



# PLAN COMMISSION

Wednesday, February 12, 2025 – 6:30 PM

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Town Hall Meeting Room, 8348 Hickory Ave, Larsen, WI 54947

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## AGENDA

### CALL TO ORDER

- A. Pledge of Allegiance
- B. Verification of Notice
- C. Meeting Roll

### APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, January 15, 2025 Plan Commission Meeting

### OPEN FORUM – Public comments addressed to the Plan Commission

**Individuals properly signed in may speak directly to the Plan Commission on non-repetitive Planning and Zoning matters whether on or not on the agenda.** Commentators must wait to be called, must speak from the podium, directing their comments to the Commission. Comments must be orderly, and will be limited to a maximum of **2 minutes** per person. ***Public comment is not permitted outside of this public comment period. Note:*** The Commission's ability to act on or respond to the public comments is limited by Chapter 19, Wis. Stats. Please complete the "Request to Speak at Meeting" form located on the agenda/sign-in table and submit the form to the Town Clerk for in-person attendance.

### CORRESPONDENCE

- A. Distribution of the January 2025 Building Inspection Report

### DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Administrator's Report

### BUSINESS

- A. Review/Discussion: Plan Commission review & discussion on proposed changes to the Minimum Road Standards Policy.
- B. Review/Discussion: Plan Commission review & discussion on proposed changes to the Town's Plat Review process.

### UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - March 12; April 9; May 14
- B. Town Board (6:30 pm start unless otherwise noted) - Feb 19; March 5 & 19; Apr 2 & 16
- C. 175th Annual Meeting of the Town's Electors - April 15, 2025
- D. Annual Reorganizational Meeting - April 16, 2025

### ADJOURNMENT

Respectfully submitted,

Dick Knapinski  
Plan Commission Chair

*Pursuant to Wisconsin Statute 19.84 (2) and (3) notice is hereby given to the public and the media that two or more members of any or all Boards, Commissions, and Committees of the Town of Clayton, may attend the meeting of the Plan Commission in order to gather information. For purposes of the Open Meetings Law only; attendance at a meeting by a quorum of members of the Town Boards, Commissions, and Committees constitutes a meeting of the Board, Commission, or Committee, pursuant to Badke Vs. Village Board of Village of Greendale, 173 Wis2d 553, 494 NW2d 408 (1993), and must be noticed as such, although it is not contemplated that any formal action by those bodies will be taken. The only business to be conducted is for Plan Commission action.*

*Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please call the Town Office at 920.836.2007.*

**This agenda has been posted at the following locations in the Town of Clayton:**

1. The Town Hall Posting Board – 8348 Hickory Ave, Larsen, WI 54947
2. The Town's Web Page: --



# PLAN COMMISSION

Wednesday, January 15, 2025 – 6:30 PM

Item A.

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Town Hall Meeting Room, 8348 Hickory Ave, Larsen, WI 54947

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## MINUTES

**CALL TO ORDER** – Chair Knapinski called the meeting to order at 6:30 pm

- A. Pledge of Allegiance
- B. Verification of Notice
- C. Meeting Roll

### PRESENT

Chair Knapinski  
Commissioner Haskell  
Commissioner Nemecek  
Commissioner Hopkins  
Town Board Rep. Christianson

### EXCUSED

Commissioner Ketter

### STAFF

Administrator Wisnefske  
Clerk Faust-Kubale  
Planner Jaworski  
Code Administrator Kamke

## APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, December 11, 2024 Plan Commission Meeting

### MOTION

**Motion made** by Commissioner Nemecek, **Seconded** by Commissioner Haskell to approve the Minutes of the Wednesday, December 11, 2024 Plan Commission Meeting as presented.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Hopkins, Town Board Rep. Christianson

**Motion carried 5-0.**

**OPEN FORUM** – Public comments addressed to the Plan Commission – NONE

## CORRESPONDENCE

- A. Distribution of the December 2024 Building Inspection Report

## DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Administrator's Report

**BUSINESS**

- A. Review/Discussion: Plan Commission review & discussion of the Town's existing and future Geographic Information System (GIS) mapping capabilities.

**DISCUSSION ITEM ONLY - NO ACTION TAKEN**

**UPCOMING MEETING ATTENDANCE**

- A. Plan Commission (6:30 pm start unless otherwise noted) - Feb 12; March 12; April 9
- B. Town Board (6:30 pm start unless otherwise noted) - Jan 22; Feb 5 & 19; March 5 & 19

**ADJOURNMENT**

**MOTION**

**Motion made** by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:21 pm.

**Voting Yea**: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Hopkins, Town Board Rep. Christianson

**Motion carried 5-0.**

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk

**INTERMUNICIPAL REPORT JANUARY 2025 PERMITTING**

Item A.

