



Final Plat Review
Information & Submittal Requirements

(Sec. 94-181 – Sec. 94-190 of the Village of Union Grove Land Division Code)

FILING A FINAL PLAT WITH THE VILLAGE:

- A. The subdivider shall file with the village engineer at least 60 days prior to the meeting of the plan commission at which action is desired.
 - i. An application for review and approval of a final plat;
 - ii. A completed checklist;
 - iii. 18 copies of the plat; and,
 - iv. One copy of the final plat in a digital format as specified by the village.
- B. Copies of the final plat shall also be filed with the village clerk-treasurer, village attorney, and the proposed conservation easement holder.
- C. The owner or subdivider shall file the final plat not later than 36 months after the date of approval of the preliminary plat; otherwise, the preliminary plat and final plat will be considered void unless an extension is requested in writing by the subdivider and for good cause granted by the village.
- D. The subdivider shall also submit at this time a current certified abstract of title or such other evidence as the village may require showing ownership or control in the applicant.
- E. Preparation of the final plat shall be in accordance with applicable state statute and this chapter. If the final plat is not complete or is not submitted in accordance with applicable statutes or ordinances, it shall not be considered filed. 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.

ADDITIONAL FILING DETAILS:

- The subdivider shall submit the original plat to the plat review section, state department of administration, which shall forward two copies to each of the agencies authorized to object under Wis. Stats. § 236.12(2). The department shall have the required number of copies made at the subdivider's expense.
- Simultaneously with the filing of the final plat, the subdivider shall file with the village four copies of the final plans and specifications of public improvements required by the village.
- With respect to conservation subdivisions, the subdivider shall also submit stewardship plans prepared by a professional ecological service for areas to be protected and/or into which native vegetation will be introduced or in the alternative a landscape plan pursuant to section 94-89.



- i. The village may provide information to guide the subdivider and the village will set minimum standards which may be amended from time to time by resolution of the village board.
- ii. Village approval shall be required of the professional ecological service to be used; the village's approval shall not be unreasonably withheld.
- iii. The stewardship plan shall be reviewed by the proposed easement holder if it has a qualified ecologist on staff and acceptable to the village. If the proposed easement holder does not have a qualified staff person, then a qualified professional ecologist acceptable to the village and unaffiliated shall review the plan with the drafter of the stewardship plan.
- iv. The reviewer shall provide a written report and any recommended revisions to the village engineer at the time the final plat is submitted for approval. The plan shall be revised, if deemed necessary by the village board prior to consideration of the final plat.
- v. Any costs incurred for the review of the stewardship plan by the easement holder or a qualified professional ecologist shall be the responsibility of the subdivider. The final stewardship plan shall be submitted to the plan commission, along with the written report, for its information and reference, when it reviews the final plat.

GENERAL FILING REQUIREMENTS:



A final plat prepared by a registered land surveyor shall be required for all subdivisions. It shall comply with the requirements of Wis. Stats. § 236.20 and this chapter.



In addition to the information required by Wis. Stats. § 236.20, the **final plat shall show correctly on its face, have attached to it, or submitted with it, the following:**

- i. Exact length and bearing of the centerline of all streets;
- ii. Exact street width along the line of any obliquely intersecting street;
- iii. Exact location and description of utility and drainage easements;
- iv. Railroad rights-of-way within and abutting the plat;
- v. All lands reserved for future public acquisition or reserved for the common use of property owners within the plat, including public access to waterways;
- vi. Restrictions relating to access control along public ways;
- vii. Setback or building lines;
- viii. Any restrictive covenants, deed restrictions, or conservation easements for the proposed subdivision;
- ix. The legal instruments detailing the ownership of the common open space, as required in section 94-153;
- x. All the surveying and monumenting requirements of Wis. Stats. §236.15;
- xi. State plane coordinate system;
 - a. Where the plat is located within a quarter section, the corners of which have been relocated, monumented, and coordinated by the village, the plat shall be tied directly to two of the section or quarter corners so relocated, monumented, and coordinated.
 - b. The exact grid bearing and distance of such tie shall be determined by field measurements, and the material and state plane coordinates of the monument marking the relocated section or quarter corner to which the plat is tied shall be indicated on the plat.



- xii. Certificates. All final plats shall provide all the certificates required by Wis. Stats. § 236.21. In addition, the surveyor shall certify that the surveyor has fully complied with all sections of this chapter.

REQUIREMENTS FOR LANDSCAPE PLAN (Sec. 94-89)

A landscape plan shall be required for all subdivisions and minor subdivisions, except those preparing a stewardship plan under section 94-153. Eighteen full size copies of a landscape plan shall be submitted with the final certified survey map or the final plat. The landscape plan shall be prepared on paper of good quality at a map scale of not more than 100 feet to one inch and shall show correctly the following information:

- i. The proposed name of the certified survey map or subdivision;
- ii. The location of the proposed certified survey map or subdivision;
- iii. The names, addresses, and telephone numbers of the owners and/or subdividers and of the designer of the plan;
- iv. The boundary line of the site with dimensions, indicated by a solid line, and the total land area encompassed by the site;
- v. The boundary lines of all proposed lot lines and open space areas;
- vi. The location, extent, type (common name and scientific name in the case of plant materials) and sizes of all existing trees and natural resource features in all areas of subdivision or minor subdivision to be maintained and credited toward the landscaping requirements of this chapter. If any existing vegetation or other natural resource features are to be demolished or mitigated, the extent of such demolition or area to be mitigated shall also be clearly delineated and so noted on the plan, and;
- vii. The location, extent, type (common name and scientific name in the case of plant materials), and sizes of proposed landscaping and landscape planting in all areas, including any landscape entrances or other special landscaped features of the subdivision or minor subdivision.

All new landscape plant material shall be grown in a nursery located in plant hardiness zone 4 or less and shall conform to the applicable requirements as specified in the current edition of American Standard for Nursery Stock as approved by the American National Standards Institute, Inc., and sponsored by the American Association of Nurserymen, Inc. The American Joint Committee on Horticultural Nomenclature shall in accordance with the current edition of Standardized Plant Names prepare botanical plant names.

Areas of a subdivision or minor subdivision designated as landscape easement areas shall be maintained and kept free of all debris, rubbish, and noxious weeds by the property owner.