Preliminary Plat Application Submittal Requirements, and Procedures

Department of Community Development
203 South Farwell Street
Eau Claire, WI 54702-5148
Phone: (715) 839-4914
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PROJECT INFORMATION		
Date of Application:	Review Fee: $ _____ (See Fee Schedule)	
Plat Name:		
Project Description Narrative: (attached a more detailed description if necessary)		
Current & Proposed Zoning:	Acres:	Phasing:
Number of Proposed Lots:	Number of Proposed Dwelling Units:	
Previous Development Applications for the site:		

PROPERTY INFORMATION
Location: (Address or General Description)
Existing Legal Description or Parcel Number: (attached if lengthy)

APPLICANT INFORMATION	
Name:	
Business:	Title:
Address:	
Phone Numbers:	
Fax Number:	Email:

OWNER INFORMATION (if different than applicant)	
Name:	
Business:	Title:
Address:	
Phone Numbers:	
Fax Number:	Email:

SIGNATURES

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge. I further understand that this application will be processed in accordance with established City review procedures and State Statutes as amended, at such time as it is determined to be complete. The City will notify the applicant of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for delaying or denying this application.

Applicant Signature:	Date:
Owner Signature:	Date:

**********OFFICE USE**********

File No.:	Date Filed:
Address Assigned: (if new construction)	
Zoning:	No. of Units:
Class Const.:	
No. of ERU:	
Plan Commission Meeting: _____ Approved ( ) Yes ( ) No ___ initials	
City Council Meeting: _____ Approved ( ) Yes ( ) No ___ initials	

