Final/Condo 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:	For Treasury Use #2423
Class Const.:		
No. of ERU:		
Plan Commission Meeting: _____ Approved ( ) Yes ( ) No ___ initials		
City Council Meeting: _____ Approved ( ) Yes ( ) No ___ initials		

Final/Condo Plat Submittal Requirements

SUBMITTAL CHECKLIST	
☐ 1.	Completed application form and fee paid to the City of Eau Claire;
☐ 2.	If applicable, a Revised Narrative 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;
☐ 3.	a. **Final Plats**. The subdivider shall prepare a final plat and a letter of application in accordance with this title, in compliance with the procedures for approval of plats of Chapter 236 of the Wisconsin Statutes. b. **Condominium Plats.** Condominium projects shall be reviewed on the basis of a condominium plat prepared pursuant to Wis. Stat. Chapter 703 and other applicable statutes, as well as these subdivision regulations, as a plat or certified survey map for the land development of the property. Major subdivision procedures in s. 17.20.020 shall apply to review of all condominium plats.
☐ 4.	a. **Final Plats.** Upon approval of the final/condo plat by the state of Wisconsin, the subdivider shall forward one (1) mylar plot or copy, a photographic silver haloid image mylar, or mylar sepia or a full size electronic PDF file or a full size electronic TIF file of the final plat to the department of public works. The surveyor, in addition to the required mylar copy, shall provide a computer file on disk, in a xxxx.DGN or xxxx.DWG format, for final plats which have been prepared by the use of electronic media using computer aided design and drafting (CADD). b. **Condominium Plats.** Upon approval of the condo plat by the appropriate County jurisdiction, the subdivider shall forward one (1) mylar plot or copy, a photographic silver haloid image mylar, or mylar sepia or a full size electronic PDF file or a full size electronic TIF file of the condo plat to the department of public works. The surveyor, in addition to the required copy, shall provide a computer file on disk, in a xxxx.DGN or xxxx.DWG format, for condo plats which have been prepared by the use of electronic media using computer aided design and drafting (CADD).
☐ 5.	For condominium plats, submit copies and fees to and as required by the appropriate County jurisdiction.
☐ 6.	Submit to the Department of Community Development at least (6) 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

Final/Condo Plat Procedures

PROCEDURES	
☐ 1.	Subdivider shall file six (6) copies of the final or condo plat and the application with the department of community development at least ten (10) working days prior to the meeting of the Plan Commission at which action is desired;
☐ 2.	The plan commission shall examine the final/condo plat as to its conformance with the approved preliminary plat and conditions of approval of the preliminary plat, this title and all ordinances, rules, regulations and comprehensive plan which may affect it and shall recommend approval, conditional approval or rejection of the plat to the city council.
☐ 3.	The final/condo plat may, if permitted by the city council, after review and recommendation by the Plan Commission, constitute only that portion of the approved preliminary plat which the subdivider proposes to record at that time.
☐ 4.	If the final/condo plat is not submitted within 6 months of the approval of the preliminary plat, the city council may refuse to approve the plat, even though it may conform to the preliminary plat.
☐ 5.	The plan commission shall transmit the plat, together with its recommendations to the city council within 30 days of the date of filing of the final/condo plat. The city council shall approve or reject the plat within 60 days of its submission, unless the time is extended by agreement with the subdivider. Reasons for rejection shall be forwarded to the subdivider in writing.
☐ 6.	After the final/condo plat has been approved by the city council and improvements either installed or a contract and bond insuring their installation filed in accordance with this title, the city clerk shall cause the certificate inscribed upon the plat attesting to such approval to be duly executed and the plat returned to the subdivider for recording.