Preliminary Plat Review

Information & Submittal Requirements

(Sec. 94-154 – Sec. 94-157 of the Village of Union Grove Land Division Code)

FILING A PRELIMINARY PLAT WITH THE VILLAGE:

A. The subdivider shall file with the village engineer at least 45 days prior to the meeting of the plan commission at which action is desired:

   i. An application for review and approval of a preliminary plat prepared in accordance with this chapter;
   ii. A completed checklist;
   iii. 18 copies of the preliminary plat for review by the village; and,
   iv. One copy of the preliminary plat in a digital format as specified by the village.

B. Additional copies of the preliminary plat shall be provided to the village attorney and to the proposed conservation easement holder.

C. The village engineer may require in his/her discretion, the submittal of complete road, grading and/or drainage plans at the time of submission of the preliminary plat.

D. No preliminary plat shall be accepted for review unless the subdivider has completed the concept plan requirements set forth in section 94-122 *(detailed on pages 4-6 of this document)*.

E. The village engineer shall make the determination of whether the entire submittal is complete within 30 days following the filing of the above materials. Written notice of the engineer's determination that there is a complete submittal shall be delivered to the subdivider and village clerk. If the preliminary plat is not complete or is not submitted in accordance with applicable statutes or ordinances, it shall not be considered filed, and the village engineer shall contact the subdivider regarding the additional information needed.

GENERAL SUBMISSION REQUIREMENTS:

A. A licensed land surveyor or engineer shall prepare the preliminary plat at a convenient scale not less than one-inch equals 100 feet. A preliminary plat shall be prepared in accordance with applicable state statutes and this chapter. More than one sheet may be used to present the following required information:

☐ **Name of the proposed subdivision:** The proposed name of the subdivision shall not duplicate or be alike in pronunciation of the name of any plat previously recorded in the county;

☐ **Project ownership and development information:**

i. Name, address, and telephone number of the legal owner of the parent parcel and, if applicable, agent of the property.
ii. Name, address, and telephone number of the professional persons responsible for subdivision design, for the design of public improvements, and for surveys.
iii. Date of preparation.

☐ **Existing site conditions:** Provide this information on a property survey map. It is the responsibility of the subdivider to verify the accuracy of information and resources relied upon to compile the following information:

i. Boundary line of the proposed site and all property to be subdivided. Include all contiguous land owned or controlled by the subdivider;
ii. Location, width, and names of all existing platted streets and rights-of way to a distance of 300 feet beyond the site;
iii. Show the type, width and condition of street improvements; railroad or major utility rights-of-way, parks and other public open spaces, location and widths of existing snowmobile or other recreation trails; and permanent buildings and structures to a distance of 300 feet beyond the site, if any;
iv. Location, widths, and names of all existing public and private easements to a distance of 300 feet beyond the site;
v. Identify by name and ownership boundary lines of all adjoining lands within 100 feet of the proposed plat;
vi. Topographic data including contours at vertical intervals of not more than two feet. Elevation values shall be based on the National Geodetic Vertical Datum of 1929 (NGVD 29) or the North American Vertical Datum of 1988 (NAVD 88) or future adjustments to NAVD 88 as defined by the National Geodetic Survey, if applicable for that parcel, and should also be so noted on the plat;
vii. Significant natural resource features on the site, including:
    1. Jurisdictional wetlands;
    2. Floodplains;
    3. Watercourses;
    4. Existing wooded areas;
    5. Slopes of 20 percent or greater;
    6. Drainageways;
    7. Rare, threatened and endangered species;
    8. All environmental corridors as mapped by the Southeastern Wisconsin Regional Planning Commission; and,
    9. Official mapping on file with the county, and other natural resource features, views and other prominent visual features.
    10. Where steep slopes may be present, the village may require a survey by a registered land surveyor of the areas containing slopes. This survey shall be referenced to the proposed cross section of the adjacent road.

viii. Burial sites categorized under Wis. Stats. § 157.70, Indian mounds, national and state register listed properties, and locally designated historic properties;
ix. Existing soil classifications including identification of poor, hydric soils;
x. Legal description of the property;
xi. Existing zoning classifications for land in and abutting the subdivision;
xii. Total acreage of the proposed site;
xiii. Provide graphic scale, north arrow, and date;
xiv. Conservation easements; and,
xv. Restoration zones, including association land included in native landscaping, buffers, and drainage easements.

☐ **Subdivision design features:** Provide the following information on the preliminary plat:

i. Layout of proposed streets, showing right-of-way widths, pedestrian walkways, types of improvements, street surface widths, and proposed street names;
ii. Locations and type of proposed public easements (i.e., drainage, utility, pedestrian, public access to waterways, etc.); and all conservation easements;
iii. Layout of proposed blocks and lots within the plat;
iv. Basic data regarding proposed and existing (if applicable) lots and blocks, including numbers, dimensions, area;
v. Minimum front, side and rear yard building setback lines for all lots;
vi. Indication of the use of any lot;
vii. Location and size of all proposed and existing sanitary sewer lines and water mains;
viii. Location and size of all proposed and existing storms sewers (lines, drain inlets, manholes), culverts, retention ponds, swales, infiltration practices and areas, and other storm water facilities within the plat and to a distance of 100 feet beyond the site;
ix. Common open space areas, other than pedestrian ways and utility easements, intended to be dedicated or reserved for use by the residents of the development, including the size of such area or areas in acres. Provide information on the conditions, if any, of the dedication or reservation;
x. Proposed preservation, if any, of historical buildings and structures;
xi. Development envelopes showing areas for grading, lawns, pavement and buildings; and,
xii. Stewardship plan for restoration and long term management of the open space areas.

