

COUNTY OF KENOSHA

Department of Planning and Development

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ENVIRONMENTAL INVENTORY CHECKLIST

This is a guide to help better understand the environmental inventory process one must undergo within the jurisdiction of Kenosha County Department of Planning and Development. This guide applies to all lands that fall into the unincorporated areas of Kenosha County, including the towns of Wheatland, Randall, Brighton, Salem, Paris, Bristol and Somers. It is designed to help both the land owner and the surveyor gain a better understanding of the county platting process (both certified survey maps and subdivision plats).

Environmental assets are one of the main reasons that zoning law exists today. Zoning codes and land division codes are written to ensure that environmental assets are properly classified, located and protected for the enjoyment and benefit of all. Laws are in place at the Federal, State and local levels to protect these assets. When subdividing a parcel via either a certified survey map or a subdivision plat, any and all possible environmental assets must be assessed and located on the survey prior to making a formal petition for approval. These issues are extremely important in order to determine area net developable, lot counts within a proposed project and buildability for structures and stormwater facilities.

Below is a checklist to help you determine what factors need to be addressed. These factors can take a considerable length of time to have determined and located, so it is important that you begin this process early in the development stages so that it will not hold up your project.

STEP 1: ENVIRONMENTAL INVENTORY

In order to determine the total buildability of a development tract, several environmental facets must be addressed. These include, but are not limited to...

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Navigable Waters including lakes and streams (OHWMs) |
| <input type="checkbox"/> | <input type="checkbox"/> | 100-Year Floodplain (FPO Floodplain Overlay District) |
| <input type="checkbox"/> | <input type="checkbox"/> | Wetlands (C-1 Lowland Conservancy District) |
| <input type="checkbox"/> | <input type="checkbox"/> | Wooded Areas/Steep Terrain (C-2 Upland Conservancy District) |
| <input type="checkbox"/> | <input type="checkbox"/> | Primary Environmental Corridor (PEC or C-2 Upland Conservancy District) |

Name of Planner contacted for ongoing contact:

_____ Date _____

It is highly recommend that you consult with land use specialist at the Kenosha County Department of Planning and Development and determine which environmental assets are present on your property. Place a check mark next to the assets that are present on your development parcel.

C-1 Lowland Conservancy Districts (Wetlands)

Any and all wetlands located within the boundaries of a subdivision plat, condominium plat or certified survey map drawing must be field delineated by a trained biologist and field located by the surveyor. The field staking must be accurately located on the plat and must be labeled with what was delineated, the date of the delineation, and who delineated the boundary.

The CSM or plat will not be placed on the Kenosha County Land Use Committee agenda until the wetland boundary is field located by a trained biologist, located accurately on the plat of survey, and concurrence letters have been received from the Wisconsin Department of Natural Resources and the Army Corps of Engineers or the Southeastern Wisconsin Regional Planning Commission.

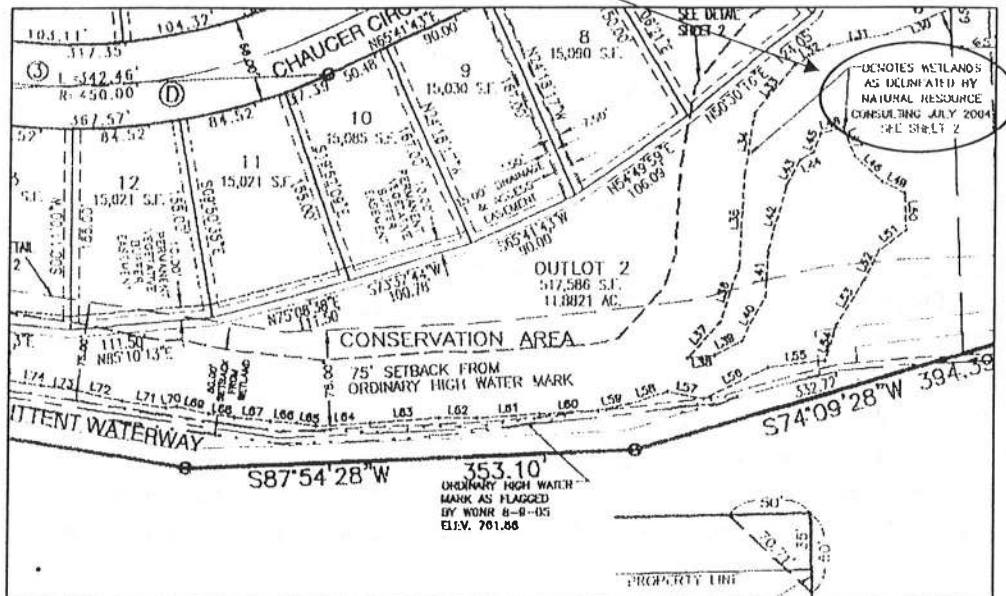
- Verify with a planner if wetlands are present on your property. Although the official Kenosha County zoning maps may not reflect a C-1 zoning boundary, more detailed Wisconsin DNR Wetland Inventory maps or regional planning commission maps may show that a wetland is present on your property.

