

**TOWN OF WESTPORT  
CHECKLIST FOR PRELIMINARY 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 PRELIMINARY PLAT MUST BE TAKEN WITHIN NINETY (90) DAYS AFTER RECEIVED BY TOWN

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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 PRELIMINARY PLAT, IT SHALL HAVE THE AUTHORITY TO REQUEST IN WRITING SUCH INFORMATION FROM THE SUBDIVIDER.

- \_\_\_ 1. Twelve (12) copies of the preliminary plat, and a letter of application.
- \_\_\_ 2. Scale not more than one hundred (100) feet to an inch.
- \_\_\_ 3. Title under which the proposed subdivision is to be recorded.
- \_\_\_ 4. Location of the proposed subdivision by government lot, quarter section, township, range, county and state.
- \_\_\_ 5. Date, Scale and North Point.
- \_\_\_ 6. Name and Addresses of the owner, subdivider and land surveyor preparing the plat.
- \_\_\_ 7. Entire Area contiguous to the proposed plat owned or controlled by the subdivider.
- \_\_\_ 8. Exact Length and Bearing of the exterior boundaries of the proposed subdivision referenced to a corner established in the U.S. Public Land Survey and the total acreage encompassed thereby.
- \_\_\_ 9. Locations of all Existing Property Boundary Lines, structures, drives, streams and water courses, marshes, rock outcrops, wooded areas, railroad tracks and other significant features within the tract being subdivided or immediately adjacent thereto.
- \_\_\_ 10. Location, Right-of-Way Width and Names of all existing streets alleys or other public ways, easements, railroad and utility rights-of-way and all section and quarter section lines within the exterior boundaries of the plat or immediately adjacent thereto.
- \_\_\_ 11. Location and elevation of land within a floodplain
- \_\_\_ 12. Location and Names of any Adjacent Subdivisions, parks and cemeteries and owners of record of abutting unplatted lands.
- \_\_\_ 13. Type, Width and Elevation of any existing street pavements within the exterior boundaries of the plat or immediately adjacent thereto, together with any legally established centerline elevations.
- \_\_\_ 14. Location, Size and Invert Elevation located within or immediately adjacent to the Plat:
  - \_\_\_ (a) Sanitary sewers and manholes.
  - \_\_\_ (b) Storm sewers, manholes and catch basins.
  - \_\_\_ (c) Culverts and drain pipes.

- \_\_\_ (d) Water mains, valves and hydrants.
  - \_\_\_ (e) Gas mains
  - \_\_\_ (f) Power, telephone, telegraph and street light poles.
  - \_\_\_ (g) Underground electric and transformers.
  - \_\_\_ (h) Underground telephone pedestals.
  - \_\_\_ (I) Underground cable television and pedestals.
- \_\_\_ 15. If no sewers or water mains are located on or immediately adjacent to the tract, the nearest such sewers or water mains which might be extended to serve the tract shall be indicated by the direction and distance from the tract, size and invert elevations.
- \_\_\_ 16. Corporate Limit Lines within the exterior boundaries of the plat or immediately adjacent thereto.
- \_\_\_ 17. Existing zoning on and adjacent to the proposed subdivision.
- \_\_\_ 18. Contours at vertical intervals of not more than two (2) feet where slope is less than five (5) percent, or five (5) feet where the slope is five (5) percent or greater.
- \_\_\_ 19. High-Water Elevation of all ponds, streams, lakes, flowages and wetlands within the exterior boundaries of the plat or located within one hundred (100) feet therefrom.
- \_\_\_ 20. Water Elevation of all ponds, streams, lakes, flowages and wetlands within the exterior boundaries of the plat or located within one hundred (100) feet therefrom at the date of the survey.
- \_\_\_ 21. Floodland and Shoreland Boundaries and the contour line lying 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, two (2) feet above the elevation of the maximum flood of record within the exterior boundaries of the plat or within one hundred (100) feet therefrom.
- \_\_\_ 22. Soil Types and their boundaries, as shown on the operational soil survey maps prepared by the U.S. Department of Agriculture, Soil Conservation Service.
- \_\_\_ 23. Location and Results of Soil Boring Tests within the exterior boundaries of the plat conducted in accordance with Sec. H 85.06 of the Wisconsin Administrative Code and delineation of areas with three (3) foot and six (6) foot groundwater and bedrock levels where the subdivision will not be served by public sanitary sewer service.

