

# Application Packet for Preliminary Plat Review

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*Town of Pacific, Columbia County, WI*

W7530 HWY 16, Pardeeville, WI 53954

[www.tn.pacific.wi.gov](http://www.tn.pacific.wi.gov)

## **Included in this Packet:**

- Summary of Application Process
- Agreement for Reimbursable Services
- Application For Preliminary Plat Review
- Statement of Understanding
- Environmental Assessment Checklist
- Submittal Requirements Checklist

The purpose of this document is to make the process of applying for a Preliminary Plat review in the Town of Pacific easier and more efficient. The documents contained in this packet will help guide individuals or organizations to make informed decisions on what they need to prepare for a proper submittal.

## Summary of Application Process

1. Contact the Town Clerk to obtain an application packet for Preliminary Plat Review in electronic or paper form, or obtain at [www.tn.pacific.wi.gov](http://www.tn.pacific.wi.gov).
2. Fill out all forms in the packet completely. You are encouraged to contact the Town Engineer at this time to hear the scope of your proposal. Depending on your project, the Town Engineer may have valuable input and guidance that will help you as you complete the application packet and draft the Preliminary Plat. While not required, it is encouraged that you come before the Plan Commission with a conceptual plan. This step will aid you in gaining a general understanding of some of the general conditions or issues that the Town may look for to be addressed in your submission. You may obtain the Town Engineer's contact information on the Town's website at [www.tn.pacific.wi.gov](http://www.tn.pacific.wi.gov) or from the Town Clerk.
3. The Applicant shall prepare a Preliminary Plat in accordance with chapter 236 of the Wis. Stats, the Town of Pacific Land Division Ordinance (2012-6), and the "Submittal Checklist" as found on the last five pages of this packet.
4. Submit 2 copies of the following items, assembled in packet form, to the Town Clerk (*The Town Clerk will forward the information on to the proper Town Representatives for review*):

### EACH PACKET SHALL CONTAIN THE FOLLOWING:

- Completed Reimbursable Services Agreement
- Completed Application for Preliminary Plat Review Form
- Preliminary Plat adhering to the criteria found in the Submittal Requirements Checklist
- Public Improvements; Plans and Specifications (*See page 4*)
- Statement of Understanding
- Environmental Assessment Checklist
- Submittal Requirements Checklist
- Appropriate Fee (*See Associated Fees section on Application Page*)

5. The Town Engineer (and other Town representatives as appropriate) shall review all of the submitted documents and have fifteen (15) business days to determine the completeness of the application and Preliminary Plat. If documentation is not complete, or insufficient, The Town Representatives shall notify the Town Clerk, who shall then immediately notify the Applicant and inform them of the documentation that is still required to be considered a complete submittal. If the additional materials are not received prior to two (2) weeks before the next regularly scheduled Town Plan Commission Meeting, the Town will act to reject the submittal, due to its incompleteness.

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6. Once the Town Engineer has indicated that you have submitted all of the required information, you will need to provide one comprehensive electronic of the completed packet and CSM to the Town Clerk marked "1<sup>st</sup> Draft" in PDF format and four (4) comprehensive copies in printed format identical to the electronic copy in all respects for distribution to the Town Plan Commission.

The Applicant shall submit all documentation a minimum of 25 calendar days prior to the meeting of the Town Plan Commission Meeting at which action is desired.

The Plan Commission meets the 1<sup>st</sup> Tuesday of the month at 5:30 p.m.

