

The Plat Review Process

[s. 236.02 \(12\) \(am\)](#), Wis. Stats.

A subdivision plat is required any time a landowner or landowner's agent divides a lot, parcel, or tract of land for the purpose of sale or building development, where:

The division creates five or more parcels or building sites (i.e. lots or outlots) of 1-1/2 acres each or less,
OR

Successive divisions within a five year period create five or more parcels or building sites (i.e. lots or outlots) of 1-1/2 acres each or less.

[s. 236.02 \(12\) \(bm\)](#), Wis. Stats.

Note: A Certified Survey Map that creates 5 or more lots or outlots in accordance with an ordinance or resolution adopted per s. 236.34 (1) (ar) (1), Wis. Stats., is not a subdivision as defined by this section.

[s. 236.45](#), Wis. Stats.

Local ordinances may be more restrictive, and may require a subdivision plat when creating larger or fewer parcels or building sites than defined by statute. Always check local subdivision requirements.

Preliminary Plats are optional unless mandated by local ordinance.

[s. 236.11](#), Wis. Stats

To resolve potential problems early, it is recommended that a Preliminary Plat be submitted for review when:

- The subdivision adjoins a State or Federal highway;
- The subdivision adjoins a navigable lake, river, or stream;
- Lots within the subdivision do not have direct access to a public street;
- Lots within the subdivision do not meet statutory requirements for width and/or area;
- Streets within the subdivision do not meet statutory requirements for width.

Final plats are mandatory. They must be submitted for review to the appropriate state agencies and local units of government.

The Plat Review Process

Chapter 236, Wis. Stats., specifies two categories of review authorities with very distinct roles in the subdivision platting process:

OBJECTING AUTHORITIES

Department of Administration - Plat Review Program

Plat Review reviews all subdivision plats as defined by s. 236.02 (12), or as required by local ordinance, for compliance with ss. 236.15, 236.16, 236.20 and 236.21, Wis. Stats.

Department of Transportation (WisDOT)

WisDOT reviews subdivision plats for compliance with ch. Trans 233, Wis. Admin. Code. when lands being platted abut a state trunk or interstate highway, or when the subdivider has an interest in land between the subdivision and a state trunk or interstate highway.

County Planning Agencies (CPA)

Currently, the 18 CPA's listed below have objecting authority for subdivision plats located within cities and villages within the county. The CPA reviews the plat to determine conflicts with parks, parkways, expressways, major highways, airports, drainage channels, schools, or other planned public improvements.

Brown County Planning Commission (objecting in cities only, approving in villages)
Calumet County Planning and Zoning Committee
Dodge County Planning & Development Department
Door County Planning Department
Fond du Lac County Planning Agency
Jefferson County Planning and Zoning Department
Juneau County Zoning Administrator (except city of Mauston)
Manitowoc County Planning & Park Commission
Milwaukee County Department of Public Works
Oconto County Planning & Zoning Committee
Outagamie County
Racine County Planning & Development
Rock County Planning & Development Agency
St. Croix County Zoning Office
Sheboygan Co. Planning & Resources Dept (except City of Sheboygan)
Waukesha County Parks & Land Use Department
Winnebago County Planning & Zoning Committee

Developments located within the City of Milwaukee are exempt from review by objecting authorities.

[s. 236.12, Wis. Stats](#)

The Plat Review Process

APPROVING AUTHORITIES

[s. 236.10 \(1\)](#)
[s. 236.13](#), Wis.
Stats.

For subdivisions located in cities or villages, the city council or village board is the sole approving authority. Their approval is based on compliance with local ordinances, local master or comprehensive plans and official maps, installation of public improvements, alterations to utilities, and the creation of easements for public benefit.

[s. 236.10 \(1\)\(c\)](#)
[s. 236.13](#), Wis.
Stats.
(*Rogers vs. Rock
County Planning*).

For subdivisions located in towns, the town board and the county planning agency are always approving authorities. Their approval is based upon compliance with town and county ordinances, local master or comprehensive plans and official maps, alterations to utilities and the creation of easements for public benefit. Town boards may require the installation of public improvements.

[s. 236.10](#)
[s. 62.23](#), Wis.
Stats
(*Rice vs. City of
Oshkosh, 1989*)

For subdivisions located in towns, neighboring cities and villages may have **extraterritorial plat approval jurisdiction**. They can review for compliance with municipal ordinances, local master or comprehensive plans, and official maps. They can not require public improvements within the subdivision.