- \_\_\_24. Location and Results of Percolation Tests within the exterior boundaries of the plat conducted in accordance with Sec. H 85.06 of the Wisconsin Administrative Code where the subdivision will not be served by public sanitary sewer service.
- \_\_\_25. Location, Width and Names of all proposed streets and public rights-of-way such as alleys and easements.
- \_\_\_26. Approximate Dimensions of All Lots together with proposed lot and block numbers. The area in square feet of each lot shall be provided.
- \_\_\_27. Location and Approximate Dimensions of any sites to be reserved or dedicated for parks, playgrounds, drainage ways or other public use or which are to be used for group housing, shopping centers, church sites or other non-public uses not requiring lotting.
- \_\_\_28. Approximate Radii of all Curves.
- \_\_\_29. Any Proposed Lake and Stream Access with a small drawing clearly indicating the location of the proposed subdivision in relation to access.
- \_\_\_30. Any Proposed Lake and Stream improvement or relocation, and notice of application for approval by the Division of Environmental Protection, Department of Natural Resources, when applicable.
- \_\_\_31. Any Environmental Corridors which exist within the exterior boundaries of the plat or located within 100 feet therefrom at the date of the survey.
- \_\_\_32. If required by the Plan Commission and/or Town Board, a proposed subdivision layout of all or part of the contiguously owned land even though division is not planned at the time.

## STREETS

- \_\_\_33. Street layouts shall conform to the arrangement, width and location indicated on any applicable official map, master plan or component neighborhood development plan.
- \_\_\_34. Arterial Streets shall be arranged to provide through traffic for a heavy volume of vehicles.
- \_\_\_35. Collector Streets shall be arranged to provide ready collection of traffic from commercial and residential areas and conveyance to the major street and highway system.
- \_\_\_36. Minor Streets shall be arranged to conform to the topography, to discourage use by through traffic, to permit design of efficient storm and sanitary sewer systems and to require the minimum street necessary to provide safe and convenient access to abutting property.

- \_\_\_37. Cul-de-Sacs. Streets which are designed to have one end permanently closed shall not exceed 500 feet and shall terminate in a circular turnaround. The use of cul-de-sacs should be avoided where possible. No island within a cul-de-sac shall be allowed.
- \_\_\_ (a) Minimum right-of-way radius of (60) sixty feet.
  - \_\_\_ (b) Minimum inside curb radius of (36) thirty-six feet.
  - \_\_\_ (c) The end permanently closed shall not exceed (500) five hundred feet in length.
- \_\_\_38. Half streets shall not be allowed.
- \_\_\_39. Radii of Curvature. When a continuous street centerline deflects by more than ten (10) degrees, a circular curve shall be introduced having a radius of curvature on said centerline of not less than the following:
- \_\_\_ (a) Arterial streets and highways - 450 feet.
  - \_\_\_ (b) Collector streets - 250 feet.
  - \_\_\_ (c) Minor streets - 150 feet.
- \_\_\_40. Street curves. Main chords of right-of-way lines shall be drawn in dashed lines. Curved lines shall show the radius of the circle, the central angle subtended, the chord bearing, the chord length and the arc length for each segment, and the tangent bearing at each end of the main chord.
- \_\_\_41. Street Intersections
- \_\_\_ (a) Streets shall intersect at as nearly right angles as topography and other limiting factors of good design permit, but in no case shall be less than a 70 degree angle.
  - \_\_\_ (b) Number of streets converging at one (1) intersection shall be reduced to a minimum, preferably not more than two (2).
  - \_\_\_\_\_ (c) Distance between Intersections along major streets and highways shall not be less than 1,000 feet where practicable.
  - \_\_\_ (d) Property lines at street intersections of major thoroughfares shall be rounded with a radius of twenty-five (25) feet or of a greater radius where the Town Engineer considers it necessary.
  - \_\_\_ (e) Property lines at street intersections along local streets shall have a radius of 15 feet.

