

Town of Somerset Subdivision Application Process Checklist For Minor, Major Subdivisions & Single Lot CSM's

Revised November 18, 2009

1. Contact the Town Clerk of Somerset or go to www.townofsomerset-wi.org to obtain the necessary worksheet for submission of the proposed subdivision for the approval process.
2. Complete the worksheet.
3. Contact the Planning Commission Secretary to be placed on the agenda. (Refer to the Town website or Town Clerk for meeting dates)

Definitions:

Major Subdivision: A subdivision resulting in the creation of five or more lots from a [parcel](#) that existed 5 years prior to the date of the application.

Minor Subdivision: A subdivision resulting in the creation of four or less [lots](#) from a [parcel](#) that existed 5 years prior to the date of application. Minor Subdivisions follow the same process as Major Subdivisions although the concept review may be waived in full or in part, if no public improvements or storm water facilities are required.

Single Lots: A single lot subdivided from a larger parcel or reconfigured from an existing lot. The concept review and preliminary review may be waived in full or in part, if there are no issues to be resolved in the application and plat process.

Please complete and submit the following worksheet.

Town of Somerset Planning Commission Hearing Worksheet (Land Division)

Applicant:

1. Please complete the worksheet and pay the appropriate fee(s) to the Town Clerk/Treasurer.
2. Bring this worksheet to the Planning Commission hearing with the Clerk/Treasurer's signature attesting to such payment. Land division fee schedule is listed in worksheet below.
3. No preliminary or final hearing on land subdivision will be held without evidence of appropriate fee payment.

Date of Planning Commission Hearing _____

Hearing type (check one): 1. Major Subdivision ____ 2. Minor Subdivision ____ 3. Single lot ____

Hearing level (check one): 1. Concept ____ 2. Preliminary ____ 3. Final ____

See The Complete Subdivision Ordinance Process Flow Chart (page 4)

1. Conceptual Review Minimum Requirements

- Before applying for approval of a preliminary plat the subdivider or agent shall go through the Planning Commission concept review to receive advice and assistance and review the procedure and requirements of the Subdivision Ordinance, other regulations and any plans or data which may affect the proposed development.
- A conceptual sketch of any proposed subdivision covering the entire contiguous area owned or controlled by the subdivider.
- A USGS quadrangle map and St. Croix County soils map for the proposed subdivision and relevant adjacent land.
- A copy of the recorded deed showing land ownership.
- Have a written St. Croix County certification of zoning status.
- The Town Board of Somerset or designee shall require proof by certified mail return receipt that the [subdivider](#) has given written notice of the proposed development including locations of the roads to owners of all lands contiguous to the land division, including those across the road. **This is not the same notification requirement as St. Croix County and must be completed for Town of Somerset approval.** A copy of this notification must be provided at the time of review.
- For application and review standards for Conservation Design Development see SubDivision Ordinance 2.0, B.
- For additional considerations see SubDivision Ordinance 2.0, A, 3, Concept Review

2. Preliminary Review

- Preliminary [plat](#) application review begins after the Town of Somerset has received the St. Croix County memorandum on the concept review and a properly completed application is filed and all fees paid. If a preliminary plat and accompanying materials are submitted prior to completion of concept review, the application shall be received, but preliminary plat review shall not commence until completion of the concept review.
- The subdivider shall submit two legible copies of the preliminary plat for the Town Board of Somerset or designee.
 - For additional considerations to be indicated on the plat (IE, contiguous buildable areas, driveway locations for each lot, setbacks, etc.) see SubDivision Ordinance 3.0, A, 2.
- To be considered a valid submittal, the application shall include a written response from the subdivider to all issues and concerns raised during concept review.
- Additional submittals to be included with the Preliminary plat application.
 - Any required or proposed deed restrictions, covenants or conservation easements for lots.
- Any proposed conservation easement for common open space protection.

3. Final Review

- The subdivider shall submit two legible copies of the final plat and accompanying materials to the Town Board of Somerset or designee and additional legible copies for each of the agencies referred to in the St. Croix County Land Division Ordinance.
- For application and review standards for Conservation Design Development see SubDivision Ordinance 4.0, A.
- If the final plat is not submitted within 24 months of the approval of the preliminary plat, the Town Board of Somerset or designee may refuse to approve the final plat based on major land use changes affecting the plat, significant ordinance revisions or legal implications.

Location of project:

Owner: _____

Address: _____

Developer _____

Address: _____

Surveyor: _____

Address: _____

Project land contains (check all that apply):

- | | |
|---|---|
| 1. Slopes of 20 degrees or more _____ | 6. Natural pine stands of more than one acre _____ |
| 2. Lands under shore land ordinance _____ | 7. Sand, gravel or rock deposits _____ |
| 3. Wetlands _____ | 8. Bedrock outcrops _____ |
| 4. Mature woodlands – acre or more _____ | 9. Kettles or sink holes _____ |
| 5. Pine plantations – acre or more _____ | 10. Significant natural plant and/or animal communities largely unaltered by human activity _____ |

Total acreage of project: _____

Proposed number of lots: _____

Fees: Concept maps - no charge

1-4 lots...\$50.00 per lot 5 or more lots...\$40.00 per lot Park Fee \$400.00 per lot

Review fee of \$ _____ paid on _____ check # _____ (Ordinance 98-2)

Attest: _____ Town Clerk/Treasurer

Commission action:

Approved _____ Approved w/conditions _____ Disapproved _____ Tabled _____

Comments and/or conditions

Attached Comments? Yes _____ No _____

Signature of Chairperson _____ **Date:** _____

(P & D Form Revised: 3/2007)

Town of Somerset Major subdivision flow chart