7. The Town Engineer shall have twenty-one (21) calendar days from the date of a complete submittal to review the plat against the ordinance, and to prepare and submit a written report to the Plan Commission.
8. The Town Clerk shall, within two days of filing, transmit two (2) copies to the Fire District, Ambulance or EMS district, Lake District, School district or other jurisdictions that may be impacted by the development.
9. Within five (5) days of filing with the Town Clerk, the Surveyor who has prepared the Preliminary Plat shall transmit the Preliminary Plat with any applicable fees as follows:
  - a. Two copies to any sanitation or utility district
  - b. Fourteen copies to the Columbia County Planning and Zoning Office
  - c. The original Preliminary Plat to the Wisconsin Department of Administration (WI DOA)
  - d. Such additional copies as shall be required under applicable State rules and regulations, to the WI DOA, Wisconsin Department Of Transportation (WI DOT), Wisconsin Department of Natural Resources (WI DNR) and any other state agency having jurisdiction over the proposed land division.
  - e. Such additional copies as shall be required under applicable municipal rules and regulations, to any municipality that may have extra territorial plat approval jurisdiction in regard to any portion of the area being platted.
  - f. Such additional copies as shall be required under applicable governmental rules and regulations, to any other governmental authority that may have jurisdiction in regard to any aspect of the land division.

The Town Clerk shall be promptly provided with verification that those filings have been made and applicable fees have been paid. The Developer shall be responsible for taking all further steps necessary to obtain approval from all agencies, departments and other governmental authorities who may have jurisdiction relating in any way to the area being platted.

10. Within 20 days of the date of receiving the copies of the Plat, any state or county agency having authority to object under Section 440-12(h)(1) of the Town of Pacific Code shall notify the Subdivider and all approving or objecting authorities of any objection based upon failure of the Plat to comply with the statutes or rules which its examination is authorized to cover, or, if all objections are satisfied, it shall so certify on the face of a copy of the Plat and return that copy to the approving authority from which it was received. The Plat shall not be approved or deemed approved until any objections are satisfied. If the objecting agency fails to act within the 20-day limit, it shall be deemed to have no objection to the Plat except that the WI DOA has 30 days to object. Sanitary districts within the Town may file objections with the Plan Commission or Town Board at any time

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prior to, and including, the Board's public hearing on the land division.

11. In lieu of the procedure under 440-12(H)(1) of the Town of Pacific Code, the Subdivider may submit the original Plat to the WI DOA which shall forward two copies to each of the agencies authorized to object. The Department shall have the required number of copies made at the Subdivider's expense. Within 20 days of the date of receiving the copies of the Plat, any agency having authority to object shall notify the Subdivider, and all agencies having the authority to object, of any objection based upon failure of the Plat to comply with the statutes or rules which its examination is authorized to cover, or if there is no objection, it shall so certify on the face of a copy of the Plat and return that copy to the WI DOA. After each agency and the Department have certified that they have no objection or that their objections have been satisfied, the Department shall so certify on the face of the Plat. If an agency fails to act within 20 days from the date of the receipt of copies of the Plat, and the Department fails to act within 30 days of receipt to the original Plat, it shall be deemed that no objections exist to the Plat and, upon demand, it shall be so certified on the face of the Plat by the Department.
12. Prior to making its final recommendations to the Town Board with respect to the proposed preliminary Plat, the Plan Commission shall instruct the Town Clerk to schedule A PUBLIC HEARING on the preliminary Plat and, if rezoning is required, the proposed rezoning before the Plan Commission. The Town Clerk shall give notice of the Plan Commission's review and public hearing on the preliminary Plat and/or rezoning by listing it as an agenda item in the Plan Commission's meeting notice published in the official Town newspaper and by separate box notice. The notice shall include the name of the applicant, the address of the property in question and the requested action. Adjoining Property Owners and all other property owners within 500 feet of the proposed land division shall receive written notice of the public hearing, a short description of the Plat, any change in the zoning, and instructions on where to acquire additional details regarding the proposal.
13. The Town Board shall, after receiving the recommendation of the Plan Commission, conduct its own review of the preliminary Plat, and negotiate with the Subdivider on any changes deemed advisable and the kind and extent of public improvements which are necessary. The Town Board shall, within 90 days of the date the Town Clerk acknowledges receipt of the preliminary Plat and all completed application documents including but not limited to those identified in section 9 of this Chapter, approve, approve conditionally or reject the preliminary Plat. The Town Clerk shall provide written notice to the Subdivider of any conditions for approval or the reasons for rejection. Failure of the Town Board to act within 90 days of filing, or within the agreed upon extended review period, shall constitute approval of the preliminary Plat, unless an objecting agency files an objection or unless the review period is extended by mutual written agreement between the Subdivider and Town Board. Notwithstanding that public hearings have been conducted by the Plan Commission, the Town Board shall have the right to hold another public hearing as part of its review and approval or disapproval process if deemed necessary and in the best interests of the Town.
14. Approval or conditional approval of a preliminary Plat shall not constitute automatic approval of the final Plat. However, if the final Plat is submitted within twelve (12) months after the date of the last Preliminary Plat approval and within thirty-six (36) months of the first preliminary Plat approval and conforms substantially to the preliminary Plat and meets the conditions of preliminary Plat approval, and conforms to all adopted ordinances, the final Plat shall be entitled to approval with respect to such layout. The preliminary Plat shall be deemed an expression of approval or conditional approval of the layout submitted as a guide to the preparation of the final Plat, which will be subject to further consideration by the Plan Commission and Town Board at the time of its submission.