For Treasury Use #2423

Preliminary Plat Submittal Requirements

SUBMITTAL CHECKLIST	
☐ 1.	Completed application form and fee paid to the City of Eau Claire;
☐ 2.	Information including existing covenants, easements, flowage rights, land and soil characteristics and available community facilities and utilities;
☐ 3.	Narrative information describing the subdivision proposal such as number of lots, dwellings, building renderings or elevations, density, playgrounds, park areas and other public areas, tree planting, copies of proposed protective covenants or deed restrictions intended to cover all or any part of the, proposed utilities and street improvements;
☐ 4.	The preliminary plat shall cover the entire area owned or controlled by the subdivider even though a lesser portion thereof is proposed for development at the time. The plan commission may waive this requirement where it is unnecessary to fulfill the purpose of this title and undue hardship would result from the strict application thereof.
☐ 5.	Show the ultimate development of the site and indicate development phases when the site is developed in stages.
☐ 6.	The subdivider shall cause to be prepared a preliminary plat by a registered land surveyor, in accordance with the requirements in Chapter 236, Wisconsin Statutes, and Chapter 17, City's Subdivision Ordinance;
☐ 7.	The preliminary plat shall be drawn with waterproof, nonfading black ink or legibly drawn with pencil on tracing cloth or tracing paper of good quality on a scale of not more than one hundred feet to an inch and shall show correctly on its face;
☐ 8.	Contain a vicinity map showing railroad, major streams or rivers, and public streets within 1,000' of the site;
☐ 9.	Date, scale and north point;
☐ 10.	The proposed subdivision name, which shall not duplicate the name of any plat previously recorded in Eau Claire or Chippewa counties;
☐ 11.	The name and address of the owner, the subdivider and the registered land surveyor preparing the plat;
☐ 12.	Location of the subdivision by government lot, quarter- quarter section, section, township, range and county, state;
☐ 13.	Location, widths and names of all existing and platted streets, alleys or other public ways and easements, railroad and utility rights-of-way, parks, cemeteries, water courses, drainage ditches, permanent buildings, bridges and other pertinent data immediately adjacent to the proposed subdivision, as determined by the plan commission;
☐ 14.	The water elevation of adjoining lakes or streams at the date of the survey and the approximate high and low water elevations of such lakes or streams. All elevations shall be referred to sea level datum plane;
☐ 15.	Layout and width of all new streets and rights-of-way, such as alleys, highways, easements for sewer, water mains, and other public utilities;
☐ 16.	Directions and distances to nearest water and sewer mains;
☐ 17.	Approximate dimensions of and areas of typical lots;
☐ 18.	Approximate location and areas of property proposed to be dedicated for public use or to be reserved by deed covenant for use of all property owners in the subdivision with the conditions, if any, of such dedication or reservation;
☐ 19.	Contours at vertical intervals of not more than 5 feet or at more frequent intervals may be required by the plan commission where topographical data is available for the area in which the proposed subdivision is located;
☐ 20.	Submit to the Department of Community Development at least (12) scaled copies at 11" by 17" or at 22" by 34" if a larger development, (1) electronic PDF file of all information and submit, if lengthy, an electronic (Word for Windows) version of the complete legal description of the property(s). See below for other required copies: If applicable, an additional copy shall be provided in each of the following cases: a. (1) If project lies within a DNR Shoreland District or Floodplain b. (1) If project lies adjacent to a Township c. (1) If project is adjacent to a Eau Claire County Road or County State Aid Highway d. (1) If project is adjacent to a WIS/Dot State Highway/Interstate
☐ 21.	Two copies of plans, computations, and narrative as follows from items #21-23.
☐ 22.	Statements and plans as needed to completely describe the method by which soil erosion will be controlled on the site during construction and following project completion; and to prevent the tracking of dirt and other materials from the site onto any public street during construction.
☐ 23.	When required under the City's storm drainage standards (contact the City Engineer), a drainage control plan which includes plans and hydraulic computations for all structural or nonstructural measures or other protective devices to be constructed in connection with the proposed work, including: predevelopment run-off computation; estimated rate of discharge in cubic feet per second at all structural or nonstructural measures and at the point of discharge from the site location based upon a three (3) year frequency storm event; the storm event frequency discharge rate in cubic feet per second upon which the design of plans for the site location is based; provisions to carry run-off to the nearest adequate outlet; and if drainage easements are required, documentation of perpetual maintenance and control.
☐ 24.	At the discretion of the City Engineer, the developer shall be required to prepare plans for reducing or detaining peak discharges of storm and clear water. Clear water wastes shall be defined in Section H.62.12, Wisconsin Administrative Code. Such situations will be reviewed on a case-by-case basis. The Wisconsin Department of Health and Social Services section of the Wisconsin Administrative Code shall form a part of this procedure.

Preliminary Plat Procedures

PROCEDURES	
☐ 1.	Before submitting a final plat for approval, the subdivider shall cause to be prepared a preliminary plat by a registered land surveyor, in accordance with the requirements in chapter 236, Wisconsin Statutes, and chapter 17.16 of this title and submit at least 12 copies of the plat to the department of community development at least 10 working days prior to the meeting of the plan commission at which action is desired.
☐ 2.	The preliminary plat shall be reviewed by the plan commission and city staff for conformance with this title and all ordinances, rules, regulations and comprehensive plans which affect it. The department of community development shall transmit copies of the preliminary plat to the department of public works, and all affected boards, commissions, or departments, all affected local utility companies and the regional planning agency for their review and recommendations concerning matters within their jurisdiction. Their recommendations shall be transmitted to the plan commission within a staff report.
☐ 3.	The plan commission shall within 60 days of the filing of the plat, approve, approve conditionally, or reject the plat. One copy of the plat shall thereupon be returned to the subdivider with the date and action endorsed thereon; and if approved conditionally or rejected, a letter setting forth the conditions of approval or reasons for rejection shall accompany the plat.
☐ 4.	Approval or conditional approval of a preliminary plat shall not constitute automatic approval of the final plat, except that if the final plat is submitted within 6 months of preliminary plat approval and conforms substantially to the preliminary plat layout as indicated in section 236.11(1)(b) of the Wisconsin Statutes, the final plat shall be entitled to approval with respect to such layout. The preliminary plat shall be deemed an expression of approval or conditional approval of the layout submitted as a guide to the preparation of the final plat which will be subject to further consideration by the city council.