Are wetlands present or do potential wetland areas exist on your development parcel?

- YES _____
- NO _____

- If a wetland is present on your property, have it delineated in the field by a trained biologist. Property owners have two options for having a wetland boundary located...
 - Option 1: The property owner can send a written and signed letter to the Kenosha County Department of Planning and Development requesting that the office have the Southeastern Regional Planning Commission come out to the property and do the wetland delineation free of charge. Be aware that this process will take several weeks, sometimes months to have completed. Requests are considered on a first come first serve basis. This work will be done free of charge but the wait is significant. Keep in mind that rezoning and land division applications will not be accepted until this work is completed.
 - Option 2: The property owner hires a private biologist to complete the work themselves. Once the trained biologist field locates the wetland boundary and the surveyor transposes it onto a plat of survey, the biologist must forward their wetland study and the survey to the DNR and the Army Corps of Engineers to receive concurrence letters for their work.
- Once the delineation is completed in the field, your surveyor should transpose the delineation onto the plat of survey and label it as such:

An example of how wetland information should be labeled on CSM or plat is demonstrated below (upper right corner):



Navigable Waters including lakes and streams (OHWMs)

Any and all navigable waterways (ordinary high water marks or OHWMs) located within the boundaries of a subdivision plat, condominium plat or certified survey map drawing must be field delineated by the DNR and field located by the surveyor. The field staking must be accurately located on the plat and must be labeled with the date of the determination, who determined the ordinary high water mark, the elevation and when it was delineated. Any questionable waterways that are not currently shown as navigable, but have the possibility of being navigable should be reviewed by the DNR. There is a required 75-foot minimum building setback line from the OHWM of any navigable waterway. This setback dimension must be located on the CSM or subdivision plat drawing.

If the property in question is located on a lake, you can contact the Department of Planning and Development to determine if a static OHWM elevation has been established by the DNR. If so, this elevation can be used immediately without the need to contact the DNR and wait for an OHWM staking to be completed in the field. If the property in question is located on a stream or river, you can either request a OHWM staking be completed by filling out an application form with the Department of Planning and Development (subsequently sent to DNR office) or by contacting the DNR directly at 262-884-2300.

The CSM or plat will not be placed on the Kenosha County Land Use Committee agenda until the ordinary high water mark (OHWM) is field located by the Wisconsin Department of Natural Resources, located accurately on the plat of survey, and a staking "work completed" letter is received from the Wisconsin Department of Natural Resources.