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**NOTE: *If the Subdivider elects to revise or resubmit the preliminary plat after its initial submission the timeframes outlined shall start over and be measured from the date of resubmittal.***

## Associated Fees

The application fee, escrow fee and review fees are set forth on the Town's Fee Schedule, which is on file with the Clerk and is also available on the Town's website. No approvals will be executed while fees, that have been billed, remain unpaid.

## Public Improvements Checklist

### PUBLIC IMPROVEMENTS; PLANS AND SPECIFICATIONS

- Preliminary Soil Tests (1-1-28 c 1 )
- Preliminary Layout of Public Improvements(1-1-28 c 2 )
- Preliminary Erosion Control and Stormwater Management Plan (1-1-28 c 3 )
- Preliminary culvert/ditch grades, size and location (Shown on Plat) (1-1-28 c 4)
- Preliminary Street Plans and Profiles(1-1-28 c 5 )
- Preliminary Landscaping Plans (1-1-28 c 6)
- Property Owners Association (1-1-28 d)
- Restrictive Covenants (1-1-28 d)
- Zoning Change Request (If Applicable)
- Other items as requested by the Plan Commission or Town Engineer (1-1-28 c 7)

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## Agreement for Reimbursable Services

Re: (Project Name): \_\_\_\_\_

The fees & costs of application review for the following permit request(s) shall be paid by the Applicant:

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The Applicant shall pay all reasonable Town of Pacific incurred expenses relating to a particular permit request. Applicant agrees to reimburse the Town of Pacific for all review costs associated with, but not limited to, the Town Engineer and Town Attorney, in connection with the permit request and, further, agrees to reimburse the Town for other administrative staff review if, in the judgment of the Town Board, such reimbursement is warranted. This may also include meeting charges, professional consultants, and other relevant Town expenses incurred in connection to the permit request. The Town reserves the right to apply the charges for these services as well as for staff time, mileage, and Town equipment usage expended in the administration, investigation and processing of applications to the Applicant. Review fees owed by the Applicant, which are not paid within thirty (30) days of the issuance of an invoice by the Town, shall accrue interest at a rate of 1.5% per month, until the fee is paid in full.

If the Applicant is not the owner, then the owner agrees to pay all review fees and expenses that are not timely paid by Applicant. If unpaid, the Town may collect such delinquent fees and expenses as a special charge on owner's real estate under §66.0627 Wis. Stats., or from applicant or owner, through other means provided by law. Further, the Town may withdraw or suspend any permit issued by the Town, if any fees or expenses relating to that permit, have not been timely paid.

The Applicant is required to provide the Town with an executed copy of this Agreement as a prerequisite to the processing of the permit request application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Property Owner  
(If Different From Applicant)

\_\_\_\_\_  
Printed Name

This form is to be used for any Application for which the Town is to receive reimbursement for review fees and costs, EXCEPT projects for which a Pre-Development Agreement is to be signed.

