

**TOWN OF WESTPORT
CHECKLIST FOR FINAL PLATS**

DATE RECEIVED (TOWN) _____

DATE RECEIVED (ENGINEER) _____

CHECKED BY _____

DATE _____

NAME OF PLAT _____

OWNER _____ SUBDIVIDER _____

ADDRESS _____ ADDRESS _____

TELEPHONE NO. _____ TELEPHONE NO. _____

ENGINEER/SURVEYOR _____

ADDRESS _____

TELEPHONE NO. _____

NOTES: ACTION ON FINAL PLAT MUST BE TAKEN WITHIN SIXTY (60) DAYS
AFTER RECEIVED BY TOWN

THE TOWN OF WESTPORT RESERVES THE RIGHT TO REFUSE
SUBMISSION OF A PLAT FOR NONCOMPLIANCE OF ANY OF THE
FOLLOWING PROVISIONS

WHERE THE PLAN COMMISSION, TOWN BOARD OR TOWN ENGINEER
FINDS THAT IT REQUIRES ADDITIONAL INFORMATION RELATIVE TO
A PARTICULAR PROBLEM PRESENTED BY A PROPOSED
DEVELOPMENT IN ORDER TO REVIEW THE FINAL PLAT, IT SHALL
HAVE THE AUTHORITY TO REQUEST IN WRITING SUCH
INFORMATION FROM THE SUBDIVIDER

- ___ 1. Twelve (12) copies of the final plat, and a letter of application.
- ___ 2. A Final Plat prepared by a registered land surveyor shall be required for all subdivisions, which shall comply in all respects with the requirements of Section 236.20, Wis. Stats.
- ___ 3. The Final Plat shall show correctly on its face, in addition to the information required by Section 236.20, Wis. Stats., the following:
 - ___ (a) Exact Length and Bearing of the center line of all streets.
 - ___ (b) Exact Street Width along the line of any obliquely intersecting street.
 - ___ (c) Exact Location and Description of vision triangle easements which shall be required at all street intersections for construction and landscaping as required by the Town Board.
 - ___ (d) Exact Location and Description of street lighting and lighting utility easements.
 - ___ (e) Railroad Rights-of-Way within and abutting the plat.
 - ___ (f) All Lands Reserved for future public acquisition or reserved for the common use of property owners within the Plat.
 - ___ (g) Special Restrictions required by the Town Board relating to access control along public ways or to the provision of planting strips.
- ___ 4. Examination. The Town Board shall examine all Final Plats within the Town of Westport and may check for the accuracy and closure of the survey, the proper kind and location of monuments, and legibility and completeness of the drawing.
- ___ 5. Maximum Error of Closure. Maximum error of closure before adjustment of the survey of the exterior boundaries of the subdivision shall be in accordance with chapter 236, Wis. Stats.
- ___ 6. Street, Block and Lot Dimensions. All street, block and lot dimensions shall be computed as closed geometric figures based upon the control provided by the closed exterior boundary survey, in accordance with chapter 236, Wis. Stats.
- ___ 7. Plat Location. Where the plat is located within a quarter section, the corners of which have been relocated, monumented and coordinated by the Town, the tie required by Section 236.20 (3)(b), Wis. Stats., shall be expressed in terms of grid

bearing and distance; and the material and Wisconsin state plan coordinates of the monument marking the relocated section or quarter corner to which the plat is tied shall be indicated on the plat. The grid bearing and distance of the tie shall be determined by a closed survey meeting the error of closure herein specified for the survey of the exterior boundaries of the subdivision.

- ___ 8. Surveying and Monumenting. All Final Plats shall meet all the surveying and monumenting requirements of Section 236.15, Wis. Stats.
- ___ 9. State Plan Coordinate System. Where the plat is located within a quarter section, the corners of which have been relocated, monumented and coordinated by the Town, the plat shall be tied directly to one of the section or quarter corners so relocated, monumented and coordinated. The exact grid bearing and distance of such tie shall be determined by field measurements, and the material and Wisconsin state plane coordinates of the monument marking the relocated section or quarter corner to which the plat is tied shall be indicated on the plat. All distances and bearings shall be referenced to the Wisconsin Coordinate System, South Zone, and adjusted to the Town's control survey.
- ___ 10. Certificates. All Final Plats shall provide all the certificates required by Section 236.21, Wis. Stats.; and in addition, the surveyor shall certify that he has fully complied with all the provisions of this Chapter.
- ___ 11. Fees.
- ___ 12. Escrow.
- ___ 13. Final Deed Restrictions.
- ___ 14. Development Agreement.
- ___ 15. Surety.

The Owner/Subdivider understands that if any of the above-required information is not submitted and an acceptable explanation is not given in an attached letter of intent as to why the required information is not submitted, the final plat and related information will be returned to the Owner/Subdivider for resubmittal.

OWNER

DATE

SUBDIVIDER

DATE