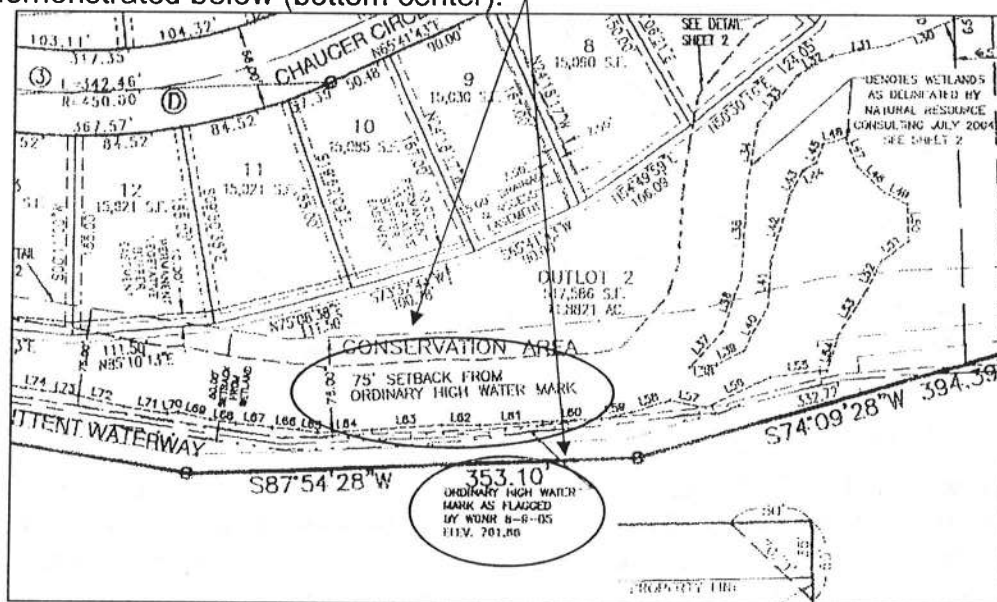
- Verify with a planner if any navigable waterways or potentially navigable waterways are present on your property. Known navigable water ways are surrounded by yellow shoreland area lines on the official Kenosha County zoning maps.

Is a navigable waterway or any potentially navigable waterways present on your development parcel?

- YES _____
- NO _____

- If an OHWM (navigable waterway) or potential OHWM is present on your property, put in a request to the DNR office to have the OHWM field located.
- Once the delineation is completed in the field, your surveyor should transpose the delineation onto the plat of survey and label it as such:

An example of how ordinary high water mark information should be labeled on CSM or plat is demonstrated below (bottom center):



100-Year Floodplain (FPO Floodplain Overlay District)

Any and all floodplain located within the boundaries of a subdivision plat, condominium plat or certified survey map drawing must be field delineated by the surveyor. The field staking must be accurately located on the plat and must be labeled with the date of the delineation, who delineated the boundary, and when it was delineated.

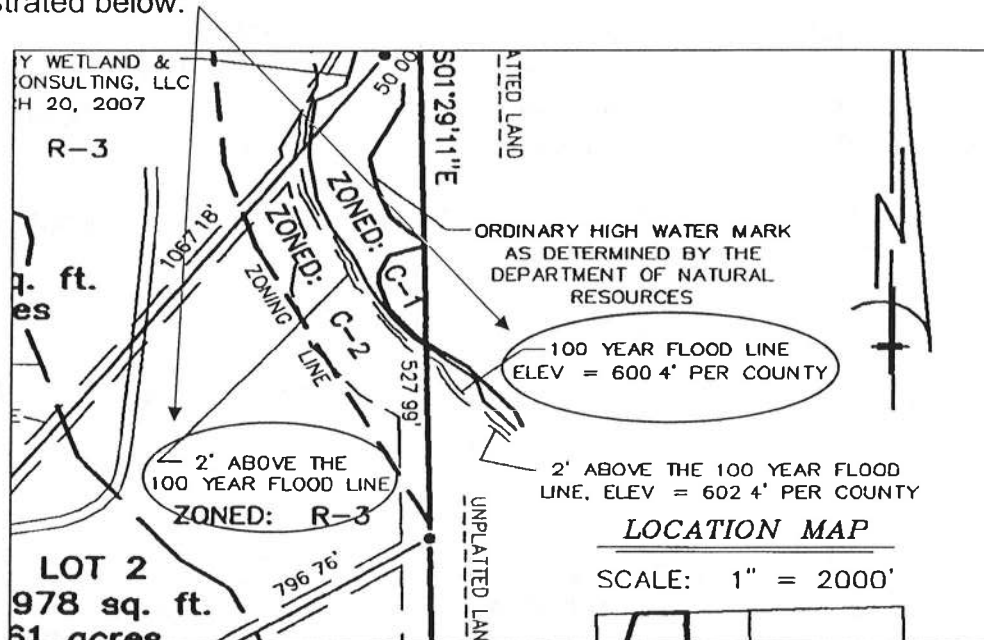
The CSM will not be placed on the Kenosha County Land Use Committee agenda until the floodplain boundary is field located by the surveyor and located accurately on the plat of survey.

