or 3-4 & 6 for CSMs***

I certify that, as the Wisc. Professional 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. Preliminary plat name: \_\_\_\_\_

3. Subdivider's name, \_\_\_\_\_  
 and email: \_\_\_\_\_

4.  Email plat PDF (not scanned) and this form to [plat.review@wi.gov](mailto:plat.review@wi.gov). Number of sheets \_\_\_\_\_
5. Is this plat served by public sewer?  Yes  No
6.  Mail a check or money order covering the Department of Administration, Plat Review fee with this form.
7. DOT:  Not abutting a S.T.H., U.S.H. or I.H., OR  DOT form enclosed.

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

# Fee Schedule

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

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## PRELIMINARY PLAT

\$ \_\_\_\_\_ \$125 Filing Fee

\$ \_\_\_\_\_ \$100 Review Fee

\$ \_\_\_\_\_ Reprographics & Postage Fee - \$40/sheet x \_\_\_\_\_ sheets (required for all plats)

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## FINAL PLAT

\$ \_\_\_\_\_ \$125 Filing Fee \*\*\*

\*\*\* (Required unless a preliminary plat has been previously submitted. Also required for subsequent additions or phases of a plat.)

\$ \_\_\_\_\_ Parcel Fee - \$30/parcel x \_\_\_\_\_ parcels (outlots + lots) (\$120 minimum) (required for all plats)

\$ \_\_\_\_\_ Reprographics & Postage Fee - \$40/sheet x \_\_\_\_\_ sheets (required for all plats)

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## ASSESSOR'S PLAT

\$ \_\_\_\_\_ \$125 Filing Fee

\$ \_\_\_\_\_ Parcel Fee - \$30/parcel x \_\_\_\_\_ parcels (outlots + lots) (\$120 minimum) (required for all plats)

\$ \_\_\_\_\_ Reprographics & Postage Fee - \$40/sheet x \_\_\_\_\_ sheets (required for all plats)

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## REVISED PLAT (not certified)

\$ \_\_\_\_\_ \$120 Review Fee

\$ \_\_\_\_\_ Reconfiguration Fee (add/remove lots/outlots or move streets)-\$30/parcel x \_\_\_\_\_ parcels

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## RESUBMITTED PLAT (previously certified or withdrawn)

\$ \_\_\_\_\_ \$120 Review Fee. Includes 2 sheets, additional sheets \$40/sheet x \_\_\_\_\_ sheets

\$ \_\_\_\_\_ Reconfiguration Fee (add/remove lots/outlots or move streets)-\$30/parcel x \_\_\_\_\_ parcels

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## MISC

\$ \_\_\_\_\_ \$100 **Certified Survey Map**

\$ \_\_\_\_\_ \$ 50 Written pre-submission consultation request.

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\$ \_\_\_\_\_ **TOTAL FEE DUE**

Mail this form with check or money order, payable to: **Department of Administration**

**DON'T use staples or tape on the check.**

Shaded Area for Office Use Only

Date fee received: \_\_\_\_\_

Payer: \_\_\_\_\_ Check Number: \_\_\_\_\_

Check Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Submitting to Plat Review  
**WOODMAN & ASSOCIATES**  
*Registered Land Surveyors*

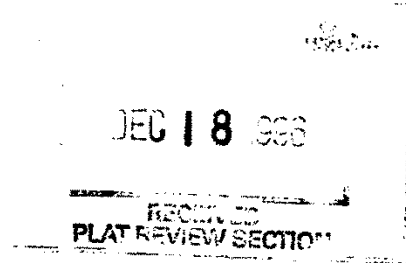
210 MADISON AVENUE  
FORT ATKINSON, WISCONSIN 53538  
(414) 563-8162  
FAX (414) 563-6654

**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*