



# COUNTY OF KENOSHA

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## Department of Planning and Development

*George E. Melcher, Director*

### PRELIMINARY & FINAL PLAT INFORMATION & PROCEDURES

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THE KENOSHA COUNTY SUBDIVISION CONTROL ORDINANCE, HAVING JURISDICTION IN UNINCORPORATED AREAS (TOWNS) REQUIRES THAT ANY DIVISION OF LAND BY THE OWNER RESULTING IN THE CREATION OF FIVE (5) OR MORE PARCELS OR BUILDING SITES, ANY OF WHICH IS FIVE (5) ACRES IN SIZE OR LESS BE DONE BY THE SUBDIVISION PLATTING PROCESS.

NOTE: Some towns have additional requirements for the division of land, including requirements for parcels larger than five (5) acres. Please contact the Town in which the subdivision is proposed for their land division requirements. In addition, some Towns have adopted land use plans that must be reviewed prior to approval of a subdivision plat.

- 1. Contact the Department of Planning and Development and check with staff to determine if your proposed land division meets the requirements of the Kenosha County General Zoning and Shoreland/Floodplain Zoning Ordinance and the Kenosha County Subdivision Ordinance. If a rezoning is necessary review the Rezoning Petition Information & Procedures.
- 2. If municipal sanitary sewer is not available, check with the County Environmental Sanitarian in the Department of Planning and Development to determine if your proposed land division meets the requirements of the Kenosha County Sanitary Code.

NOTE: A soil test will be required to prove that any parcels being created or remaining can be served with an onsite waste disposal system. Prior to the final submittal of a proposed preliminary plat you are required to submit a completed "Application for Soil Test Review for Proposed Certified Survey Maps and Subdivisions to be Served by Private On-Site Wastewater Treatment Systems (link)".

- 3. Contact your local Town to inform them of your desire to propose a land division and determine if it conforms to any Town Land Use Plan(s) as well as obtain information regarding review fees and time frames for Town review and approval.
- 4. Schedule a **Joint Pre-Conference Meeting** with the Town and the Department of Planning & Development to review a sketch plan of the proposed land division. You will be given an Environmental Inventory Checklist to assist you in preparing the environmental information necessary for the Joint Preliminary Review Meeting. You will also be given a DNR Environmental Planning Information for Kenosha County sheet describing a list of approvals that may be needed from the DNR regarding your development proposal.

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- ❑ 5. After receiving concept approval of the sketch plan, contract with a Wisconsin Registered Land Surveyor to prepare a Preliminary Plat. NOTE: Sketch plan review may require review by the Town Plan Commission.
  
- ❑ 6. Contact the Department of Planning & Development to schedule a **Joint Preliminary Review Meeting** with Town and the Department of Planning & Development. You should have the following information, if applicable, for this review.
  - ❖ Detailed wetland study approved by the Wisconsin Department of Natural Resources including field staking if applicable.
  - ❖ Detailed topographic survey of the site at 2 foot contours.
  - ❖ Delineation of 100-Year Floodplain.
  - ❖ Preliminary stormwater calculations that justify location and number of proposed lots. (12/13/06)
  - ❖ Tree survey of wooded Primary & Secondary Corridors.
  - ❖ Preliminary Traffic Impact Analysis with approved access locations from the Wisconsin Department of Transportation and/or the Kenosha County Department of Public Works, Division of Highways depending on the access to the proposed subdivision.
  - ❖ Preliminary subdivision covenants and restrictions.
  - ❖ Preliminary landscaping plans.
  - ❖ Soil tests verifying the location of an onsite waste disposal system for each lot.
  
- ❑ 7. Submit one copy of the following for staff review and schedule a **Preliminary Plat Pre-Filing Meeting** to discuss completeness of the proposed preliminary plat submittal packet. (03/24/08)
  - ❖ Land Division Application signed by owner, developer or authorized agent.
  - ❖ Copy of the Preliminary Plat.
  - ❖ Rezoning Petition (including rezoning map) and fee, if applicable.
  
- ❑ 8. Submit the Preliminary Plat and fee to the Town for review, approval, and signatures. NOTE: Review fees will vary in each Town.
  
- ❑ 9. Submit the following to the Department of Planning and Development thirty (30) days prior to the Planning, Development & Extension Education Committee meeting. NOTE: Towns may have a different submittal timeline.
  - ❖ Land Division Application signed by owner, developer or authorized agent.
  - ❖ Thirty (30) copies of the Preliminary Plat (folded to approximately 9" x 11") and seven (7) copies in reduced 11" x 17" size. (12/05/07)
  - ❖ One (1) CD of the Preliminary Plat and Rezoning exhibit in digital format (.dwg, .dgn or dxf). Information shall include: lot lines and associated text, street centerlines (include supporting coordinate geometry and curve data), street names, wetland delineations, proposed zoning boundaries and building footprints for condominium plats. (11/16/07) All digital data shall be spatially

referenced to Wisconsin State Plane Coordinate System - South Zone NAD 1927 (SPC 27). (03/24/08)

- ❖ Preliminary Plat review fee (see Land Use Fee Schedule)
- ❖ Rezoning Petition (including rezoning map) and fee, if applicable.