[s. 236.02 \(5\)](#),
Wis. Stats.

Extraterritorial plat approval jurisdiction limits:

- 3 miles from the municipal boundaries of a first, second, or third class city.
- 1-1/2 miles from the municipal boundaries of a fourth class city or an incorporated village.

[s. 236.10 \(2\)](#)
[s. 66.0105](#), Wis.
Stats.

Where extraterritorial jurisdictions overlap, the overlapping area is divided by a line whose points are equidistant from the boundaries of each municipality. Each municipality reviews the portion of the subdivision that falls on its side of the equidistant line.

[s. 236.10 \(5\)](#),
Wis. Stats.

A City or Village may waive its right to approve plats within any portion of its extraterritorial plat approval jurisdiction by a resolution of the governing body filed with the register of deeds incorporating a map or metes and bounds description of the area outside its corporate boundaries within which it shall approve plats. The municipality may rescind this waiver at any time by resolution of the governing body filed with the register of deeds.

The Plat Review Process

EXTRATERRITORIAL JURISDICTION OVERLAP

[s. 236.10 \(2\)](#)
[s. 66.0105](#), Wis.
Stats.

Per s. 66.0105, Wis. Stats: *The extraterritorial powers granted to Cities and Villages by statute...may not be exercised within the corporate limits of another City or Village. Wherever these statutory extraterritorial powers overlap, the jurisdiction over the overlapping area shall be divided on a line all points of which are equidistant from the boundaries of each municipality concerned so that not more than one municipality shall exercise power over any area.*

To determine review authority when extraterritorial jurisdictions overlap:

- 1) Establish the extraterritorial plat approval jurisdiction limits:
 - 3 miles from the municipal boundaries of a first, second, or third class city.
 - 1-1/2 miles from the municipal boundaries of a fourth class city or an incorporated village.

- 2) Establish the area of extraterritorial plat approval jurisdiction overlap.

If the subdivision lies within the area of extraterritorial plat approval jurisdiction, then:

- 3) Establish a line through the area of extraterritorial plat approval jurisdiction overlap that is equal distance from the corporate boundaries of each Municipality.

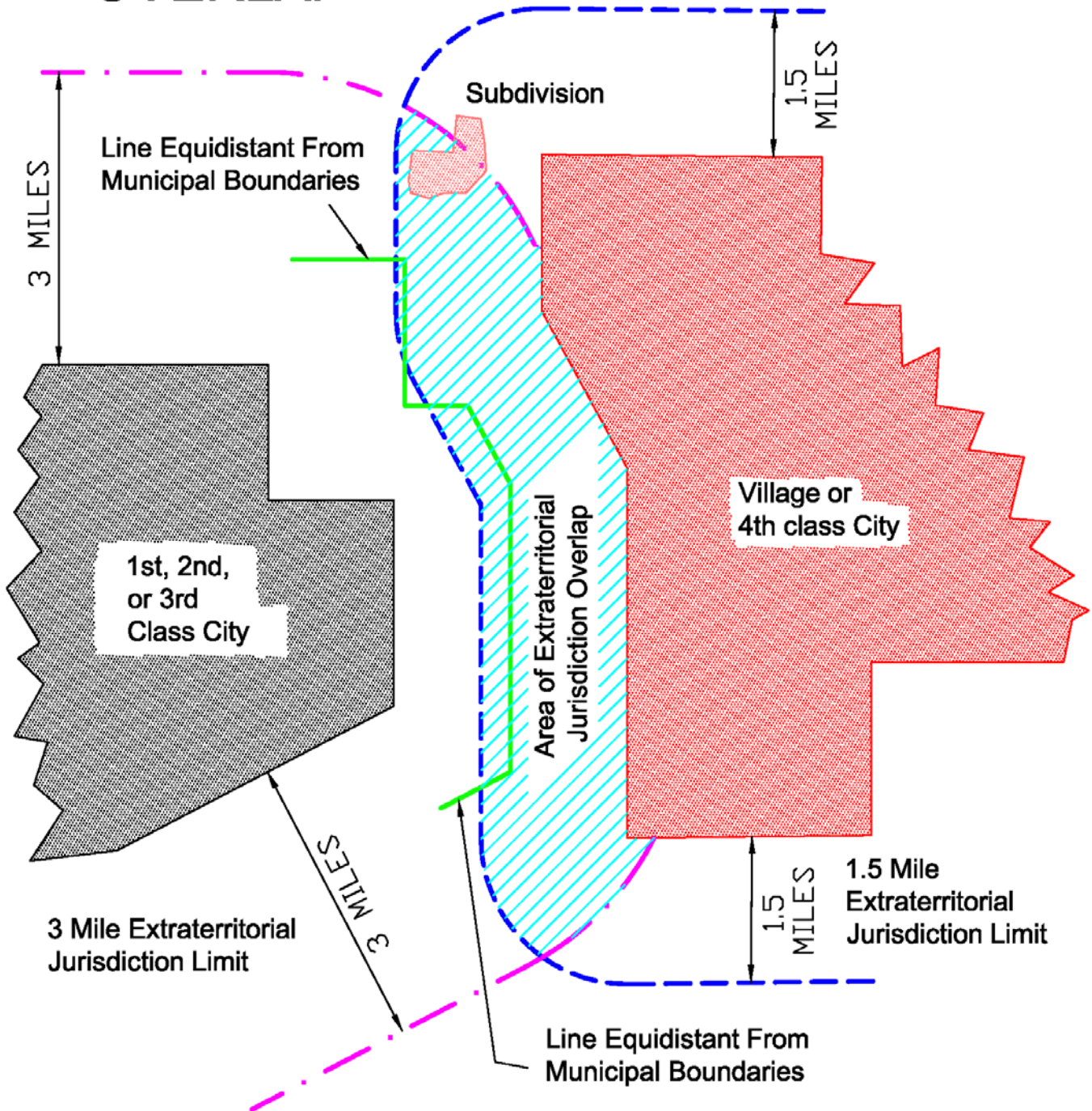
Note that such a line usually will not equally split the overlap area, and in some cases may not fall within the overlap area.