DATE	PERMIT #	OWNER	ADDRESS	DESCRIPTION	CONTRACTOR	EST. PROJECT COST	PERMIT FEE	BLDING INSPECTOR FEE
<b>TOWN OF CLAYTON PERMITS:</b>								
1/6/2025	1-25-1B	MARK WINTER HOMES	8379 ST NORBERT	NSFD	HOME PATH PROPERTIES	\$ 425,000.00	\$ 785.00	\$ 628.00
1/7/2025	2-25-1E	MARK WINTER HOMES	8379 ST NORBERT	NSFD ELECT	PJ KAMPO	\$ 11,000.00	\$ 298.44	\$ 238.75
1/7/2025	3-25-1E	SANDY DIXON	8201 CTY T	SOLAR INSTALL	ENDRIES ELECT	\$ 15,000.00	\$ 100.00	\$ 80.00
1/7/2025	4-25-1P	OAKWOOD HOMES	2658 LAWRENCE	NSFD PLUMB	TIM RAUSCH	\$ 14,000.00	\$ 329.04	\$ 263.23
1/7/2025	5-25-1H	OAKWOOD HOMES	2658 LAWRENCE	NSFD HVAC	HAAK HEATING	\$ 12,000.00	\$ 329.04	\$ 263.23
1/7/2025	6-25-1E	OAKWOOD HOMES	2658 LAWRENCE	NSFD ELECT	QUANTUM ELECT	\$ 11,000.00	\$ 329.04	\$ 263.23
1/7/2025	7-25-1B	NATHAN SIMINGTON	3006 OAKRIDGE	REPLACE WINDIWS & SIDING	WRIGHTWAY IMPROVEMENTS	\$ 28,929.00	\$ 75.00	\$ 60.00
1/7/2025	8-25-1H	JORDAN STECKLER	8372 ST NORBERT	GARAGE UNIT HEATER	BLACK-HAAK	\$ 4,000.00	\$ 75.00	\$ 60.00
1/20/2025	9-25-1E	SANDRA ARPS	2547 OAKCREST	GENERATOR INSTALL	BLACK-HAAK	\$ 14,000.00	\$ 100.00	\$ 80.00
1/20/2025	10-25-1H	JIM COWLING	4378 BREEZEWOOD	FURNACE REPLACEMENT	BLACK-HAAK	\$ 5,000.00	\$ 75.00	\$ 60.00
1/20/2025	11-25-1P	MARK WINTER HOMES	8379 ST NORBERT	NSFD PLUMB	EDW.F.& SONS PLUMB	\$ 22,000.00	\$ 298.44	\$ 238.75
1/20/2025	12-25-1H	MARK WINTER HOMES	8379 ST NORBERT	NSFD HVAC	VAN HANDEL HVAC	\$ 18,000.00	\$ 298.44	\$ 238.75
1/20/2025	13-25-1E	BBS PROPERTIES	2680 & 2682 PRINCETON	NSFD ELECT	CUMINGS ELECT	\$ 18,000.00	\$ 485.46	\$ 388.37
1/20/2025	14-25-1E	BBS PROPERTIES	2668& 2670 PRINCETON	NSFD ELECT	CUMINGS ELECT	\$ 18,000.00	\$ 485.46	\$ 388.37
1/20/2025	15-25-1H	DENNIS MANEY	7940 CTY T	FURNACE REPLACEMENT	MODERN SHEET METAL	\$ 4,899.00	\$ 75.00	\$ 60.00
1/23/2025	16-25-1B	ERIC MAYER	9362 BROAD MEADOW	BASEMENT REMOD	SELF	\$ 15,000.00	\$ 261.40	\$ 209.12
1/23/2025	17-25-1E	ERIC MAYER	9362 BROAD MEADOW	BASEMENT REMOD ELECT	SELF	\$ 1,000.00	\$ 118.20	\$ 94.56
1/23/2025	18-25-1H	ERIC MAYER	9362 BROAD MEADOW	BASEMENT REMOD HVAC	SELF	\$ 1,500.00	\$ 118.20	\$ 94.56
1/23/2025	19-25-1P	ERIC MAYER	9362 BROAD MEADOW	BASEMENT REMOD PLUMB	SELF	\$ 1,000.00	\$ 118.20	\$ 94.56
1/27/2025	20-25-1B	LUKE FISCHENICH	9085 PIONEER	BASEMENT REMOD	SELF	\$ 1,000.00	\$ 239.80	\$ 191.84
1/27/2025	21-25-1E	LUKE FISCHENICH	9085 PIONEER	BASEMENT REMOD ELECT	SELF	\$ 8,000.00	\$ 107.40	\$ 85.92
1/27/2025	22-25-1P	LUKE FISCHENICH	9085 PIONEER	BASEMENT REMOD PLUMB	SELF	\$ 9,000.00	\$ 77.40	\$ 61.92
1/27/2025	23-25-1B	DAVID SLEIK	7547 GREEN MEADOW	ADDN	ADAM ROSEK	\$ 200,000.00	\$ 256.24	\$ 204.99
1/28/2025	24-25-1H	LARSEN POST OFFICE	8284 HICKORY	REPLACE BOILER	BLACK-HAAK	\$ 10,000.00	\$ 75.00	\$ 60.00
