

Land Division Application

Contact Information

Owner/Applicant

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

Engineer/Architect

Name: _____
 Company: _____
 Address: _____
 City/St/ZIP: _____
 Phone: _____
 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

Submittal (please check)		Fees	Copies
<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

* An erosion control & stormwater management permit application shall also be submitted. All fees shall be paid before 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 the property during the hours of 7:00 AM to 6:00 PM daily for 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

For Applicant Use

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.

Approval Processes

- 1. Concept Plan:** The applicant shall provide Village staff with a conceptual plan of the proposed land division request. Village staff will organize a predevelopment meeting with the Village staff, Utility, Utility Engineer, the Developer, and the Developer Engineer. Village staff will recommend the Concept Plan be reviewed by the Village Board before any costs are incurred on engineering and permitting, excluding Certified Survey Maps (CSM). Upon review by the Village Board, Village staff will provide a decision letter reviewing the concept approval and any conditions, if required. There is no fee to submit a concept plan to the Village Board.
- 2. Preliminary Plat:** Specific requirements for each land division or combination are listed in the Village of Harrison Municipal Code Chapter 115. 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 before the Plan Commission meeting at which action is desired. The Clerk shall forward copies to the Planner.

Items to be included in the preliminary plat:

- The preliminary plat shall be prepared by a professional land surveyor on paper of good quality at a scale of not more than one hundred feet to one inch.
- Date, scale, and north point.
- The title, in accordance with the Village standard for titling subdivisions, under which the proposed subdivision is to be recorded.
- The name and address of the owner, the subdivider, and the surveyor preparing the plat.
- Location of the proposed subdivision by government lot, quarter section, township, range, and county.
- The length and bearings of the exterior boundaries of the proposed subdivision, and the approximate acreage therein.
- Location and names of adjacent subdivisions.
- Zoning on and adjacent to the proposed subdivision.
- Location, widths, and names of any adjacent existing highways, streets, alleys, or other public ways, easements, railroad and utility rights-of-way, parks, and cemeteries.
- A small-scale drawing of the section or government subdivision of the section in which the subdivision lies with the location of the subdivision indicated thereon.

- The approximate location, size, and elevations within the proposed subdivision and in the adjoining streets or property of any existing sanitary/storm sewers, water mains, culverts, and drain pipes including farm drain tile and electric conduits proposed to be used on the property to be subdivided; or direction and distance to nearest water and sanitary sewer mains if not adjacent or within tract to be divided.
- The location of existing property lines, streets, drives, buildings, watercourses, utilities, railroads, and other similar features within the tract being subdivided.
- The water elevations of adjoining lakes or streams at the date of survey, and approximate high and low water elevations, all referred to U.S.G.S. datum/Calumet County datum.
- Locations, widths, and names of all proposed streets and rights-of-way such as alleys, and easements, and all parks and other open spaces; street names shall be as provided by the Village.
- Approximate dimensions of all lots together with proposed lot and block numbers, or consecutive lot numbers.
- Approximate dimensions of all parcels of land proposed to be dedicated to public use and the conditions of such dedication if any.
- Proposed building setback lines.
- Approximate radii of all curves and length of tangents.
- Contours at vertical intervals of not more than five feet where the slope is greater than ten percent and not more than two feet where the slope is less than ten percent. Elevations shall be marked on such contours based on Calumet County data.
- In addition, the Plan Commission may require any or all of the following on a preliminary plat:
 - Profiles showing existing ground surface and proposed street grades including extensions for a reasonable distance beyond the limits of the proposed subdivision. Elevations shall be based on Calumet County data.
 - A draft of a protective covenant whereby the subdivider proposes to regulate land use in the subdivision and otherwise protect the proposed development.

Items to be provided in the Preliminary Plat Submittal for Approval:

- 30% Engineering Plans including water and sanitary sewer.
- Stormwater Management Plan
- Preliminary Drainage Plan

Hearing: A hearing before the Plan Commission shall be held at which the applicant and the general public may comment on the application.

Plan Commission: The Plan Commission shall meet in accordance with open meetings law and discuss and take action on the application and Preliminary Plat.

Village Board Action: The Village Board shall meet in accordance with open meetings law and discuss and act on the application and Preliminary Plat.

3. **Final Plat:** If the subdivision is being completed in multiple phases, the Developer shall obtain approval from the Plan Commission and the Village Board of the Final Plat for each phase before the Developer may start work or obtain building/sanitary-water permits on each phase.

Items to be provided before Final Plat approval:

- All Water and Sanitary Sewer Approvals
 - Applicant submits Harrison Utilities Sanitary Sewer and Water Main Application. No application is required for Darboy Joint Sanitary District (applicant should be in contact with Darboy about their requirements)
- 100% Engineering Plans including Sanitary Sewer and Water Main
- Developers Agreement
- Erosion Control/Stormwater Management Permit

Hearing: A hearing before the Plan Commission shall be held at which the applicant and the general public may comment on the Final Plat.

Plan Commission: The Plan Commission shall meet in accordance with open law and discuss and take action on the Final Plat.

Village Board Action: The Village Board shall meet in accordance with open law and discuss and take action on the Final Plat.

Harrison Utilities (HU)/Darboy Joint Sanitary District (Darboy) Contacts

Harrison Utilities: Brandon Barlow, Utilities Office Manager (920) 989-1062 x 1
bbarlow@harrisonutilities.org

Darboy Sanitary District: Patrick Hennessey (920) 419-2611
phennessey@darboysanitary.com

4. Preliminary Plat:

- Developer's Engineer supplies the following to HU or Darboy Engineers:
 - Digital pdf plans for the Inspection Set Up.
 - Digital CAD Final Plat for System Map Set Up.
 - Digital CAD Design Plans for System Map Set Up
 - Digital Record Drawings files.
- Harrison Utilities (Martenson & Eisele, Inc.) performs inspection services for quality control and documentation and provides periodic updates on the progress of construction.
 - The developer shall provide final costs and quantities as well as lien waivers.
- Applicant receives an acceptance letter from HU or Darboy to the Developer's Engineer & Developer.