

# CITY OF PORT WASHINGTON

## SUBMITTAL REQUIREMENTS FOR LAND DIVISION APPLICATIONS

Land divisions requiring review and approval by the City of Port Washington include Certified Survey Maps (CSM's), Preliminary and Final Plats, and Condominium Plats. Applications for any one of these land divisions **MUST** contain the following information in the format described. Applications will **NOT** be accepted if any of these items are missing or incomplete.

- Completed application form and required fee.
- Signature on the application.

For a **Concept Review**, the following information is required:

- A letter of intent including information on proposed land use, density, zoning, and other information that will aid the Plan Commissioner's in making their determination.
- **Twenty (20) copies** for the Design Review Board. Copies must be reduced to 11" x 17" of the proposed plat reduced to include:
  - ✓ North arrow;
  - ✓ Owner's name, address, and phone number;
  - ✓ Engineering/survey firm contact, address, and phone number;
  - ✓ Location of any known wetlands, navigable waters, floodplains, and easements;
  - ✓ Description or identification of adjacent land uses and zoning; and
  - ✓ Known topography.
- Following a favorable recommendation of the Design Review Board, **twenty (20) copies** of the same for the Plan Commission.

For a **Preliminary Plat**, the following information is required:

- **Twenty (20) copies** of the Plat reduced to 11" x 17" in size for the Design Review Board.
- Two (2) copies of a grading and drainage plan (full size).
- If the land is to rezone or if the project is proposed to be a Planned Development Overlay, then a completed application for the respective action must also be submitted.
- Copy of the Wisconsin Department of Administration subdivision review form and fee.
- Wisconsin Department of Transportation review form (if applicable).
- Determination of Navigability from the Wisconsin Department of Natural Resources (if applicable).
- Following a favorable recommendation of the Design Review Board, **twenty (20) copies** of the same for the Plan Commission.

For a **Final Plat**, the following information is required:

- **Twenty (20) copies** of the Plat reduced to 11" x 17" in size for the Design Review Board.
- A copy of the signed Developer's Agreement.
- Copy of the Wisconsin Department of Administration subdivision review form and fee.
- Wisconsin Department of Transportation review form (if applicable).
- Following a favorable recommendation of the Design Review Board, **twenty (20) copies** of the same for the Plan Commission.

For a **Condominium Plat**, the following information is required:

- A letter of intent including information on proposed land use, density, zoning, and utility services.
- If the land is to rezone or if the project is proposed to be a Planned Development Overlay, then a completed application for the respective action must also be submitted.
- Building facades and the proposed site plan are also subject to Business, Site, and Operational Plan Review procedures.
- **Twenty (20) copies** of the Plat reduced to 11" x 17" in size prepared pursuant to Chapter 703 Wisconsin Statutes for the Design Review Board.
- Two (2) complete set of the proposed Condominium Documents.
- Building facades and proposed site plan are also subject to Business, Site, and Operational Plan Review. (See BSOP submittal requirements.)
- Following a favorable recommendation of the Design Review Board, **twenty (20) copies** of the same for the Plan Commission.

For a **Certified Survey Map (CSM)**, the following information is required:

- **Twenty (20) copies** of the CSM reduced to 11" x 17" in size for the Plan Commission.
- Wisconsin Department of Transportation review form (if applicable).