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## Application for Preliminary Plat Review

GENERAL INFORMATION				
Applicant(s)/Subdivider(s):				
Mailing Address:		City:	State:	Zip Code:
Phone Number (Days):		Phone Number (Cell):	Email:	
Property Owner(s):				
Mailing Address:		City:	State:	Zip Code:
Phone Number (Days):		Phone Number (Cell):	Email:	
Address of Subject Property:		City:	State:	Zip Code:
Lot #:	Block:	Subdivision:	Tax Parcel #:	Acreage:
Predevelopment Agreement Signed? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, Date? _____				

DESCRIPTION OF EXISTING PROPERTY	
Existing Zoning:	Proposed Zoning:
Existing Future Land Use Designation:	Proposed Future Land Use Designation:
Flood Plain Status:	Shore Land Status:
Division ____ Land Consolidation ____	How many lots (Including outlots) are being created by this Plat? _____
Is this Agricultural Land? <input type="checkbox"/> Yes <input type="checkbox"/> No	Mapped Wetlands Onsite? <input type="checkbox"/> YES <input type="checkbox"/> NO
Has any of this property ever been in the Farmland Preservation Program? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Intended Land/Parcel Use(s):	

\_\_\_\_\_  
Signature of Person Preparing this Form

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Land Owner (If Different)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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## Statement of Understanding

By signing below, I, \_\_\_\_\_, certify that the information contained in this application is true and accurate to the best of my knowledge, and understand that a deliberate misrepresentation of information may be grounds for denial or reversal of this application, and/or revocation of any approval already awarded based on this application.  
(Print Applicant Name)

I also authorize Town of Pacific staff permission to view and enter the subject property for the purpose of reviewing and investigating this request.

I understand that submittal of this application and payment of the proper fees does not mean that approval of the Preliminary Plat is imminent or guaranteed.

I understand that approval of this Preliminary Plat does not qualify as, nor replace the necessity for proper permitting or other required approvals for the proposed project.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ .

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Property Owner  
*(If Different From Applicant)*

\_\_\_\_\_  
Printed Name

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## Environmental Assessment Checklist

For Lands in the Town of Pacific

ITEMS	YES	NO
<b>Land Resources - Does the project site involve:</b>		
Changes in relief and drainage patterns (attach a topographic map showing, at a minimum, two (2) foot contour intervals)?		
A floodplain? (If yes, attach two (2) copies of a typical stream valley cross-section showing the channel of the stream, the 100-year floodplains limits and the floodway limits (if officially adopted), of each site of the channel and a cross-section of area to be developed)		
An area of soil instability — greater than 20% slope and/or organic soils, peats, or mucks at or near the surface?		
Prime agricultural land (Class I or II soils)?		
Wetlands and/or mapped environmental corridors?		
<b>Water Resources - Does the proposed project involve:</b>		
Location within the area traversed by a navigable stream or dry run?		
Lake Frontage?		
<b>Human and Scientific Interest - Does the project site involve:</b>		
An area of archeological or geological interest?		
An area of historical interest?		
An area of buildings or monuments with unique architecture?		
<b>Energy, Transportation, and Communications</b>		
Does the development encompass any future street appearing on the Town of Pacific Official Map?		
Is the development traversed by an existing or planned utility corridor (gas, electricity, water, sewer interceptor, communications, storm sewer)?		

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

By signing below, you verify that you have completed all necessary research to ensure the accuracy and truthfulness of your statements.

