TOWN OF WESTPORT
PRELIMINARY PLAT APPLICATION
GENERAL INFORMATION

Project: _____
Name: _____
Address: _____
_____
_____

Applicant:
Name: _____
Address: _____
_____
Phone: _____
Email: _____

Representative:
Name: _____
Address: _____
_____
Phone: _____
Email: _____

Date Submitted: _____
Review Period Ends: _____
Period Extended To: _____
Date of Plan Commission meetings: _____
Time of meeting: _____

I agree that the following information is true to the best of my knowledge, and to abide by Town of Westport Ordinance Provisions.

By: _____
Date: _____

LAND DIVIDER'S AGREEMENT
IN THE TOWN OF WESTPORT, DANE COUNTY, WISCONSIN

THIS AGREEMENT is entered into between the Town of Westport ("Town"), a Wisconsin municipal corporation, and _____, ("Developer").

WHEREAS, the Developer wishes to divide the property described at Exhibit A attached hereto and incorporated herein by reference located within the Town and to obtain Town approval of this division in accordance with applicable State laws and Town ordinances; and

WHEREAS, the Town agrees to review the proposed land division of the Developer in accordance with law and desires to have such review made without unreasonable expense to Town taxpayers; and

WHEREAS, other actions may become necessary after the land division review to allow the requested development on the property.

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, and for good and valuable consideration, pursuant to the Town's ordinances, the parties agree as follows:

PART A. PAYMENT FOR REVIEW SERVICES

The Developer agrees to pay all administrative costs incurred by the Town for processing, study and review of the land division and/or other activities related to and made necessary by the proposed development of the property, including land use plan amendments, zoning classification amendments, and urban service area amendments. Such costs include, without limitation because of enumeration, legal and engineering service costs and general administration costs incurred by the Town in connection with this review and related actions.

Said costs shall be payable to the Town within ten (10) days of invoice by the Town Clerk of the amount thereof. Interest at the rate of one and one-half percent (1-1/2%) per month shall be charged on invoices not paid within thirty (30) days of invoice.

PART B. ACTION BY TOWN BOARD

Within ninety (90) days of submission of a preliminary plat or within sixty (60) days of submission of a condominium plat or CSM, the Town Board shall approve, approve conditionally or reject the land division and notify the undersigned Developer in writing of any conditions of approval or of the reasons for rejection. Failure of the Town Board to act within such period of time shall be treated as a rejection of the Plat or Map, unless this time period is extended in writing by Developer. Upon such inaction, Developer shall be entitled to invoke the provisions of part C as if such inaction were a disapproving resolution of the Board.

PART C. PERMITS AND FEES

The Developer agrees that the Town will not issue an occupancy permit for any dwelling unit until all fees are paid and all dedications and improvements are approved and accepted by the Town.

IN WITNESS THEREOF, the parties have executed this Agreement on the ____ day of _____ , 20__.

TOWN OF WESTPORT

By: _____
Town Clerk

Petitioner

_____ _____

Witnessed By:

_____ _____

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

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. <u>Street Intersections</u>

____ (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 on-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 plan 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 exiting 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

TOWN OF WESTPORT
ENVIRONMENTAL ASSESSMENT CHECKLIST
FOR SUBDIVISIONS AND LAND DIVISIONS BY CERTIFIED SURVEY

All yes answers must be explained in detail by attaching maps and supportive documentation describing the impacts of the proposed development.

(a)	**Land Resources**	**Yes**	**No**
	Does the project site involve:		
(1)	Changes in relief and drainage patterns	___	___
(2)	A landform or topographical feature of local or regional interest	___	___
(3)	An area having importance for wild plants and animals of community interest	___	___
(4)	An area of soil instability– greater than 12% slope or organic soils, peats or mucks at or near the surface	___	___
(5)	An area of bedrock within 6 feet of the soil surface	___	___
(6)	An area with the groundwater table within 10 feet of the soil surface	___	___
(7)	An area with fractured bedrock within 10 feet of the soil surface	___	___
(8)	A drainage way for 5 or more acres of land	___	___
(9)	More than 50% impermeable surface	___	___
(10)	Prime agricultural land	___	___
(11)	Wetlands and marshes	___	___
(12)	Removal of over 25% of the present trees	___	___

(b) **Water Resources**

Does the proposed project involve:

(1)	Location within and area travesed by a navigable stream or dry run.	___	___
(2)	Greater than 10% change in the capacity of a water storage facility or flow of a waterway within one mile	___	___
(3)	The use of septic tank-soil absorption fields for on-site waste disposal	___	___
(4)	Lowering of water table by pumping or drainage	___	___
(5)	Raising of water table by altered drainage patterns	___	___
(6)	Lake frontage	___	___

(c) **Biological Resources**

Does the project site involve:

(1)	Critical habitat for plants and animals of community interest	___	___
(2)	Endangered, unusual, or rare species of:		
	a. Land animals	___	___
	b. Birds	___	___
	c. Plants	___	___

(d) **Human and Scientific Interest**

Does the project site involve:

(1)	An area of archaeological interest	___	___
(2)	An area of geological interest	___	___
(3)	An area of hydrological interest	___	___

(4) An area of historical interest
- a. Historic buildings or monuments ___ ___
- b. Buildings or monuments of unique architecture ___ ___

(5) An area of identified community recreational use ___ ___

(e) **Energy, Transportation and Communications**

(1) Does the development increase the traffic flow in any collector system by more than 10%? ___ ___

(2) Is the development traversed by an existing or planned utility corridor (gas, electricity, water, sewer interceptor, communications, storm sewer)? ___ ___

(3) Is safe exit and access provided for? ___ ___

(f) **Population**

(1) Does the development increase by more than 10% the school population of any school serving the development? ___ ___

(g) **Comments.** Comments on any of the above which may have a significant environmental impact:

(h) **Appendices and Supporting Material.**

_____ 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