- 4) The Municipality on the side of the equal distant line that the subdivision lies has exclusive extraterritorial review authority over the plat. If the equal distant line bisects the subdivision, then each municipality reviews the portion of the subdivision that falls on its side of the line.

In the example shown on the facing page, the Village has exclusive extraterritorial review authority over the plat.

The Plat Review Process

EXTRATERRITORIAL OVERLAP



The Plat Review Process

APPROVING AUTHORITIES

Review Agreements

Any Town County, City, or Village may agree with any other Town County, City, or Village to cooperate in the review and approval of plats. They may also submit plats to a regional planning commission (RPC) for an advisory review. The RPC has no approval or objecting authority.

[s. 236.10 \(4\)](#)
[s. 66.0301](#), Wis.
Stats.

Delegation of Authority

Any Town County, City, or Village may delegate the authority to review and object to or approve a plat, to a planning committee or commission created by the governing body. However, final plats that dedicate roads or other lands to the public must always be approved by the governing body of the lands in which the subdivision lies.

[s. 236.10 \(3\)](#), Wis.
Stats.

Contested Annexations

If the subdivision is within an area of annexation that is being legally contested, the plat must be approved by the annexing City or Village and by the Town from which the area is being annexed.

[s. 236.10 \(1\) \(a\)](#),
Wis. Stats.

Basis for Approval

Plats shall be approved or denied based upon compliance with:

- The provisions of ch. 236, Wis. Stats.
- City, Village, Town, or County ordinance.
- The provisions of ch. Trans 233, Wis. Admin. Code.

[s. 236.13 \(1\)](#),
Wis. Stats.

The Village, City, or Town may also require:

- The installation of reasonable public improvements.
- The construction of public or private streets.
- The installation of water and sewer facilities.
- The installation of sidewalks and lighting.
- The dedication of easements for solar or wind energy.

[s. 236.13 \(2\)](#),
Wis. Stats.

A municipality, town, or county may **not**, as a condition of approval under this chapter, impose any fees or other charges to fund the acquisition or improvement of land, infrastructure, or other real or personal property, except to fund the purchase or initial improvement of public parks.

[s. 236.45 \(6\)\(am\)](#),
Wis. Stats.

The Plat Review Process

APPROVING AUTHORITIES

[s. 236.45 \(6\)\(b\)](#),
Wis. Stats.

Basis for Approval

Any land dedication, easement, or other public improvement required by a municipality, town, or county as a condition of approval under this chapter must bear a rational relationship to a need for the land dedication, easement, or other public improvement resulting from the subdivision or other division of land.