1/29/2025	25-25-1B	ARLEN BAUMANN	8365 ST NORBERT	NSFD	BAUMANN CONSTRUCTION	\$ 350,000.00	\$ 750.00	\$ 600.00
1/29/2025	26-25-1E	ARLEN BAUMANN	8365 ST NORBERT	NSFD ELECT	JENSEN ELECT	\$ 8,000.00	\$ 321.48	\$ 257.18
1/29/2025	27-25-1H	ARLEN BAUMANN	8365 ST NORBERT	NSFD HVAC	KIMBERLY HARDWARE	\$ 12,000.00	\$ 321.48	\$ 257.18
1/29/2025	28-25-1P	ARLEN BAUMANN	8365 ST NORBERT	NSFD PLUMB	TIM RAUSCH	\$ 12,500.00	\$ 321.48	\$ 257.18
<b>TOTALS</b>						<b>\$ 1,249,828.00</b>	<b>\$ 7,224.64</b>	<b>\$ 5,779.71</b>
<b>TOWN OF WINNECONNE PERMITS:</b>								
1/7/2025	1-25-1B	TIM LUX	5043 RIVERMOOR	DETACHED GARAGE	BRIAN BERNIER	\$ 38,000.00	\$ 131.40	\$ 105.12
1/8/2025	2-25-1B	SCOTT OPPOR	7118 SHORELINE	ADDN	SELF	\$ 40,000.00	\$ 132.70	\$ 106.16
1/8/2025	3-25-1E	STEVE STERNARD	6507 WOODVIEW	NSFD ELECT	1ST ELECTRICAL	\$ 10,500.00	\$ 179.55	\$ 143.64
1/8/2025	4-25-1H	STEVE STERNARD	6507 WOODVIEW	NSFD HVAC	VANHANDEL HVAC	\$ 13,300.00	\$ 179.55	\$ 143.64
1/16/2025	5-25-1E	DIVERSIFIED REAL ESTAT	6875 WENTZEL SHORE	SERVICE CHANGE	CR FOCHS	\$ 7,000.00	\$ 60.00	\$ 48.00
1/16/2025	6-24-1E	DAVID ABERWALD	5893 LAKEWIND	GENERATOR INSTALL	HOME BACK UP	\$ 13,000.00	\$ 60.00	\$ 48.00
1/16/2025	7-25-1E	MARK SHEPHERD	6774 FOREST PARK	WIRE GARAGE	LUXURY ELECT	\$ 1,000.00	\$ 65.16	\$ 52.13
1/16/2025	8-25-1B	QUIGLEY FARMS	7014 QUIGLEY	RAZE SHED	SELF	\$ 4,500.00	\$ 40.00	\$ 32.00
1/16/2025	9-25-1E	ROBERT STUMPF	6741 FOREST PARK	GENERATOR INSTALL	HOME BACK UP	\$ 14,000.00	\$ 60.00	\$ 48.00
1/22/2025	10-25-1B	CURT MARX	6445 PAULSON	RAZE HOUSE	TIMBER INNOVATIONS	\$ 2,000.00	\$ 55.00	\$ 44.00
1/22/2025	11-25-1B	CURT MARX	6554 PAULSON	NSFD	TIMBER INNOVATIONS	\$ 741,000.00	\$ 500.00	\$ 400.00
1/22/2025		CURT MARX	6554 PAULSON	TOWN FEES	TIMBER INNOVATIONS		\$ 510.00	
1/22/2025	12-25-1P	RANDALL ARONSON	7173 WINDMILL	NSFD PLUMB	POWELL PLUMB	\$ 16,600.00	\$ 198.33	\$ 158.66
1/22/2025	13-25-1H	RANDALL ARONSON	7173 WINDMILL	NSFD HVAC	BOUCHERS HVAC	\$ 13,850.00	\$ 198.33	\$ 158.66
1/22/2025	14-25-1E	RANDALL ARONSON	7173 WINDMILL	NSFD ELECT	QUANTUM ELECT	\$ 14,000.00	\$ 198.33	\$ 158.66
1/22/2025	15-25-1P	STEVE STERNARD	6507 WOODVIEW	NSFD PLUMB	SBS PLUMB	\$ 19,300.00	\$ 179.55	\$ 143.64
1/28/2025	16-25-1B	JULIAN OLSON	5803 POINT WEST	BASEMENT REMOD	SELF	\$ 2,000.00	\$ 217.56	\$ 174.05
1/28/2025	17-25-1E	JULIAN OLSON	5803 POINT WEST	BASEMENT REMOD ELECT	SELF	\$ 500.00	\$ 66.36	\$ 53.09
1/28/2025	18-25-1H	GARY HOFFMANN	5135 WASHINGTON	FURNACE REPLACEMENT	MODERN SHEET METAL	\$ 4,999.00	\$ 45.00	\$ 36.00
1/28/2025	19-25-1E	TIM LUX	5043 RIVERMOOR	ELECT DETACHED GARAGE	LUXURY ELECT	\$ 1,500.00	\$ 70.92	\$ 56.74
<b>TOTALS</b>						<b>\$ 957,049.00</b>	<b>\$ 3,147.74</b>	<b>\$ 2,110.19</b>