- \_\_\_ (f) Local streets that cross collector or arterial streets within 300 feet from centerline to centerline of each other shall be adjusted to form a continuous street.
- \_\_\_ (g) Local street intersections shall be no closer than 250 feet whenever practicable.
- \_\_\_ (h) The point of curve on a curved street shall not be less than 15 feet from the property line of the intersected street.

\_\_\_42. Proposed streets shall extend to the boundary lines of the tract being subdivided unless prevented by topography or other physical conditions or, unless, in the opinion of the Town Board, such extension is not necessary or desirable for the coordination of the layout of the subdivision or land division or for the advantageous development of the adjacent tracts.

\_\_\_43. Limited access Highway and Railroad Right-of-Way Treatment. Whenever the proposed subdivision contains or is adjacent to a limited access highway, arterial street or railroad right-of-way, the design shall provide the following treatment:

- \_\_\_ (a) Subdivision Lots. When lots within the proposed subdivision back upon the right-of-way of an existing or proposed limited access highway or a railroad, a planting strip at least thirty (30) feet in depth shall be provided adjacent to the highway or railroad in addition to the normal lot depth. This strip shall be part of the platted lots but shall have the following restriction lettered on the face of the plat: "This strip reserved for the planting of trees and shrubs, the building of structures hereon prohibited."
- \_\_\_ (b) Commercial and Industrial Districts. Commercial and industrial districts shall have provided, on each side of the limited access highway, arterial street or railroad, streets approximately parallel to and at a suitable distance from such highway or railroad for the appropriate use of the land between such streets and highway or railroad, but not less than one hundred fifty (150) feet.
- \_\_\_ (c) Streets Parallel to a Limited Access Highway. Streets parallel to a limited access highway or railroad right-of-way, when intersecting a major street and highway or collector street which crosses said railroad or highway, shall be located at a minimum distance of two hundred fifty (250) feet from said highway or railroad right-of-way. Such distance, where desirable and practicable, shall be determined with due consideration of the minimum distance required for the future separation of grades by means of appropriate approach gradients.

\_\_\_(d) Minor Streets. Minor streets immediately adjacent and parallel to railroad rights-of-way shall be avoided, and location of minor streets immediately adjacent to arterial streets and highways and to railroad rights-of-way shall be avoided in residential areas.

\_\_\_44. New street names shall not duplicate the names of existing streets, but streets that are continuations of others already in existence and named shall bear the names of the existing streets. Street names shall be subject to approval by the Town Board.

\_\_\_45. Stream of Lake Shores shall have 60-foot public access to low water point at intervals of not more than one-half mile (Section 236.16(3), Wis. Stats.)

#### LAND SUITABILITY

\_\_\_46. No land shall be divided for any use which is held unsuitable for such use by the Town Board, upon the recommendation of the Plan Commission, for reason of flooding, inadequate drainage, adverse soil or rock formation, unfavorable topography or any other feature likely to be harmful to the health, safety, or welfare of the future residents of the proposed subdivision or of the community. The Town Board, in applying the provisions of this Section, shall in writing recite the particular facts upon which it bases its conclusion that the land is not suitable for residential use and afford the subdivider an opportunity to present evidence regarding such unsuitability if so desired. Thereafter the Town Board may affirm, modify, or withdraw its determination of unsuitability.