[s. 236.45 \(3\)\(b\)](#),
Wis. Stats.

Extraterritorial Approval

A municipality may not deny approval of a plat or certified survey map within its extraterritorial jurisdiction based upon the proposed use of the land within the plat or certified survey map, unless such use conflicts with plans or regulations adopted by the municipality under [s. 62.23 \(7a\) \(c\)](#), Wis. Stats (related to extraterritorial zoning).

[s. 236.13 \(3\)](#),
Wis. Stats.
(*Columbia corp. vs.*
Town of Pacific)

Plats shall not be approved or denied based upon any requirement other than those specified by s. 236.13, or by other existing statute, ordinance, master plan, official map, or rule.

The Plat Review Process

PLAT APPROVAL

Preliminary Plat

The approving authority may require that the subdivider submit a preliminary plat for review and approval. The approving authority may also require that the preliminary plat be submitted to objecting authorities for review and certification.

- The plat must be clearly marked “Preliminary Plat”.
- The plat must contain enough detail to determine if the final plat will meet layout requirements.
- Within 90 calendar days the approving authority must approve, conditionally approve, or reject the plat.
- The review time limit may be extended by agreement.
- Conditions of approval or reasons for rejection must be provided in writing to the subdivider.
- If the approving authority does not act within 90 days or within the agreed upon time extension, the plat is deemed to be approved.

Final Plat

If a final plat is submitted that conforms substantially to the approved preliminary plat, as determined by a professional engineer, planner, or other person designated by the local unit of government to review plats, the final plat is entitled to approval within 60 calendar days of submittal (or agreed upon time extension) if:

- The final plat is submitted within 36 months of the preliminary plat approval.
- The final plat conforms to all local plans and ordinances (including those enacted subsequent to preliminary plat approval).
- The final plat meets all conditions of the preliminary plat approval.

If a final plat is submitted without an approved preliminary plat, the approving agency must, within 60 calendar days of submittal or agreed upon time extension:

- Approve, approve with conditions, or reject the plat.
- Provide conditions of approval or reasons for rejection in writing to the subdivider.

[s. 236.11 \(1\) \(a\)](#),
Wis. Stats.

[s. 236.11 \(1\) \(b\),\(c\)](#)
[s. 236.11 \(2\)](#),
Wis. Stats.

[s. 236.11 \(2\)](#),
Wis. Stats.

The Plat Review Process

PLAT APPROVAL

[s. 236.11 \(2\)](#),
Wis. Stats.

Final Plat

If the approving authority does not act within 60 days or within the agreed upon extension:

- The plat is deemed to be approved, if there are no outstanding objections.
- Upon demand, the clerk of the approving authority that failed to act must certify approval of the plat.

[s. 236.11 \(2\) \(b\)](#),
Wis. Stats.

The final plat may be approved at any time during the review process; however, no approving authority may inscribe its approval onto the recordable plat document prior to certification of no objection by the Department of Administration.

Conflicting Requirements

[s. 236.13 \(4\)](#),
Wis. Stats.

When the requirements of approval or objection authority ordinances or statutes conflict, the plat must comply with the most restrictive requirements.

Appeals

[s. 236.13 \(5\)](#),
Wis. Stats.

Any person aggrieved by an objection to or failure to approve a plat may appeal the objection or rejection as outlined in [s. 62.23 \(7\) \(e\) 10.](#), [14.](#), and [15.](#), provide such appeal is filed within 30 days of the notification of objection or rejection.

The Plat Review Process

[s. 236.12](#), Wis. Stats.

PLAT CERTIFICATION

S. 236.12, Wis. Stats., provides for the procedure to submit subdivision plats to objecting authorities for review and certification. The review procedure is identical for preliminary plats and for final plats.

Overview of the submittal processes

- The developer or their agent (Surveyor) submits the plat to Plat Review.
- Plat Review coordinates the activities of all objecting agencies.
- Plat Review and other objecting agencies work directly with the Surveyor to resolve compliance issues.
- The ability to accept substitute (revised) plats allows for continuity of the objecting agency review process.
- Plat Review produces the recordable document.

Submittal process

The subdivider (or subdividers agent- hereafter referred to as surveyor) submits the plat directly to Plat Review. Within 2 days, Plat Review will transmit the plat to other **objecting** agencies (County Planning Agency or Department of Transportation) as needed.