**MEMORANDUM****Business Item A**

From: Administrator/Staff  
To: Plan Commission  
Re: Plan Commission review & discussion on proposed changes to the Minimum Road Standards Policy.

Included in the packet are notes & a corresponding noted copy of the existing Town Policy from Kyle Johnson (Construction Manager @ Cedar Corp). He has been assisting in overseeing new construction projects within the Town. That work has included following up on the construction of new roads, ensuring drainage plans are being followed, etc.

Staff has also consulted with construction & excavation professionals who have done extensive work throughout the County, as well as the Town, comparing our current standards against those of neighboring municipalities as most of the comments Staff receives is that our standards are more prescriptive.

After those discussions, Staff has provided a copy with proposed changes to the Policy. No significant changes are proposed outside of referencing the existing access standards in the Access Control & Subdivision Ordinances, and to Dry Hydrants as proposed by the Fire Chief.

**DISCUSSION ITEM ONLY – NO ACTION TO BE TAKEN**

Respectfully Submitted,  
Kelsey

# Town of Clayton – Minimum Road Design Standards Policy Update

Item A.

Memo Dated February 7, 2025

Comments by Kyle Johnson, Construction Manager; Reviewed by Mike Kaster, PE

**\*\*See original policy for keynote locations\*\***

1. Review having lower layer binder asphalt installed the same year of construction, pending timing. This is a lot easier to plow on, prevents gravel washouts into the ditches and protects utility castings from vehicle/plow damage along with protecting the gravel base from frost heave in Winter and during the Spring thaw. Trench compaction is KEY on the success of this, but if any settlements show up, the warranty covers it. Also helps the home builders set first floor elevations, pending road section (urban/rural).
2. We normally wait as long as possible to apply the surface layer as the material used is not as strong as the binder layer, and no matter what, Contractors will be driving equipment on asphalt to unload trailers, creating damage. We always suggest getting the surface layer on, once 1/2 to 2/3 of occupancy level is complete and/or all large multifamily complexes are constructed. When the money is escrowed from the Developer, we assist the client on the prorated money needed for paving in 2-4 years, pending how fast the development is anticipated to be 2/3 full.
3. Drain tile is a good idea but must have a free-draining outlet. It is expensive and can turn into a maintenance issue in the future. It does require general maintenance, such as cleaning/jetting periodically to ensure no blockage or vegetation penetration into the drain tile. In our opinion, the best solution is urbanizing the road with storm sewer but that comes at a cost, but normally improves property value and could be addressed via assessments to offset the Towns cost. If the ditch has 1% of higher longitudinal slope, drain tile will likely not be required
4. Suggest culverts to be aluminized finish in lieu of galvanized. We talked with a supplier on 2/6/25, and aluminized finish adds approximately 20% to the cost, but nearly doubles the anticipated lifespan of the product. Also, suggest having a minimum of 12" of cover over the top of the culvert to finished grade in driveways and 24" of cover over the top of the culvert to finished grade in the roadways to minimize frost heave. Also, 18" minimum is large for driveways, and may become an issue, pending ditch depth for cover over the pipe. 15" is a common minimum with exceptions taken for smaller pending location (reviewed by us for all pipe sizes, cost for our time can be built into the permit fee). End walls should also be required, as they provide a sloped edge and are safer in the event of a car accident coming into the ditch.
5. Suggest eliminating the 18" lower layer of breaker run aggregate (the WDOT does not have gradation or compaction standards as they see it as fill material, not structural. It has a tendency to hold water and reflect up into the asphalt, creating cracking. All aggregate can be 1-1/4". The 24" is very robust of a section, especially if the soil is suitable for building. A majority of our clients have 12"-15" of 1-1/4" CABC (crushed aggregate base course), and then when we proof roll the roads, we dig out soft spots and add additional stone, if needed. This keeps project cost down while still providing an adequate road base.
6. Eliminate geotextile fabric under roadway. It holds water and does not provide a lot of strength benefit. Geogrid is drastically stronger (essentially is equivalent to 6" of aggregate) and allows drainage. Price wise, is really close to fabric.
7. Change "4" of compacted asphalt surface" to "4" of asphalt pavement".