\_\_\_47. Except as provided herein, the Plan Commission shall make a determination regarding land suitability at the time of pre-application conferences, following comment by the Dane County Soil and Water Conservation District, if requested. The subdivider shall furnish such maps, data and information as may be necessary to make a determination of land suitability. In addition to the data required to be submitted with the Preliminary Plat of certified survey, the subdivider may be required to submit some or all of the following information for development located in an area where flooding or potential flooding may be a hazard:

\_\_\_ (a) Two (2) copies of an aerial photograph, or two (2) maps prepared by a registered land surveyor or engineer which accurately locate the proposed development with respect to flood plain zoning district limits, if present, channel or stream fill limits and elevations, and flood-proofing measures taken or proposed to be taken.

\_\_\_ (b) Two (2) copies of a typical valley cross-section showing the channel or the stream, the flood plain adjoining each side of the channel, cross-sectional area to be occupied by the proposed development, and high water information.

\_\_\_ (c) Two (2) copies of a profile showing the slope of the bottom of the channel or flow line of the stream.

\_\_\_ (d) Such other data as may be required.

\_\_\_48. When a proposed land division is located in an area where flooding or potential flooding may be a hazard, the Plan Commission may transmit to the Division of Environmental Protection, Wisconsin Department of Natural resources, one (1) set of the information required and may request that Division to provide technical assistance in determining whether the land is suitable or unsuitable for the use proposed.

\_\_\_49. Where a proposed land division is located wholly or partly in an area where flooding or potential flooding may be a hazard, the applicable County Ordinances shall apply.

\_\_\_50. The subdivider may, as a part of the pre-application procedures, request a determination of land suitability providing that he shall provide all necessary maps, data, and information for a such a determination to be made.

\_\_\_51. Existing Flora. The subdivider shall make every effort to protect and retain all existing trees, shrubbery, vines, and grasses not actually lying in public roadways, drainage ways, building foundation sites, private driveways, soil absorption waste disposal areas, paths, and trails. Such trees are to be protected and preserved during construction in accordance with sound conservation practices, possibly including the preservation of trees by well islands or retaining walls whenever abutting grades are altered, pursuant to a landscaping plan filed by the subdivider.

\_\_\_52. Additional Considerations.

\_\_\_ (a) Areas of archaeological and/or historical interest shall be designated by the State Historical Society.

\_\_\_ (b) Areas of geological interest shall be designated by the State Geological and Natural History Survey.

\_\_\_ (c) Suitability of land for private sewerage systems shall be determined in accordance with Chapter ILHR 83, Wisconsin Administrative Code.

\_\_\_53. Adequacy of Public Facilities and Services. The Plan Commission shall determine that the plat property is served by adequate public facilities and other services under the provisions of Section 10-2-32(c) of the Land Division code. Details to show satisfaction of this requirement should be submitted.

## BLOCKS

\_\_\_54. Blocks in residential areas shall not be less than 240 feet nor more than 1,200 feet in length.

\_\_\_55. Pedestrian ways of not less than twenty (20) feet in width near the center and entirely across blocks longer than 900 feet.



- \_\_\_56. Blocks shall have sufficient width to provide for two (2) tiers of lots of appropriate depth unless it adjoins a railroad, major thoroughfare, river or park where it may have a single tier of lots.

## LOTS

- \_\_\_57. Approximate dimensions of all lots and outlots, together with proposed lot, outlot and block numbers.
- \_\_\_58. Double frontage and reverse frontage lots shall be avoided except where necessary to provide separation of residential development from traffic arteries or to overcome specific disadvantages of topography or orientation.
- \_\_\_59. Lot sizes. Size, shape and orientation of lots shall be appropriate for the location of topography of the subdivision, the type of sewerage or septic system to be utilized, and for the type of development contemplated, provided that no lot shall be smaller in area than the minimum lot size for the appropriate zone as established by the Dane County Zoning Code or the Town's ordinances, whichever is more restrictive. Lot sizes shall conform to the requirements of the Dane County Zoning Code.
- \_\_\_60. Lands between the meander line and water's edge of lakes or streams shall be a part of the lots, an outlot or public dedication.
- \_\_\_61. Whenever a tract is subdivided into large parcels, they shall be so arranged and sized to allow the future subdivision of any of the parcels into normal sized lots.
- \_\_\_62. Each lot shall front or abut on a public street for a distance of 66 feet minimum or, for cul-de-sacs, 30 feet minimum.
- \_\_\_63. Side lot lines shall, as nearly as practicable, be substantially at right angles to or radial to abutting street lines. Lot lines shall follow Town boundary lines.
- \_\_\_64. Residential lots within each block shall have a minimum average depth of two hundred (200) feet. Excessive depth in relation to width shall be avoided and a proportion of two to one (2:1) shall be considered a desirable ratio under normal conditions.
- \_\_\_65. Corner Lots for residential use shall have extra width of ten (10) feet to permit building setback from both streets, as required by the Dane County Zoning Code.
- \_\_\_66. Residential lots fronting on major streets and highways shall be platted with extra depth or design or alleviate the effect of major street traffic on residential occupancy.
- \_\_\_67. Depth and width of properties reserved or laid out for commercial or industrial purposes shall be adequate to provide for the off-street service and parking facilities required by the type of use and development contemplated as required by the Dane County Zoning Code.

