

PRELIMINARY/FINAL PLAT APPLICATION

Please fill out all forms attached in this document for the purposes of a preliminary or final plat review. Submittal is 25 days prior to the next Plan Commission meeting. See Planning & Zoning Fee Schedule & Escrow policy for all required fees. All plans are reviewed by the Plan Commission and Village Board. The Plan Commission meets on the 1st Thursday of every month, and the Village Board meets on the 3rd Thursday of every month.

Checklist

1. Initial Meeting with Planner
2. Pre-application conference with village staff and members of reviewing agencies
3. Development concept review by the Plan Commission
 - 20 full scale plans and digital file
 - Consultation with Wisconsin DOT (if adjoining a state highway)
4. Re-zoning (when applicable- fill out re-zoning application)
5. Preliminary Plat Application submittal
 - 30 full scale plans and digital file
 - Soil evaluation test results (consult with Washington County Planning & Parks Department)
 - Wetland delineation, if required, by the Department of Natural Resources or Southeastern Wisconsin Regional Planning Commission
 - Traffic Impact Study
 - Groundwater Study (see Chapter 59 of Village Code)
 - Proof of completed Neighborhood Workshop Session
 - Draft of the subdivision developer’s agreement
 - Draft of the subdivision deed restrictions or covenants
 - Filing fee (see Planning & Zoning Department fee schedule)
 - Additional deposit to escrow account (See escrow policy)
 - Upon approval and prior to any construction submission of letter of credit for all site improvements (equal to 120% of the cost of improvements as estimated by the Village Engineer)
 - Work on obtaining Stormwater & Erosion Control Permit & Stormwater Maintenance Agreement through the Village Engineer
6. Final Plat Application submittal
 - 30 full scale plans and digital file
 - Installation of all improvements (See Sec. 66-12)
 - Additional deposit to escrow account (See escrow policy)
 - Filing fee (see Planning & Zoning Department fee schedule)
7. Plan Commission
8. Village Board
9. Subdivision plat recorded with the Washington County Register of Deeds
10. Pre-Construction meeting with village staff

Subdivision Name: _____

Property location: _____

Tax Key Number(s): _____

Current Zoning of parcel: _____

Parcel Size _____ acres Percent of greenspace: _____ %

Number of lots: _____ Number of outlots: _____

Property Owner

Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Applicant/Agent representing the owner

Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Wisconsin Registered Surveyor

Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Affidavit

I (we), being first duly sworn, attest that I am (we are) the Owner(s) of the property which is the subject of this application in the Village of Richfield, Washington County, Wisconsin, and that all the information attached to or provided in support of said application, including sketches, data, and any other documents and material, are honest and true to the best of my (our) knowledge.

Further, I (we) as Owner(s) acknowledge and accept the responsibility for any and all fees charged or costs incurred by the Village of Richfield to carry out the processing and review of this application; I (we) further acknowledge and understand that I (we) will be required to start an escrow account to which all processing and review costs will be charged; I (we) further acknowledge that in the event that the initial fee is not sufficient to cover all the costs associated with processing and reviewing the application I (we) will be required to provide the Village of Richfield an additional deposit; I (we) further acknowledge that the balance of any remaining fees shall be refunded within a reasonable amount of time after this application has been processed or withdrawn;

Further I (we) as Owner(s) of the subject property authorize and direct the Authorized Agent(s) identified above to act as my (our) representative(s) in any matter regarding this application, which may include the payment of filing fees on my (our) behalf;

Further I (we) as Owner(s) of the property subject of this application and Authorized Agent(s) understand that this application and all required forms and information must be complete and accurate, as determined by the Planning & Zoning Administrator for the Village of Richfield, before a meeting and/or public hearing (if required) can be scheduled)

Name of Owner(s): _____

Signature of Owner(s): _____

Name of Agent(s): _____

The foregoing instrument was sworn to and acknowledged before me this _____ day of _____, _____.

Notary signature: _____ Commission expires: _____