## Town of Clayton – Minimum Road Design Standards Policy Update

Item A.

8. Gravel shoulders can be reduced to 2', if needed. Add a note that the shoulder shall be at the same elevation at the asphalt edge, then slope away from the roadway at 4%.
9. See keynote 4.
10. See keynote 5.
11. See keynote 6.
12. Change verbiage to "3.5" of asphalt pavement". Suggest going to 2.25" of binder and 1.25" of surface. This provides a strong base for traffic until the surface is applied. Surface asphalt can be applied at 1.25" thickness, using a "5" mix. Surface asphalt does not provide much strength, it is more of a rideability issue.
13. See keynote 8.
14. Include sprinkler systems as a noted item that is not allowed within the ROW.
15. Concrete aprons should be required if the driveway is accessed through curb and gutter. If the road is rural without curb, asphalt or gravel is good.
16. Add to 'Contractor shall be responsible for... "providing and following all required permits and" ...for furnishing etc erosion control devices in accordance with approved plans.'
17. Has been completed by the Developer's Engineer lately. Normally we see developers staking their private developments, but it is something we can provide as well.
18. Normally we see the vegetation stripped at the same time of the topsoil. The vegetation breaks down and turns into compost, adding nutrients to the topsoil. Per WDNR permitting, topsoil stockpiles shall be seeded with oats, rye, etc. which then grows, essentially creating the same problem if the vegetation is to be removed prior to topsoil stripping.
19. Add a note at the end that the sawcut edge shall be reviewed prior to paving, as if they sawcut prior to excavation, there is a high probability that the clean edge will be snapped off during construction from truck traffic.
20. See keynote 4.
21. The proof roll shall be completed with a vehicle with gross weight of 65,000lbs (approximately), but not exceeding 73,000lbs. (normally that's a fully loaded tri-axel truck or a partially loaded quad axel truck).
22. See keynote 6.
23. Suggest calling out the preferred mix type and then reference the WDOT specification, in lieu of replicating information, as the WDOT is continually changing their specs and may lead to a discrepancy.
24. If mulch is used, crimping or tackifier should be required. Prevents blowing away and minimizes the seeds being eaten by birds to ensure germination. Also suggest allowing hydroseed/hydromulch or a tackifier, such as PAM (brand of poly acrylamide copolymer).
25. E-Mat (erosion matting / ground stabilization fabric) should be required at all times when used on a slope steeper than 4:1 or anytime restoring a ditch flowline.

*Additional comments continued on next page.*

### **Additional Suggestions for the future:**

## Town of Clayton – Minimum Road Design Standards Policy Update

Item A.

- Construction observation should occur for ALL Town owned items, whether it's a private development or a Town project. This ensures the Town's best interest is achieved through construction. All fees can be passed onto the Developer and can be estimated by Cedar prior to the start of construction.
- Require trench backfill density compaction on all utilities if they're within the Town's ROW. This will minimize settlement concerns.
- ALL manholes shall be set to 1/4" to 1/2" below finished surface asphalt grade. When the asphalt binder course is installed, a minimum of a 10-foot-long longitudinal ramp is to be placed, with a monolithic lift holding the specified thickness at the outside edge and ensuring the asphalt is between 1/4"-1/2" higher than the top of the casting, set to finished grade, to prevent damage during snow removal practices. Prior to the asphalt surface course being installed, milling around the existing structures should be required.
- The review completed reflects Cedar's recommendations on the Town's Road Standards which are currently well defined for **Rural Section Roadways**. It is Cedar's Understanding that the Town is interested in developing **Urban Section Roadway** standards. Much of what is developed for the current standards will work well for urban roads, specifically the geometric requirements, pavement structure thickness, etc. Cedar is happy to discuss other specifics on urban roadways with the Town to determine the Town's preference including but not limited to the following more urban elements:
  - Roadway Cross Sections (for local, collector, an arterial roads):
    - Drive Lane Width
    - Parking Lanes
    - Bike Lanes
    - Sidewalks/Pedestrian Facilities
    - Desired Grassed Terrace Width (snow storage, street tree lawn, utilities, etc.)
    - Urban road Right of Way
    - Width Standards
    - Right of Way Management Specific to Urban Roads (access limitations and driveway standards, sidewalk ramps, signs, mailboxes, utilities, etc.)
    - Design Speeds/Posted Speeds
    - Roadway Paint/Marking Policy