- \_\_\_ 68. Utility Easements. The Town Board, on the recommendation of appropriate agencies serving the Town, shall require utility easements for poles, wire, conduits, storm and sanitary sewers, gas, water and head mains or other utility lines. It is the intent of the Town's ordinances to protect all established easements so as to assure proper grade, assure maintenance of the established grade, prohibit construction of permanent fences or retaining walls over underground installation and prevent the planting of trees in the easement area.
- \_\_\_ 69. Drainage Easements. Where a subdivision is traversed by a watercourse, drainage way, channel or stream:
- \_\_\_ (a) There shall be provided a storm water easement or drainage right-of-way conforming substantially to the lines of such watercourse and such further width or construction, or both, as will be adequate for the purpose and as may be necessary to comply with this Section; or
- \_\_\_ (b) Wherever possible, it is desirable that drainage be maintained by an open channel with landscaped banks and adequate width for maximum potential volume flow. In all cases, such water course shall be of a minimum width established at the high-water mark or, in the absence of such specification, not less than thirty (30) feet. If, in the opinion of the Town Engineer, the easement will be for a major drainage swale, the easement shall be of sufficient width to contain a one hundred (100) year frequency storm. If the drainage easement is located in an established floodway or flood fringe district, the entire floodplain area shall be included within the drainage easement.
- \_\_\_ 70. Easement Locations. Such easements shall be at least twelve (12) feet wide, or wider where recommended by the Town Engineer, and may run across lots or alongside of rear lot lines. Evidence shall be furnished the Plan Commission and Town Board that easements and any easement provisions to be incorporated in the plat or in deeds have been reviewed by the individual utility companies or the organization responsible for furnishing the services involved.
- \_\_\_ 71. Street Plans and Profiles. The subdivider shall provide preliminary street plans and profiles showing existing ground surface, and proposed and established street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision when requested.
- \_\_\_ 72. Soil Testing. The subdivider shall provide a preliminary soils report, listing the types of soil in the proposed subdivision, their effect on the subdivision and a proposed soil testing and investigation program. Pursuant to the public policy concerns prescribed in Section 10-2-21 of the Town's ordinances, the Town Board may require that borings and soundings be made in specified areas to ascertain subsurface soil, rock and water conditions, including depth to bedrock and depth to ground water table.

- \_\_\_ 73. Use statement in accordance with section 10-2-31(e)(1) of the Land Division Code.
- \_\_\_ 74. Zoning changes proposed in accordance with Section 10-2-31(e)(2) of the Land Division Code.
- \_\_\_ 75. Area plan for adjacent property owned in accordance with Section 10-2-31(e)(3) of the Land Division Code.
- \_\_\_ 76. Fees.
- \_\_\_ 77. Deed restrictions as proposed.
- \_\_\_ 78. Urban Service Area amendment proposals, if necessary.

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 preliminary plan and related information will be returned to the Owner/Subdivider for resubmittal.

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUBDIVIDER

\_\_\_\_\_  
DATE

