

**Preliminary Plat Review  
Application**

Planning and Development  
Village of Weston  
Date: \_\_\_\_\_

Permit No.: \_\_\_\_\_

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



5500 Schofield Avenue  
Weston, WI 54476  
(715) 359-6114

**Preliminary Plat Review**

- Village Plat Review (1 – 20 lots) **\$500.00 FEE**
- Village Plat Review (21 – 50 lots) **\$750.00 FEE**
- Village Plat Review (Over 50 lots) **\$1000.00 FEE**
- Amended or Revised Plat Review **\$100.00 FEE**

**-- ALL FIELDS MUST BE FILLED OUT TO BE PROCESSED PLEASE PRINT LEGIBLY --**

**Applicant Information:**

Business Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Mailing \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Owner Information:**

Business Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Mailing \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Applicant is:     Owner     Agent     Other: \_\_\_\_\_

**If applicant is not the owner, a Letter of Authorization from ALL PROPERTY OWNERS must be provided.**

**Subdivision Designer/Technician Information:**

Designer's Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Mailing \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Surveyor's Information:**

Surveyor's Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Mailing \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Property Information:**

Property Site \_\_\_\_\_      PIN: \_\_\_\_\_  
Address: \_\_\_\_\_      Parcel Size: \_\_\_\_\_  
Acquisition Date: \_\_\_\_\_      Existing Zoning: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Future Land Use of Property: \_\_\_\_\_  
Proposed Zoning Change: \_\_\_\_\_

Surrounding future land use/Zoning Classification/  
Existing Use:      North: \_\_\_\_\_  
                                 South: \_\_\_\_\_  
                                 East: \_\_\_\_\_  
                                 West: \_\_\_\_\_

When is the property planned to be improved?      Date: \_\_\_\_\_

Citation of legal right-of-ways/easements:  Yes  No

*If yes, provide all relevant recorded documentation with this application.*

Existing Covenants:  Yes  No

*If yes, provide all relevant documentation with this application.*

Proposed Name of Subdivision: \_\_\_\_\_

Number of lots proposed: \_\_\_\_\_

Number of outlots proposed: \_\_\_\_\_

Proposed use of outlots: \_\_\_\_\_

Maximum lot size: \_\_\_\_\_

Average lot size: \_\_\_\_\_

Minimum lot size: \_\_\_\_\_

Home Owner's Association:  Yes  No

*If yes, please provide all proposed draft documents.*

Covenants:  Yes  No

*If yes, please provide all proposed draft documents.*

**Proposed Sanitary Facilities:**

Water:  Private Well  Municipal Water  Private Distribution System

Other: Please Specify: \_\_\_\_\_

Sewer:  Municipal Sewer  Septic (Conventional)  Mound System  Shallow Mound

Holding System  In-ground low pressure system

Other: Please Specify: \_\_\_\_\_

**Please note separate approval is required by the Property and Infrastructure Committee for review of Sewer Facilities and Streets.**

Will there be any parcels of land intended to be dedicated, conveyed or reserved for public use?

Yes  No

*Please include the above-referenced proposal.*

**Provide the following on separate documentation:**

- One complete set of 11" x 17" plans
- One .pdf set of complete plans
- A draft of the proposed Homeowner's Association documents
- A draft of the proposed Covenants
- Citation of all legal right-of-ways and easements
- Documentation of all existing covenants on the property
- Proposals for dedicated, conveyed or reserved public land, which will be forwarded to Parks and Recreation Committee for approval.
- Consulted Department of Public Works prior to submission of Preliminary Plat

**Drawing Requirements:**

- Date, Scale (No more than 100 feet) and North Arrow
- Proposed Subdivision Name (Must be the same as on application and shall not duplicate the name of any plat previously recorded in Marathon County)
- Name and address of the owner, the subdivider and the surveyor preparing the plat.
- Location of the subdivision by government lot, quarter section, section, township, range and county.

- Vicinity sketch or small scale drawing of the section or government subdivision of the section in which the subdivision lies with the location of the subdivision indicated on the sketch or drawing.
- Exact length and bearing of the exterior boundaries of the subdivision. Dimensions shall be expressed in Feet and Decimals of a foot.
- Location and names of adjacent subdivisions and the owners of adjoining parcels of unsplit land.
- Zoning on and adjacent to the subdivision.
- If subdivision is a replat of any former plat, the original plat shall be indicated by dotted or dashed lines (If Applicable).
- Location, width and names of all existing and previously platted:
  - Streets, Alleys and Other Public Ways
  - Watercourses and Wetlands
  - Easements with detailed specifications and all parties involved
  - Drainage Ditches
  - Permanent Buildings and Structures
  - Railroad and Utility Row
  - Bridges
  - Parks
  - Cemeteries
- Layout, width and grade of all new streets and row, including alleys, highways, utility easements, pedestrian ways and other public utilities.
- Proposed street names of all proposed streets. If the proposed street is an extension of an existing street that name shall be used. In all other cases, the name of any street shall be consistent within the Village and County street naming system as determined by E911 requirements.
- Existing sewer mains, water mains, water and sewer laterals, culverts and other underground structures within the tract.
- Approximate dimensions and areas of lots.
- Proposed building setback lines, as required by the zoning ordinance.
- Approximate radii of all curves and lengths of tangents and central angles on all streets.
- Approximate locations and areas of all proposed to be dedicated or reserved for public use, or to be reserved by deed covenant for use of all property owners in the subdivision, with the conditions, if any, of such dedication or reservation.
- Contours at vertical intervals of not more than five feet. More frequent intervals may be required for land of unusual topography.
- Street profile plans for all existing and proposed streets.
- Locations of detention and retention ponds (if applicable)
- Existing drainage patterns both within the plan and current drainage patterns showing run-on and run-off from the platted land.
- Existing floodplains, including 100 year flood elevations.
- Wetlands from the official Wetlands Map and any professionally delineated wetlands on the subject property.

**If the subdivision borders or includes lakes, rivers, streams and any other navigable waterways.**

- Water elevations of adjoining lakes, streams, rivers or other navigable waterways (at the date of survey) and their approximate high and low water elevations. All elevations shall be referred to the Village Datum Plane.
- Distances and bearings of a meander line established not less than 20 feet back from the ordinary high water mark of such waterway.

**Other required information:**

- Drainage/Stormwater Management Plan completed and included.
- Plans for water supply, sewage disposal, and stormwater drainage system including proposed location, size and slope percent of proposed sewer lines and water mains.
- If any zoning changes are necessary for property within the proposed preliminary plat, a rezoning application shall be filed and considered concurrently by the Plan Commission with the proposed preliminary plat.

**Please note decisions made by the Plan Commission are only recommendations to the Village Board. Preliminary Plats are also reviewed by the Village Board. The Preliminary Plat process will define all items that will need to be addressed prior to the Final Plat being considered.**

I hereby depose and say that all the above statements and all accompanying statements and drawings are correct and true.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_