**TOWN OF CLAYTON**  
**MINIMUM ROAD DESIGN STANDARDS POLICY**  
 Revised 2002, 2005, 2011, 2018, 2024

**SECTION 1 – GENERAL**

**1.1 Town Road Policy Statement:**

All roads constructed in the Town of Clayton shall comply with the minimum standards set forth below in order to be incorporated into the Town Road system.

The Town Board for the Town of Clayton finds that it is in the public interest for the Town of Clayton to establish minimum design standards for roads constructed in its jurisdiction. The Town's minimum road construction standards are intended to accommodate long-range traffic forecasts; to afford satisfactory access to law enforcement, to the fire department, to the Public Works Department snow removal equipment, to sanitation equipment, and to road maintenance equipment; and to minimize the Town's routine road maintenance obligations.

**1.2 Definitions:**

For clarity and consistency of application of this Policy, the following definitions shall be applied for the interpretation of the Policy:

1. Town road: A thoroughfare owned by the Town over which the public has a legal right to pass, usually measured to include the complete Right-of-Way (ROW).
2. Drainage: The engineered removal of water from the roadway system by means of culverts, ditches, curb and gutter, trenches, channels, and/or a storm sewer drainage system.
3. Roadway: The traveled portion of the highway.
4. Grade: The rate of ascent or descent of the slope of a road.
5. Road Bed: The entire engineered roadway, sub-structure and surface of a public thoroughfare laid in place and ready for travel.
6. Base Course: The lowest engineered portion of a road bed supporting a roadway, typically consisting of crushed aggregate including the shoulders of the road.
7. Surface: The top of the roadway, or the traveled surface.
8. Sub-grade: The earthen portion of a roadway under the engineered base course.
9. Standard Specifications: State of Wisconsin Department of Transportation Standard Specifications for Highway and Structure Construction, Latest Edition.
10. Embankment: The portion of a roadway which requires the placing and compacting of suitable fill material to bring the finished sub-grade up to the required grade.

**1.3 Applicability:**

This Policy shall be applicable to all roads approved by the Town Board following adoption and publication of the Policy including, but not limited to roads dedicated

and constructed as part of a plat approval process pursuant to Chapter 236 of Wisconsin Statutes, any private roads being dedicated to the Town, and any other roads accepted by the Town as public roads in the Town of Clayton.

Town Capital Reconstruction projects and all new roadways shall be constructed to the standards of this Policy.

#### **1.4 Construction Schedule for New Roadways:**

Prior to the start of any construction, a subdivision Developer shall have executed a Developer's Agreement and irrevocable financial commitments with the Town equal to the estimated full burden costs of all road construction, including but not limited to construction of the roadway to gravel grade, paving, curb and gutter at intersections, shouldering, roadside ditches, culverts, storm sewer, signage, surface restoration, erosion control, and any required Town Engineering and/or Town legal fees.

Road design and construction plans must be approved by the Town Board prior to any construction. Roadway excavation and construction to gravel grade shall not be performed between November 15th and May 1st without Town approval. Asphalt paving will only be allowed between May 1st and November 15th.

All roads shall be constructed to finished base course grade within one year of the date of approval of the final plat or by a date agreed to by the Town Board.

① **Gravel Grade:** New roads shall be constructed to finished gravel grade and allowed to remain unpaved for a period of six months to one year, or through one winter.

**Paving:** Where the roadway constructed to gravel grade has satisfied the winter-over, proof roll and grade check requirements, asphalt paving shall be in accordance with the following schedule:

- a. Regardless of the lot occupancy level of the subdivision, the binder course of asphalt shall be applied by August 31 following the first winter-over period (second year).
- ② b. Regardless of the lot occupancy level of the subdivision, the final surface layer of asphalt shall be applied by August 31 of the following year (third year).