[s. 236.12 \(2\)](#), Wis. Stats.

*The surveyor must submit copies of the plat directly to all **approving** agencies.*

[s. 236.12 \(4m\)](#), Wis. Stats.

Within 20 calendar days, the other objecting agencies will notify Plat Review of their action (certify, object, or provide conditions of certification). Within 30 calendar days, Plat Review will notify the surveyor of their action (certify, object, or provide conditions of certification).

[s. 236.12 \(3\)](#), Wis. Stats.

If the plat is certified:

- Plat Review will issue a letter of certification and provide the surveyor with the recordable plat document.

The Plat Review Process

PLAT CERTIFICATION

Submittal process (*continued*)

[s. 236.12 \(3\)](#),
Wis. Stats.

If there are conditions of certification:

- Plat Review will provide the conditions to the surveyor.
- If the conditions are minor, the plat may be "conditionally certified", and the changes are made to the recordable document.

OR

- The plat review time limit will be extended by agreement.
- The surveyor will provide a substitute (revised) plat that satisfies the conditions of certification.
- Plat Review will determine if the conditions of certification have been met.
- If the conditions have been met, Plat Review will issue a letter of certification and provide the surveyor with the recordable plat document.

The plat may not be approved or recorded until all conditions of certification have been met.

If the plat is objected to:

The basis of the objection will be provided to the surveyor and the subdivider and the plat must be resubmitted for review.

The plat may not be approved or recorded until all objections have been resolved.

The Plat Review Process

EXAMPLES RELATED TO THIS SECTION

Plat Review Comments letter

"Anticipate Plat Certification" letter

Final plat certification letter

Preliminary plat certification letter

Preliminary plat objection letter

The Plat Review Process

SAMPLE PLAT REVIEW COMMENTS

This letter is sent by Plat Review to the Surveyor that submitted the plat for review, to provide notification of changes that must be made to enable Plat Review to certify no objection to the plat.

PLAT REVIEW COMMENTS

Department of Administration
State of Wisconsin

DATE: May 24, 2007

PAGES: 2

FROM: Don Sime, Plat Review, 101 E Wilson St FL 9, Madison WI 53703
Phone: (608) 266-3200, Fax: (608) 264-6104, Email: plat.review@doa.wi.gov

TO: Robert Plumb, PLUMB BOB SURVEYS, INC
Phone: 715/552-2226, Fax: 715/552-2229, Email: pbsinc@chorus.net

SUBJECT: MINNOW CREEK ESTATES, File No 28437-0126

COMMENTS:

- s. 236.15 (1) (d) The (approximate) perpendicular distance from the water's edge of the EAU CLAIRE RIVER to the angle point on the meander line in the PARK must be shown.
- s. 236.20 (1) (a) You must request in writing a waiver for the requirement of s. 236.20 (1) (a), Wis. Stats., specifying that the plat be drawn at a scale of not over 100' to 1".
- Based on the overall size of the parcels, we will agree with the 150' to 1" scale and waive strict compliance with the scale requirement as allowed by s. 236.20 (2) (L), Stats., provided that a detail sketch showing the relation of the monumentation at both ends of curve C12 is shown. All other boundaries, lettering, line data and other information on the plat drawing is clearly legible as shown.
- s. 236.20 (2) (c) The **526.51'** length from the SW corner of lot 5 to the meander corner should be shown along the south line of lot 5.
- The center of the temporary cul-de-sac easement at the west end of CHIPPEWA TRAIL must be tied by bearing and distance to an adjacent lot corner, or otherwise provide for field location of the easement.
- s. 236.20 (2) (j) The area of lot 21 computes and must be changed to **59,335** s.f.
- s. 236.20 (3) (e) The adjoining ARROWHEAD TRAIL right-of-way boundaries south of the subdivision must be drawn with dashed or dotted lines.
- s. 236.20 (4) (a) The street name (ARROWHEAD TRAIL?) or "public street" must be shown for the north-south oriented street within the subdivision.

The Plat Review Process

Page 14
MINNOW CREEK ESTATES
Robert Plumb
April 11, 2019

- s. 236.21 (1) (b) Should line 21 of the Surveyor's Certificate be changed to "...to the Northerly *R/W* of the Mountain Bay Trail...?"
- s. 236.21 A Town of Ringle approval certificate must be added to the plat.

NOTES TO SURVEYOR:

-The meander line should be labeled on the drawing.

