

SUBDIVISION AND PLAT APPROVAL LAND DIVISION PROCESS CHECKLIST

A Subdivision is the division of a lot, parcel or tract of land by the owner thereof for the purpose of sale or development where the division creates five or more parcels within a period of five years.

See [Chapter 380](#) of the municipal code for background, definitions and other helpful information related to certified survey maps.

The [Wisconsin Department of Administration offers a comprehensive checklist](#) tied to state statutes for your further review and use.

____ **STEP #1. Preapplication, §380-13.** Prior to filing it is recommended that the subdivider consult with the staff including the Public Works Director, or also the Plan Commission. The purpose of consultation is to inform the subdivider of the purpose and objectives of the regulations.

____ **STEP #2. Preliminary Plat Review, §380-14.** The Plan Commission shall transmit a copy of preliminary plat to all affected boards, commissions or departments unless the subdivider has elected to submit directly to the state as provided in §236.12(6) Wis. Stat. Their recommendation shall be transmitted to the Council within 20 days from the filing date. The preliminary plat shall be reviewed by the Plan Commission within 20 days of its filing for conformance with ordinances, Comprehensive Plan and Plan components and the Plan Commission shall submit its recommendation to the Council within 60 days.

____ **STEP #3. Preliminary Plat Approval, §380-15.** All objecting agencies, within 20 days of receiving their plans, are to notify the subdivider of an objection. The Council shall within 90 days, approve, conditionally approve or reject the plat. Approval or conditional approval of a preliminary plat shall not constitute automatic approval of a final plat, except that if the final plat is submitted within 24 months of a preliminary plat and conforms substantially to the preliminary plat as indicated in [§ 236.11\(1\)\(b\) Wis. Stats.](#), the final plat shall be entitled as approved.

____ **STEP #4. Final Plat Review, §380-16.** Similar to step #2 see ordinance text.

____ **STEP #5. Final Plat Approval, §380-17.** Similar to step #3 see ordinance text.

The Plan Commission meets the 4th Tuesday of the month. To allow for staff review and prompt legislative consideration, applicants should submit a preliminary draft and fee amount -- one week in advance of meeting date.

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