

# Final Plat Review

Application

Village of Weston/ETZ

Date: \_\_\_\_\_

Subdivision No.: \_\_\_\_\_

Payment:  Cash  Check No. \_\_\_\_\_

**FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING**



5500 Schofield Ave  
Weston, WI 54476

## SUBDIVISION FEES

Concept Plat Review \$150.00 + \$10.00/Lot over 20 Lots = \$ \_\_\_\_\_

## APPLICANT INFORMATION

**Applicant Name:** \_\_\_\_\_  Agent\*  Property Owner

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

*\* Agents must have a LETTER OF AUTHORIZATION from all property owners at the time of filing.*

**Property Owner:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

## PROJECT SITE SPECIFICATIONS

Property PIN \_\_\_\_\_ Lot Size(ft<sup>2</sup>): \_\_\_\_\_  
Numbers: \_\_\_\_\_

Acres: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

## APPLICATION COMPLETENESS

The applicant shall submit a site plan application to the Planning and Development Department. The concept plat review application shall not be placed on an agenda as an action item unless the application is approved and certified as complete by the Zoning Administrator. The Zoning Administrator shall notify the applicant of the date and time of the applicable Plan Commission or Extraterritorial Zoning Committee meeting. Applications must be complete at least 30 days in advance of a Commission or Committee meeting to be scheduled for action, except under exceptional circumstances as determined by the Zoning Administrator or if the property in question does not require to be rezoned. **Failing to attach ALL OF THE REQUIRED COMPONENTS, when applicable, will result in the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded after 30-days of the application status being incomplete. Any fees collected in association with this permit shall not be refunded.**

## CONTRACTORS' INFORMATION

**Surveyor:** \_\_\_\_\_ **License:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

## TECHNICAL REQUIREMENTS CHECKLIST

The final plat itself shall include all required contents under Wis. Stat. Chapter 236, and the following information:

TECHNICAL REQUIREMENTS FOR FINAL PLAT	YES	N/A
A. All the certificates required by Wis. Stat. § 236.21; and certification that the plat fully complies with all of the provisions of this Chapter.	<input type="checkbox"/>	<input type="checkbox"/>
B. Location of existing property lines, buildings, drives, paths, streams and watercourses, dry runs, lakes, ponds, wetlands, floodplains (by type), shoreland zoning areas and setbacks, rock outcrops, environmental corridors per the Comprehensive Plan, and other similar significant features within the parcel being subdivided.	<input type="checkbox"/>	<input type="checkbox"/>
C. Location, approximate dimensions, and proposed ownership of any sites to be reserved or dedicated for parks, playgrounds, drainageways, environmental corridors, or other public and/or permanent open space uses.	<input type="checkbox"/>	<input type="checkbox"/>
D. Any unique building setback lines, buildable areas, "build-to" lines, or similar areas, not including those generally applicable in the associated zoning district.	<input type="checkbox"/>	<input type="checkbox"/>
E. Vision clearance triangles per Section 71.6.01(2) of the Weston Municipal Code.	<input type="checkbox"/>	<input type="checkbox"/>
F. Highway access control limitations per Chapter 71 of the Weston Municipal Code.	<input type="checkbox"/>	<input type="checkbox"/>
G. All required access, drainage/stormwater, utility, and other easements. All utility and drainage/stormwater easements for plats within the Village shall be indicated as being provided to the Village of Weston and its assigns, except where otherwise approved by the Director of Public Works.	<input type="checkbox"/>	<input type="checkbox"/>
H. If the final plat or condominium plat contains private road(s), the following note: "Notice of Possible Limitation of Public Services: This plat contains private roads. Certain public services including but not limited to road maintenance (including plowing) and garbage collection may be limited."	<input type="checkbox"/>	<input type="checkbox"/>

OTHER REQUIRED INFORMATION	YES	N/A
A. The required final plat application fee as indicated in the Village's Fee Schedule (as stated above).	<input type="checkbox"/>	<input type="checkbox"/>
B. A signed agreement to reimburse the Village for any required consultant expenses in the review of the plat, if included with the application form.	<input type="checkbox"/>	<input type="checkbox"/>
C. Any amendments to the initial submittal documents required under Article 2 or any amendments to the approved preliminary plat layout to reflect changes to the subdivision.	<input type="checkbox"/>	<input type="checkbox"/>
D. Confirmation that the subdivider submitted the preliminary plat to utility providers as required under Section 74.3.02(2), their comments, and the subdivider's efforts to address their comments.	<input type="checkbox"/>	<input type="checkbox"/>
E. Final engineering plans meeting the requirements of Section 74.8.04, and including the public improvements required under Section 74.7.04.	<input type="checkbox"/>	<input type="checkbox"/>
F. Revised covenants addressing matters covered in Section 74.3.04(4).	<input type="checkbox"/>	<input type="checkbox"/>
G. Whenever a subdivider proposes that any common open space, stormwater management facility, drainageway, private road or other required development component is to be privately managed by a property owners' association, revised legal instruments and rules for the property owners' association.	<input type="checkbox"/>	<input type="checkbox"/>
H. Where required, a park master plan for improvements within proposed public park, recreation, and open space within the subdivision, per Section 74.9.03.	<input type="checkbox"/>	<input type="checkbox"/>
I. For residential land divisions adjacent to an arterial street, detailed plans to mitigate noise from such street. Such detailed plans should include locations and specifications for landscaping (including street trees), berms, fencing, and/or extra lot depths adjacent to the arterial street, and/or configuration of the division in such a manner to minimize noise impacts on residences.	<input type="checkbox"/>	<input type="checkbox"/>
J. Other information required by the Zoning Administrator, Plan Commission, or Extraterritorial Zoning Committee that is reasonably related to a determination of compliance with the provisions of this Chapter or other applicable ordinance.	<input type="checkbox"/>	<input type="checkbox"/>

## PARKLAND DEDICATION FEES

**Fee Amount.** Where the appropriate Village approval authority determines that money in lieu of dedication of a park and recreational site is to be paid, in whole or in part, the subdivider shall pay a fee in lieu of parkland dedication of:

- \$244 per single family residential lot;
- \$446 per duplex lot;
- \$138 per 1-bedroom multiple family unit authorized;
- \$204 per 2-bedroom unit authorized; and
- \$244 per 3+ bedroom unit authorized.

**Settlement by Fee Payment.** If fees are accepted, they are to be paid in a lump sum prior to the recording of a final plat or CSM.

**Use of Fees.** Revenues received from any person shall be deposited in a special account for parks and recreation facilities and shall be used exclusively for such purposes in the Village.

---

**STATEMENT OF UNDERSTANDING AND SIGNATURES**

---

By signing and dating below, I acknowledge that I have reviewed and understand the Village of Weston subdivision ordinance, zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons; if this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified. **Failing to attach all the required components will deem the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains incomplete. Any fees collected will not be refunded.**

---

Signature of Applicant

Date

Property Owner     Agent