-To help us, and other review authorities, track revised drawings, **please include a revision date on each Sheet of your substitute drawing.**

-If a portion of the plat is "reconfigured" a resubmittal fee must be included with the substitute drawing. There will be a fee of \$80 for changes to 1-4 parcels. If 5 or more parcels are "reconfigured", there will be a fee of \$80 for the first 4 parcels and \$10 for each additional parcel. If you have any questions please contact us at the number listed above.

The Plat Review Process

SAMPLE "ANTICIPATE CERTIFICATION" LETTER

This letter is sent by Plat Review to the Surveyor/Developer upon request to provide confirmation to local units of government that the plat is in the review process.



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

JAMES E. DOYLE
GOVERNOR
MARC J. MAROTTA
SECRETARY
Plat Review
P.O. Box 1645, Madison, Wisconsin 53701
(608) 266-3200 Fax: (608) 264-6104 TTY: (608) 267-9629
E-mail: plat.review@doa.wi.gov
<http://doa.wi.gov/platreview>

DATE: February 7, 2005 **0029**
25099

TO: James Grothman, GROTHMAN & ASSOCIATES
P.O. Box 373, Portage WI 53901
Phone: 608/742-7788, Fax: 608/742-0434

FROM: Don Sime, Plat Review
101 E Wilson St FL 9, Madison, WI 53703
Phone: (608) 266-3200, Fax: (608) 264-6104
Email: plat.review@doa.wi.gov

SUBJECT: DELTON WOODS

Dear Mr. Grothman:

You have submitted DELTON WOODS for review. Today, we completed our initial review of the plat. Some minor mathematical and drafting revisions may be required, and will be outlined in our comments sent under separate cover. Street widths, lot widths and areas and accessibility to a public street appear to comply with applicable requirements. Layout changes do not appear necessary. No other objecting agencies are involved with the review of this plat.

Subsequent to our review of any required changes, we anticipate that we will certify no objection to the plat.

If there are any questions concerning this review, please contact our office, at the number listed below.

Sincerely,

Don Sime

Don Sime
Plat Review
Phone: (608) 266-3200

The Plat Review Process

SAMPLE FINAL PLAT CERTIFICATION LETTER

This letter is sent by Plat Review to the Surveyor that submitted the plat for review, to provide confirmation that Plat Review has certified no objection to the plat.



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

JIM DOYLE
GOVERNOR
MARC J. MAROTTA
SECRETARY

Plat Review

101 E Wilson St FL 9, Madison WI 53703

PO Box 1645, Madison WI 53701

(608) 266-3200 Fax: (608) 264-6104 TTY: (608) 267-9629

E-mail: plat.review@wi.gov

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

0191

June 14, 2005

PERMANENT FILE NO. 25457

JOE SCHROEDL
PENINSULA LAND CONSULTANTS, LLC
824B EGG HARBOR RD
STURGEON BAY WI 54235

Subject: DONEFF ADDITION TO EGG HARBOR-PHASE II
NW 1/4 S 30 T30N R27E
VILLAGE OF EGG HARBOR, DOOR COUNTY

Dear Mr. Schroedl:

You have submitted DONEFF ADDITION TO EGG HARBOR-PHASE II for review. The Department of Administration does not object to the final plat. We certify that it complies with: s. 236.15, s. 236.16, s. 236.20, and s. 236.21, Wis. Stats.; and the Door County Planning Department.

DEPARTMENT OF ADMINISTRATION COMMENTS:

s. 236.16 (2) This section requires in part that all streets be a minimum of 60' in width unless otherwise permitted by local ordinance. The streets in this subdivision are 50' in width. We are aware that the Village Ordinance contains a provision that allows the Village Board to approve the 50' right-of-way widths.

Final approval by the Village Board of the Village of Egg Harbor will signify compliance with all local ordinances.

The Plat Review Process

Page 17

DONEFF ADDITION TO EGG HARBOR-PHASE II

Joe Schroedl

June 14, 2005

0191

COUNTY PLANNING AGENCY:

The Door County Planning Department is an objecting agency on this plat. On May 6, 2005, we transmitted copies to them for review. On May 17, 2005, they returned a copy of the plat certifying no objection.