\_\_\_\_\_  
Signature of Person Preparing this Form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

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## Submittal Checklist for Preliminary Plat Review

- Additional copies shall also be forwarded by the developer to the local electric and telephone utilities.
- The map shall be clearly marked "Preliminary Plat" in accordance with State Statutes.
- The survey shall be performed and the map prepared by a land surveyor registered in the State of Wisconsin.
- When the subdivider expects the Town to act as the transmitting authority in accordance with State Statutes, the application shall state that transmittal responsibility lies with the town, shall contain a list of other authorities to which the plat must be submitted, and shall be accompanied by such additional fees and copies of the plat as are necessary to be transmitted to such authorities.
- The preliminary plat shall cover the entire area owned or controlled by the subdivider even though only a small portion is proposed for development at the time, and shall be prepared in accordance with applicable state and local law. The Plan Commission may waive the requirement that the preliminary plat cover the entire area where it is unnecessary to fulfill the purpose of the ordinance and undue hardship would result from strict application. Where only by existing public roads or railroads, in lieu of a preliminary plat on the entire area, a comprehensive development plan may be submitted pursuant to this ordinance.
- A scale of not more than one hundred (100) feet to an inch shall be used.
  - Title under which the proposed subdivision is to be recorded, which name shall not duplicate or be alike in pronunciation of the name of any plat heretofore recorded in the Town unless considered an addition to the subdivision.
  - Legal Description/Location of the proposed subdivision by government lot, quarter section, township, range, county and state.
  - Date, Scale, North Point on the face of the plat document with a detailed list of revisions for all alterations or corrections, from initial Plat submittal up to and including the final submittal date, as necessary. The revision list may be included on the face of the Plat or in a cover letter attached with the Plat document(s), as necessary.
  - Names, Telephone Numbers, and Addresses of the owner, and any agent having control of the land, engineer, subdivider, land surveyor preparing the plat.
  - Entire Area contiguous to the proposed plat owned or controlled by the subdivider may be required by the Town Board to be included on the Preliminary Plat even though only a portion of said area is proposed for immediate development. Where a subdivider owns or controls adjacent lands in addition to those proposed for development at that time, he shall submit a concept plan for the development of the adjacent lands showing streets, utilities, zoning districts, and other information as may affect the review of the Preliminary Plat in question. The Town Board may waive these requirements where adjacent development patterns have already been established and intent of this Chapter undue hardship would result from strict application thereof.

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- 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.
- 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.
- 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.
- Location and Names of any Adjacent Subdivisions, parks and cemeteries and owners of record of abutting unplatted lands.
- 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.
- Location, Size and Invert Elevation of any existing sanitary or storm sewers, culverts and drain pipes, the location of manholes, catch basins, hydrants, electric and communication facilities, whether overhead or underground and the location and size of any existing water and gas mains within the exterior boundaries of the plat or immediately adjacent thereto. 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, assuming the availability of such sewer and water mains is consistent with the Town Comprehensive Plan.
- Corporate Limit Lines within the exterior boundaries of the plat or immediately adjacent thereto.
- Existing Zoning on and adjacent to the proposed subdivision.
- Contours within the exterior boundaries of the plat and extending to the centerline of adjacent public streets to National Map Accuracy Standards based upon Mean Sea Level Datum at vertical intervals of not more than two (2) feet. At least two (2) permanent bench marks shall be located in the immediate vicinity of the plat; the location of the bench marks shall be indicated on the plat, together with their elevations referenced to Mean Sea Level Datum and the monumentation of the bench marks clearly and completely described. Where, in the judgment of the Town Engineer, undue hardship would result because of the remoteness of the parcel from a mean sea level reference elevation, another datum may be used. Contours shall extend past the outer property lines by a minimum of fifty (50) feet.
- 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.
- 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.