Is floodplain (studied or unstudied) present or on your development parcel?

- YES _____
- NO _____

- Floodland boundaries and the contour line lying at a vertical distance of two (2) feet above the elevation of the one hundred-(100)-year recurrence interval flood or, where such data is not available at a vertical distance of five (5) feet above the elevation of the maximum flood of record must be located and labeled on any CSM or plat.

An example of how floodplain information should be labeled on CSM or plat is demonstrated below:



STEP 2: SANITATION INVENTORY

Any new vacant lots being created with the ability to be built upon (i.e. residential construction, commercial construction, etc...) can only be approved if it is proven that they can be serviced by a suitable sanitary system. This means each lot will be serviced by one of two ways: public sanitary sewer (sewer) or private onsite wastewater treatment system (POWTs).

Sewer is provided by the local utility district. Several sewer districts exist within Kenosha County. Be sure to check with you local municipality on which district provides service to your property. Be aware that the town you live in may not be the same municipality that provides you with sewer. For example, the northern part of the Town of Somers is served by sewer extensions from Racine County.

Private Onsite Wastewater Treatment Systems or POWTs are private septic systems and common in most rural areas of the county. If your CSM or subdivision plat is creating a buildable lot that it to be serviced by a POWTs, you must provide an original copy of the soil boring data from the registered soil tester and the locations of the soil test boring sites must be field located by the surveyor and place on the CSM or subdivision plat. If your CSM is creating a lot or remnant of a lot that is less than 35

acres in size, you must provide an original copy of the soil boring data from the registered soil tester.

If the remnant parcel has a residence or structure on it served by a POWTs, regardless of the size of the parcel, the existing system must meet minimum compliance with the current sanitary codes or be replaced as part of the land division. Depending on the type of land division and the soil mapping units occupying the landscape to be divided, those conditions will dictate as to the extent of soil testing required for each proposed project submitted to the Department.

All vacant lots less than 35 acres must have a soil test done, despite if the land owner is not looking to build on it in the near future.

- If lots within your CSM or subdivision plat are to be serviced by sewer, a note should be written on the face of the CSM or plat stating so.
- If lots within your CSM or subdivision plat are to be serviced by POWTs, then the soil borings for those sites must be field located by the surveyor and transposed onto the CSM or subdivision plat.
- Have your soil tester submit original copies of the soil boring data to the Kenosha County Department of Planning and Development office.
- If the CSM or subdivision plat contains lands that have an existing residence that is served by an existing POWTs, then that POWTs must be evaluated by a master plumber and the evaluation must be submitted to the Department of Planning and Development. If the existing POWTs does not pass the evaluation, then a full replacement system sanitary permit application must be submitted with your CSM application. If replacement is required, the full sanitary replacement system permit must be made and paid for prior to filing for your CSM or subdivision plat. This is a major financial issue when petitioning for land divisions.
- Subdivision plats that have soil suitable for mound systems will be doing complete soil test for each lot.
- Subdivision plats that have soils suitable for in-ground systems and are soil mapped as having these soils as per the NRCS soil surveys may do a minimum of one soil boring per tree acres of land.
- No certified survey maps or subdivision plats are permitted to have any proposed developable lots to be served by a holding tank unless the lot(s) will be a non-residential use (i.e. business, institutional, manufacturing, etc...).

If you should have questions specifically regarding sanitation, it is suggested you contact one of the county sanitarians located in the Department of Planning and Development.