## **SECTION 2 - DESIGN STANDARDS**

### **2.1 Standard Specifications**

All work shall be done in accordance with the Latest Edition of the State of Wisconsin Department of Transportation Standard Specifications for Highway and Structure Construction (Standard Specifications). If there is a conflict between these Road Standards and the referenced Standard Specifications, these Road Standards shall prevail.

## **2.2 Minimum Road Design Standards:**

The following minimum design standards shall apply under the Town's Policy. All Town roads shall be classified as local roads unless designated by the Town Board as a collector road or arterial road. The classification of all roads under this Policy shall be at the complete discretion of the Town Board. The Town Board shall consider such factors as the traffic count, the character of the anticipated traffic, and the relation of the highway to traffic patterns within the Town, and the State and County highway network within the Town. It is intended that the local road classification have the lowest traffic counts to provide access to private property as its principal function.

Collector Roads are intended to act as conduits from Local Roads to higher priority thoroughfares or developed areas. Arterial Roads are intended to serve as corridors through the Town and to serve intra-regional and inter-area traffic movement.

<b>Maximum Allowable Grade of Roadway (Percent)</b>		
	<b>Residential Development</b>	<b>Commercial or Industrial Development</b>
Local	10	8
Collector	8	6
Arterial	6	6
<b>Minimum Centerline Radius of Horizontal Curve (In Feet)</b>		
When a continuous street centerline deflects at any one point by more than 10 degrees, a horizontal curve shall be introduced having a radius of curvature on such centerline of not less than 100 feet on minor streets. For streets serving commercial or industrial uses or for collector streets, when a continuous street centerline deflects at any one point by more than 5 degrees, a circular curve shall be introduced having a radius of curvature on such centerline of not less than 500 feet. There shall be 200 feet of tangent introduced between curves. There shall be a minimum of 100 feet of centerline tangent between the end of a curve and a street intersection.		
<b>Corner Radii at Intersections (In Feet)</b>		
	<b>Residential Development</b>	<b>Commercial or Industrial Development</b>
Local	30	30
Collector	30	40
Arterial	40	60
Intersections with County or State Highways may require larger radii.		

Minimum Length of Vertical Curve		
Local	20' for each 1% algebraic difference in grade; none required for under 1% algebraic difference in grade	
Collector	50' for each 1% algebraic difference in grade	
Arterial	50' for each 1% algebraic difference in grade	
Design Speed (MPH) for Local, Collector & Arterial Roads		
	Preferred	Minimum
Local	25	25 (See Notes)
Collector	45	30 (See Notes)
Arterial	55	45 (See Notes)

**Notes:**

1. The Town Board may make exceptions to these requirements based on specific site topography and/or site limitations.
2. The developer shall supply the Town of Clayton with the design speed per the Wisconsin Department of Transportation Facilities Development Manual.

**2.3 Collector and/or Arterial Road Standards:**

Collector and/or Arterial Roads shall comply with all of the minimum standards set forth below before the Town Board will consider an application for acceptance as part of the Town road system. This requirement shall include the application for approval of Plats and/or Certified Survey Maps (CSM) where road construction is involved. These standards are as follows:

1. Collector and/or Arterial Roads shall have an eighty-foot ROW.
2. Collector and/or Arterial Roads shall be designed to be through roads. Any temporary termination due to project phasing shall include a temporary turn-around consisting of a 50' graveled radius and a 47' paved radius.
3. All top soil shall be stripped from the ROW and stockpiled prior to roadway construction. Excess topsoil shall remain for the Owner or be removed by the Contractor upon request.
4. Suitable sub-soil material excavated from the ditches shall be used for the leveling of the sub-grade.
5. All ditches shall be generally designed to be cut 2-1/4 feet below edge of pavement elevation with a foreslope of no more than 4 to 1, a backslope of no more than 3 to 1, and graded to permit proper drainage with gradual slopes at a grade not less than 1.0% per approval street plans. Variation from these standards required to accommodate existing topography shall be provided in a summary to the Town Board for their approval.
- ③ 6. Perforated draitile, 6-inches in diameter and covered with geotextile filter fabric sock, shall be installed below the bottom of ditches. The draitile within the geotextile sock shall be surrounded by four inches of 3/4-inch clear crushed stone, and topped with six inches of topsoil. Connections of draitile below paved areas shall be made with Schedule 40 PVC pipe.
- ④ 7. Cross culverts shall be placed to facilitate drainage of the roadway where necessary, per the approved drainage plan. Culverts shall be galvanized corrugated steel metal pipe with associated steel metal end-walls. Bedding and initial backfill for cross culverts shall include 6" of 3/4" clean crushed stone.
8. Collector and/or Arterial roads constructed in the Town of Clayton shall have:

