



LAND DIVISION APPLICATION

Village of Harrison
 Menasha, WI 54952
 Phone: 920-989-1062
 Fax: 920-989-1077
www.harrison-wi.org

CONTACT INFORMATION

Owner/Applicant

Name: _____
 Company: _____
 Address: _____
 City/St/ZIP: _____
 Telephone: _____
 Fax: _____
 Email: _____

Engineer/Architect

Name: _____
 Company: _____
 Address: _____
 City/St/ZIP: _____
 Telephone: _____
 Fax: _____
 Email: _____

PROPERTY INFORMATION

Project Name: _____
 Site Address: _____
 Parcel No.(s): _____
 Project Acres: _____
 Current Zoning: _____
 Proposed Zoning: _____

Current Land Use: _____
 Surrounding Land Uses:
 North: _____
 East: _____
 South: _____
 West: _____

SUBMITTAL REQUIREMENTS AND FEES

<i>Submittal</i> <small>(please check)</small>		<i>Fees</i>	<i>Copies</i>
<input type="checkbox"/>	Preliminary Plat	\$200 + \$5/lot	16 copies
<input type="checkbox"/>	Final Plat*	\$100 + \$5/lot	16 copies
<input type="checkbox"/>	Condominium Plat*	\$300 + \$5/unit	16 copies
<input type="checkbox"/>	Certified Survey Map (CSM)	\$75	3 copies
<input type="checkbox"/>	Variance	\$200	-

* An erosion control & storm water management permit application shall also be submitted. All fees shall be paid prior to issuance of a building permit.

SIGNATURES

By the execution of this application, the applicant or their agent hereby authorizes the Village of Harrison or its agents to enter upon the property during the hours of 7:00AM to 6:00 PM daily for the purpose of inspection. The applicant grants the Village of Harrison or its agents this authority even if this land is posted against trespass pursuant to Sec. 943.13 Wis. Stats.

Signature: _____

Date: _____

LAND DIVISION HANDOUT

Village of Harrison
W5298 Hwy 114
Harrison, WI 54952
Phone: 920-989-1062
Fax: 920-989-1077
www.harrison-wi.org

GENERAL INFORMATION

A Land Division Application is required for all Subdivision Plats (Preliminary Plat & Final Plat), Condominium Plats, and Certified Survey Maps (CSM). Subdivision, Condominium, and CSM review is authorized by Chapter 115 of the Harrison Code of Ordinances. A Final Plat shall be submitted for review within six (6) months of Preliminary Plat approval. The approval of a Subdivision Plat, Condominium Plat, or Certified Survey Map shall remain valid for signatures for six (6) months, after which time the Subdivision Plat, Condominium Plat, and Certified Survey Map approval shall be deemed null and void.

PROCEDURE

1. Preliminary Consultation (recommended): The purpose of this meeting is to ensure that the developer is aware of the concepts and standards outlined by Chapters 115-43(1) and/or 115-45(b) of the Harrison Code of Ordinances and the Zoning Ordinance.
2. Submittal: The developer shall submit the Land Division Application, applicable fees and the required copies of the plat to the Clerk at least twenty-one (21) days prior to the Plan Commission meeting at which action is desired. The Clerk shall forward copies of the plat to the Planner and the appropriate reviewing agencies.
3. Hearing: A hearing before the Plan Commission shall be held at which the applicant and the general public may comment on the application.
4. Plan Commission Action: The Plan Commission shall meet in accordance with open law and discuss and take action on the application. The Plan Commission shall approve, approve with conditions, postpone, or deny with reason the application. The Plan Commission decision shall be forwarded to the Village Board as a recommendation.
5. Village Board Action: The Village Board shall meet in accordance with open law and discuss and take action on the application. The Village Board shall approve, approve with conditions, postpone, or deny with reason the application. The Village Board may overturn the Plan Commission recommendation.