☐ **Preliminary construction plans:** Provide the following information on one or more sheets:

i. Plan and profile. Proposed street centerline profile grades, showing the existing and proposed profile grade lines shall be provided at the discretion of the village engineer;
ii. Grading and erosion control plan. A plan showing: existing and proposed grades, drainage patterns, and storm water facilities. The plan shall show:
    1. The location and extent of grading activities in and adjacent to the plat;
    2. Overall area of the site in acres;
    3. Total impervious surface area of project;
    4. Total pervious area;
    5. Stockpile locations;
    6. Erosion and sediment control facilities, and a schedule for erosion and sediment control practices, including site specific requirements to prevent erosion at the source; and,
    7. Major trees to be preserved, with a diameter of four inches or more measured 12 inches above ground level, shall be shown on the preliminary grading and erosion control plan. Adequate measures for protecting major trees shall be shown on the plan.
iii. Disposal, management and flood control. Provisions for sewage disposal, water supply, storm water management, and flood control.

CONCEPT PLAN REQUIREMENTS (Sec. 94-122):

A. The subdivider shall submit a series of maps and descriptive information, development yield analysis, and concept plan according to the criteria set forth in this section, along with a completed checklist. Mapping can be done in any combination of features as long as individual map components can be distinguished and the relationship between map components can be determined.

☐ **Inventory and mapping of existing resources:** The subdivider shall include the following mapped at a scale of no less than one inch equals 50 feet:

i. Topographic contours at two-foot intervals;
ii. United States Department of Agriculture, Natural Resource Conservation Service soil type locations and identification of soil type characteristics such as agricultural capability, and depth to bedrock and water table. Identification of hydric soils (wetland soils);
iii. Hydrologic characteristics, including surface water bodies, floodplains, groundwater recharge and discharge areas (using existing data from local, state and federal sources; i.e., no new field work is required), wetlands, natural swales, drainageways, and slopes of 20 percent or greater;

iv. Land cover on the site, according to general cover type (pasture, woodland, etc.), and stand-alone trees with a caliper of more than 24 inches measured four feet off the ground. The inventory shall include comments on the health and condition of the vegetation. Woodlands shall be classified as deciduous, coniferous, or mixed. Use state land or comparable cover type classifications and do on-site cover type analysis;
v. Known critical habitat areas for rare, threatened or endangered species;
vi. Views of the site, including views onto the site from surrounding roads, public areas and elevated areas, including photographs with a map indicating the location where the photographs were taken;
vii. Mapping of offsite adjacent ecological, hydrological, recreational and cultural resources; and,
viii. Unique geological resources, such as rock outcrops and glacial features.

☐ **Development yield analysis:** The subdivider shall submit a development yield analysis as calculated under section 94-9 showing the net density calculation:

i. Net density means the number of dwelling units permitted in the subdivision. This number is obtained by performing the following calculation:
    1. Derive the net acreage for the parent parcel by subtracting from the gross acreage of the parent parcel the acreage consisting of the following: any land defined to be unsuitable under section 94-7, existing, dedicated or reserved street rights-of-way, restrictive utilities rights-of-way, and navigable streams, ponds or lakes;
    2. Determine the density factor as permitted for the parent parcel, taking into account the village preference, if any is indicated on the land use plan, or comprehensive plan as well as adjustments made by the village board to ensure a density factor that is consistent with the surrounding neighborhood; and,
    3. Multiply the net acreage result under subsection (1) of this definition times the applicable density factor under subsection (2) of this definition to obtain the net density for the parent parcel.

☐ **Site analysis and concept plan:** The subdivider shall submit a concept plan including at least the information set forth below at a scale of no less than one inch equals 50 feet. The concept plan shall be submitted as an overlay to the inventory map.

i. Open space areas indicating which areas are to remain undeveloped, areas for interior open space, and trail location;
ii. Boundaries of areas to be developed and proposed general street and lot layout;
iii. Number and type (i.e., single-family, multifamily) of housing units proposed;
iv. Proposed methods for and location of storm water management (e.g., best management practices);
v. Inventory of preserved and disturbed natural features and prominent views;
vi. Preliminary development envelopes showing areas for lawns, pavement, buildings, and grading;
vii. Proposed methods for ownership and management of open space;

viii. Formal open spaces indicating parks, easements, trail routing and drainage easements; and,
ix. Integration of ecological restoration, buffers, and storm water treatment train.

☐ **General location map:**

i. The subdivider shall submit a map showing the general outlines of existing buildings, land use, and natural features such as water bodies or wooded areas, roads and property boundaries within 500 feet of the tract.
ii. This information may be presented on an aerial photograph at a scale of no less than 1 inch: 400 feet.

☐ **Evidence of ownership and survey required:**

i. The subdivider shall submit a report of title from a title company acceptable to the village showing current ownership of the property proposed to be developed and all encumbrances, together with copies of all easements, covenants, liens and any other encumbrances, defects or clouds on the title appearing in the public record or known to the subdivider or owner of record and shall provide a land survey by a registered land surveyor showing encumbrances of record including the requirements as specified in this section.
ii. A copy of the report of title and survey shall be delivered to the village attorney and the proposed conservation easement holder at the same time it is delivered to the village engineer.

☐ **Phase I environmental site assessment:**

i. The subdivider shall have a phase I environmental site assessment in compliance with ASTM Standard E1527-00 "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process" and shall provide a copy of the assessment to the village attorney and to the proposed conservation easement holder.
ii. All costs incurred for this assessment shall be the responsibility of the subdivider.