The plat shall be presented to the Village Board for final approval and signing. The Village, during its review of the plat, will have resolved when applicable that the plat:

- complies with local comprehensive plans, official map or subdivision control ordinances;
- conforms with areawide water quality management regulations;
- complies with Wisconsin shoreland management regulations;
- resolves possible problems with storm water runoff;
- fits the design to the topography;
- displays well designed lot and street layout;
- is served by public sewer or private sewage systems;
- includes service or is serviceable by necessary utilities.

Any changes to the plat involving details checked by this Department or the Door County Planning Department will require submission of the plat to the Department for recertification before the plat is eligible for recording. Such changes can be found by comparing the recordable document with the half-size copy of the certified plat furnished with this letter.

If there are any questions concerning this review, please contact our office, at the number listed below.

Sincerely,

Reneé M. Powers, Supervisor

Plat Review

Phone: (608) 266-3200

Enc: Recordable Document, Original, Print

cc: Robert A Doneff, Owner
Clerk, Village of Egg Harbor
Door County Planning Department
Register of Deeds

ORIGINAL RECEIVED FROM SURVEYOR ON 5/6/05; REVIEWED ON 6/8/05;
SUBSTITUTE ORIGINAL RECEIVED FROM SURVEYOR ON 6/13/05.

The Plat Review Process

SAMPLE PRELIMINARY PLAT CERTIFICATION LETTER

This letter is sent by Plat Review to the Surveyor that submitted the plat for review, to provide confirmation that Plat Review has certified no objection to the plat.



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

JIM DOYLE
GOVERNOR
MARC J. MAROTTA
SECRETARY

Plat Review

101 E Wilson St FL 9, Madison WI 53703
PO Box 1645, Madison WI 53701
(608) 266-3200 Fax: (608) 264-6104 TTY: (608) 267-9629
E-mail: plat.review@wi.gov
<http://doa.wi.gov/platreview>

June 10, 2005

191
PERMANENT FILE NO. 25458

GREGORY A. KUNZ
NATIONAL SURVEYING & ENGINEERING
16745 W BLUEMOUND RD STE 200
BROOKFIELD WI 53005

Subject: KETTLE RIDGE FARMS
NE 1/4 S 34
SE 1/4 S 27 T6N R18E
TOWN OF GENESEE, WAUKESHA COUNTY

Dear Mr. Kunz:

You have submitted the preliminary plat of KETTLE RIDGE FARMS for review. The Department of Administration does not object to this preliminary plat and certifies it as complying with the requirements of: s. 236.16, and s. 236.20 Wis. Stats.; and ch. Trans 233, Wis. Admin. Code. Certification of this plat does not include review for compliance with requirements relating to private sewage systems. See "Department of Commerce Review."

DEPARTMENT OF ADMINISTRATION COMMENTS:

We have examined and find that, with the exceptions noted below, this preliminary plat appears to conform with the applicable layout requirements of ss. 236.16 and 236.20, Wis. Stats.

- s. 236.16 (2) The streets within this plat scale and are assumed to be 66' in width.
- s. 236.20 (2) (e) All lands within a plat boundary must be designated as lots, outlots or public dedications. The area along the north line shown as a potential overlap must be designated as a consecutively numbered lot or outlot on the final plat or it must be left out of the plat. If it is left in the plat and there is a possibility another party has a valid claim to the area, the other party must be represented as a party of interest with an owner's certificate.
- s. 236.20 (3) (a) On the final plat, all 1/4 - 1/4 sections that the plat occupies part of must be identified in the caption under the plat name and in the Surveyor's Certificate.

The Plat Review Process

Page 19

KETTLE RIDGE FARMS

Gregory A. Kunz

June 10, 2005

191

s. 236.20 (5) (c) Complete water elevations must be shown for the creek on the final plat. The elevations must include approximate high and low water elevations and the elevation of the water as of the date of the survey.

NOTE TO SURVEYOR:

In the list of review authorities, the Village of North Prairie must be shown as an approving authority.

DEPARTMENT OF COMMERCE REVIEW:

Section 236.13 (1) (d), Wis. Stats., refers to reviewing plats for compliance with "The rules of the department of commerce relating to lot size and lot elevations necessary for proper sanitary conditions in a subdivision not served by public sewer, where provision for public sewer service has not been made."

On July 10, 2000 we were notified that "As of July 1, 2000, the Department of Commerce no longer has rules related to this provision. Therefore, the Department of Commerce is no longer in a position to certify or object to subdivision plats that would be submitted for review."