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- Wetland, Floodland, Hydric Soil 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.
- 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, where such land division cannot be served by public facilities as determined by the Town Board.
- Soil types and their boundaries, as shown on the operational soil survey maps prepared by the U.S.D.A. Natural Resources Conservation Service, including soils identified as having severe limitations for on-site waste treatment systems on Map 8 of the Town's Comprehensive Plan or a more detailed source and soils with low or very low potential for dwellings with basements;
- Location, Width and Names of all proposed streets and public rights-of-way such as alleys and easements.
- Approximate Dimensions of All Lots together with proposed lot and block numbers. The area in square feet of each lot shall be provided.
- Location and Approximate Dimensions of any sites to be reserved or dedicated for parks, playgrounds, drainageways or other public use or which are to be used for group housing, shopping centers, church sites or other nonpublic uses not requiring lotting.
- Approximate Radii of all Curves.
- Any Proposed Lake and Stream Access with a small drawing clearly indicating the location of the proposed subdivision in relation to access.
- 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.
- Soil Tests and Reports as may be required by the Town Engineer for the design of roadways, storm drainage facilities, on-site sewage disposal systems, erosion control facilities, and/or other subdivision improvements and features.
- Setbacks and Building Lines for each lot consistent with the pertinent requirements of the Town and all applicable zoning codes.
- Location of building envelopes within each lot shall be in accordance with Section 1-1-57, Lot Design Standards, and the Town's Site Plan Review Ordinance;
- Identification of the land area that is to be deed restricted, dedicated, or otherwise protected from future development in order to meet the requirements for a cluster development in Article G of this Chapter;
- Identification of land that has slopes over twenty percent (20%) or more (separately distinguished), with reference to the requirements of Section 1-1-28 of this Chapter;

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- Location of any proposed overhead utility poles and service or transmission lines;
- Areas within Environmental Corridors and Soils with Building Limitations. A more detailed map shall be provided for the subject property if such limitations exist.
- Areas within landscaped buffer yards;
- Any other information required by the Town to determine whether the plat will meet the design standards in Article F of this Chapter.
- Existing buildings shall be represented with coordinating exposures, first flow elevation, and pertinent information with relation to the proposed land and future intent.
- Offsite drainage shall be represented with relationship to the existing land. The intent to control the parameters of the drainage area and direction of flow shall be listed.
- Design Features (may include as separate documents).
  - Locations and widths of proposed alleys, pedestrian ways and utility easements.
  - Layout numbers and preliminary acreages and dimensions of lots and blocks.
  - Minimum front, rear, side, and street yard building setback lines.
  - Location and size of proposed sanitary sewer lines and water mains.
  - Gradients of proposed streets, sewer lines (and water mains, if required).
  - Areas, other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.
  - Location and description of survey monuments.
  - An identification system for the consecutive numbering of all blocks and lots within the subdivision.
  - Sites, if any, to be reserved for parks or other public uses.
  - Sites, if any, for multi-family dwellings, shopping centers, churches, industry or other non-public uses exclusive of single-family dwellings.
  - Provisions for surface water management including both minor and major system components, detention/retention facilities, including existing and post development one hundred (100) year flood elevations, etc.
  - Potential re-subdivision and use of excessively deep [over two hundred (200) feet] or oversized lots must be indicated in a satisfactory manner.
  - Any wetlands, floodplains, or environmentally sensitive areas provided for by any local, state or federal law.

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Where the 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.

The Town's determination that the requirements of the checklist have been satisfied is preliminary only and does not preclude or stop the Town Plan Commission or Town Board from making a finding that the preliminary plat does not comply, nor is the Town precluded from requesting additional information from the subdivider.

This checklist is intended as a summary or a guide to assist in determining whether the requirements of the Wisconsin statutes and Town ordinances are met. The specific statutory provisions and Town ordinances provisions always control over the checklist. Refer to the Town ordinances and/or state statutes in the event of specific questions.

Compliance with the checklist does not in any way entitle the developer to receive ultimate Town approval of the plat. The Owner/Subdivider understands that additional information, beyond all information provided in a completed preliminary plat submittal, may be required over the course of Town review.

The Owner/Subdivider understands that if any of the above-required information is not submitted and an acceptable explanation is not given as to why the required information is not submitted, the preliminary plat and related information will be returned to the Owner/Subdivider for resubmittal.

\_\_\_\_\_  
Signature of Subdivider

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Land Owner *(If Different)*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Incomplete, inaccurate, or non-submittal of any of the above items may be grounds for rejection of the application, or denial of the request.**