- ❑ 10. Attend the appropriate Town Plan Commission Meeting and the Town Board Meeting. (03/24/08)
- ❑ 11. Make sure you are aware and understand any and all conditions, which may be placed on your Preliminary Plat as part of the approval being granted by the Planning, Development & Extension Education Committee. You will be provided with a copy of proposed conditions of approval prior to the Planning, Development & Extension Education Committee public hearing.
- ❑ 12. Attend the Kenosha County Planning, Development & Extension Education Committee Meeting. (03/24/08)
- ❑ 13. Submit two (2) copies of the stormwater and erosion control plans and calculations with the appropriate review fee (see Land Use Fee Schedule). **NOTE: Stormwater and erosion control plans must be reviewed and approved prior to submittal of the Final Plat.** (12/13/06)
- ❑ 14. **Submit one copy of the following for staff review and schedule a Final Plat Pre-Filing Meeting to discuss completeness of the proposed final plat submittal packet.** (03/24/08)
  - ❖ Land Division Application signed by owner, developer or authorized agent.
  - ❖ Copy of the Final Plat.
  - ❖ Town Developers Agreement and full plans and profiles for streets and any other public improvements to be provided on site.
  - ❖ Final Traffic Impact Analysis approved by the Wisconsin Department of Transportation and/or the Kenosha County Department of Public Works, Division of Highways.
  - ❖ Final subdivision covenants and restrictions.
  - ❖ Final landscaping & Lighting plans. (03/24/08)
- ❑ 15. Submit the Final Plat and fee to the Town for review, approval, and signatures. NOTE: Review fees will vary in each Town.
- ❑ 16. Submit the following to the Department of Planning and Development thirty (30) days prior to the Planning, Development & Extension Education Committee meeting. NOTE: Towns may have a different submittal timeline. Applications for Final Plat approval will not be accepted unless all conditions of Preliminary plat approval have been addressed.
  - ❖ Land Division Application signed by owner, developer or authorized agent.
  - ❖ Thirty (30) copies of the Final Plat (folded to approximately 9' x 11') and seven (7) copies in reduced 11" x 17" size. (12/05/07)
  - ❖ One (1) CD of the Final Plat in digital format (.dwg, .dgn or dxf). Information shall include: lot lines and associated text, street centerlines (include supporting coordinate geometry and curve data), street names, wetland

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delineations, and building footprints for condominium plats. (11/16/07) All digital data shall be spatially referenced to Wisconsin State Plane Coordinate System - South Zone NAD 1927 (SPC 27). (03/24/08)

- ❖ Town Developers Agreement and full plans and profiles for streets and any other public improvements to be provided on site.
- ❖ Final Traffic Impact Analysis approved by the Wisconsin Department of Transportation and/or the Kenosha County Department of Public Works, Division of Highways.
- ❖ Final subdivision covenants and restrictions.
- ❖ Final landscaping & Lighting plans. (03/24/08).
- ❖ Final Plat review fee (see Land Use Fee Schedule).

- 17. Attend the appropriate Town Plan Commission Meeting and the Town Board Meeting. (03/24/08)
- 18. Make sure you are aware and understand any and all conditions, which may be placed on your Final Plat as part of the approval being granted by the Planning, Development & Extension Education Committee. You will be provided with a copy of proposed conditions of approval prior to the Planning, Development & Extension Education Committee public hearing. (03/24/08)
- 19. Attend the Kenosha County Planning, Development & Extension Education Committee Meeting. (03/24/08)
- 20. The Department of Planning and Development will release the Final Plat for signatures and recording once all conditions of approval are met to the satisfaction of the department.
- 21. Submit to the Department of Planning and Development one copy of the recorded plat and accompanying documents for records.

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**IMPORTANT TELEPHONE NUMBERS**

Kenosha County Center	
Department of Planning & Development	
19600 - 75 <sup>th</sup> Street, Post Office Box 520	
Bristol, Wisconsin 53104-0520	
Division of County Development (including Sanitation & Land Conservation)	857-1895
Facsimile #	857-1920
Public Works Division of Highways	857-1870
Administration Building	
Division of Land Information	653-2622
Brighton, Town of	878-2218
Paris, Town of	859-3006
Randall, Town of	877-2165
Salem, Town of	843-2313
Utility District	862-2371
Somers Town of	859-2822
Wheatland, Town of	537-4340
Wisconsin Department of Natural Resources - Sturtevant Office	884-2300
Wisconsin Department of Transportation - Waukesha Office	548-8722