DEPARTMENT OF TRANSPORTATION:

The Department of Transportation is an objecting agency on this plat. On May 06, 2005 we transmitted two copies to them for review. On May 31, 2005 we received a copy of the plat certifying no objection.

Local government units, during their review of the plat, will resolve, when applicable, that the plat:

- complies with local comprehensive plans, official map or subdivision control ordinances;
- conforms with areawide water quality management plans, if sewerred;
- complies with Wisconsin shoreland management regulations;
- resolves possible problems with storm water runoff;
- fits the design to the topography;
- displays well designed lot and street layout;
- includes service or is serviceable by necessary utilities.

If there are any questions concerning this review or preparation and submittal of the final plat, please contact our office, at the number listed above. If there are any questions regarding private sewerage system review, please contact Allen C Wendorf, Department of Commerce, at (608) 873-5476.

Sincerely,

Sean M. Walsh, Plat Review

Enc: Original
cc: Kurt Andrae, Owner
Clerk, Town of Genesee
Clerk, Village of North Prairie
Waukesha County Parks & Land Use Department
Department of Commerce
Department of Transportation

ORIGINAL RECEIVED FROM SURVEYOR ON 5/6/05; REVIEWED ON 6/10/05

The Plat Review Process

SAMPLE PRELIMINARY PLAT OBJECTION LETTER

This letter is sent by Plat Review to the Surveyor that submitted the plat for review, to provide notice that a review agency has filed an objection to the plat.



WISCONSIN DEPARTMENT OF
ADMINISTRATION

JIM DOYLE
GOVERNOR
MARC J. MAROTTA
SECRETARY

Plat Review

101 E Wilson St FL 9, Madison WI 53703
PO Box 1645, Madison WI 53701
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E-mail: plat.review@wi.gov
<http://doa.wi.gov/platreview>

May 19, 2005

195
PERMANENT FILE NO. 25463

MICHAEL ZIEHR
CALKINS ENGINEERING LLC
5010 VOGES RD
MADISON WI 53718

Subject: ARROWWOOD HILLS - DEYOUNG FARM
SE 1/4 & SW 1/4 S 7 T8N R13E
CITY OF WATERLOO, JEFFERSON COUNTY

Dear Mr. Ziehr:

You have submitted the preliminary plat of ARROWWOOD HILLS - DEYOUNG FARM for review. The Department of Administration must withhold certification of this plat due to objections filed by the Jefferson County Planning and Zoning Department.

DEPARTMENT OF ADMINISTRATION COMMENTS:

We have examined and find that, with the exceptions noted below, this preliminary plat appears to conform with the applicable layout requirements of ss. 236.16 and 236.20, Wis. Stats.

- s. 236.20 (2) (e) Outlots must be consecutively numbered within each block and follow the lot numbering pattern throughout the subdivision. On the final plat, the following changes must be made:
- | <u>Shown as:</u> | <u>Change to:</u> |
|------------------|-------------------|
| Outlot 6 | Outlot 8 |
| Outlot 8 | Outlot 6 |
- s. 236.20 (4) (b) On the final plat, outlots 1, 2, 4, 5, 6, 7, 8, and 9 must be marked "Dedicated To The Public" (per notes 1 and 2 on the plat).

The Plat Review Process

Page 21

ARROWWOOD HILLS - DEYOUNG FARM

Michael Ziehr

May 19, 2005

195

COUNTY PLANNING AGENCY:

The Jefferson County Planning and Zoning Department is an objecting agency on this plat. On May 05, 2005 we transmitted copies to them for review. On May 19, 2005 we were notified that they object to the plat.

Local government units, during their review of the plat, will resolve, when applicable, that the plat:

- complies with local comprehensive plans, official map or subdivision control ordinances;
- conforms with areawide water quality management plans, if sewerage;
- complies with Wisconsin shoreland management regulations;
- resolves possible problems with storm water runoff;
- fits the design to the topography;
- displays well designed lot and street layout;
- includes service or is serviceable by necessary utilities.

If there are any questions concerning this review or preparation and submittal of the final plat, please contact our office, at the number listed below.

Sincerely,

Don Sime

Plat Review

Phone: (608) 266-3200

Enc: Original

cc: Dale Huston, Owner
Clerk, City of Waterloo
Jefferson County Planning and Zoning Department

ORIGINAL RECEIVED FROM SURVEYOR ON 05/05/05; REVIEWED ON 05/19/05

The Plat Review Process

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