- a. Base Course:
- Upper Layer: 6" of  $\frac{3}{4}$ " dense graded base course material.
  - ⑤ • Lower Layer: 18" of 2-1/2" breaker run, or 3" dense graded base course material.
    - All gravel used for street construction shall contain no more than 9.5% P200.
  - ⑥ b. Geotextile Fabric installed below the proposed pavement and shoulders.
  - ⑥ c. Geogrid may be installed below the proposed pavement and shoulders, to be used in lieu of geotextile fabric. Geogrid can be substituted for 3" of lower base course material.
  - ⑦ 9. The travel portion of the road must be 24' wide and have 4" of compacted asphalt surface (1.75" surface and 2.25" binder).
  - ⑧ 10. The asphalt surface must have a 3' shoulder on each side consisting of  $\frac{3}{4}$ " dense graded base course material.
  - 11. 30-inch (6" sloped) Wisconsin Department of Transportation standard mountable Concrete Curb and Gutter shall be placed on the radii of all road intersections. The Town reserves the right to require curb and gutter on any other portion of a Town Road for both ease of maintenance and public health and safety.

#### **2.4 Local Road Standards:**

Local Road Standards shall comply with all of the minimum standards set forth below before the Town Board of the Town of Clayton will consider an application for acceptance as part of the Town road system. This shall apply to application for approval of Plats and/or Certified Survey Maps (CSM) with road construction involved.

1. Town Roads shall have a sixty-six foot ROW.
2. Any permanent dead-end road shall have a 66' radius ROW (47' radius pavement, 50' radius graveled) cul-de-sac at its terminus. Any temporary termination due to project phasing shall have a 47' radius pavement and 50' radius graveled, temporary turnaround installed.
3. All top soil shall be stripped from the ROW and stockpiled prior to roadway construction. Excess topsoil shall remain for the Owner or be removed by the Contractor upon request.
4. Suitable sub-soil material excavated from the ditches may be used for the leveling of the sub-grade.
5. All ditches shall be generally designed to be cut 2-1/4 feet below edge of pavement elevation with a foreslope of no more than 4 to 1, a back-slope of no more than 3 to 1, and graded to permit proper drainage with gradual slopes at a grade not less than 1.0% per approved street plans. Variation from these standards required to accommodate existing topography shall be provided in a summary to the Town Board for their approval.
6. Perforated draitile, 6-inches in diameter and covered with geotextile filter fabric sock, shall be installed below the bottom of ditches. The draitile within the geotextile sock shall be surrounded by four inches of  $\frac{3}{4}$ -inch clear crushed stone, and topped with six inches of topsoil. Connections of draitile below paved areas shall be made with Schedule 40 PVC pipe.
- ⑨ 7. Cross culverts shall be placed to facilitate drainage of the roadway where necessary, per approved street plans. Culverts shall be galvanized corrugated steel metal pipe with associated steel metal end-walls. Bedding and initial backfill for cross culverts shall include 6" of  $\frac{3}{4}$ " clean crushed stone.

8. Local roads constructed in the Town of Clayton shall have:

a. Base Course:

- Upper Layer: 6" of ¾" dense graded base course material.
- 10. • Lower Layer: 15" of 2-1/2" breaker run, or 3" dense graded base course material.
- All gravel used for street construction shall contain no more than 9.5% P200.

11. b. Geotextile Fabric installed below the proposed pavement and shoulders.  
c. Geogrid may be installed below the proposed pavement and shoulders, to be used in lieu of geotextile fabric. Geogrid can be substituted for 3" of lower base course material.

12. 9. The travel portion of the road must be 22' wide and have 3.5" of compacted asphalt surface. (1.75" surface and 1.75" binder).

13. 10. The asphalt surface must have a 3' shoulder on each side consisting of ¾" dense graded base course material.

11. 30-inch (6" sloped) Type Wisconsin Department of Transportation standard mountable Concrete Curb and Gutter shall be placed on the radii of all road intersections. The Town reserves the right to require curb and gutter on any other portion of a Town Road for both ease of maintenance and public health and safety.

### **2.5 Obstructions within Town Right-of-Way:**

14. **General:** Fences (including invisible electronic fencing), gates, landscape features, lighting, or other objects shall not be allowed within the Town's ROW.

15. **Driveway Aprons:** Concrete driveway aprons shall not be allowed within the Town's ROW.

## **SECTION 3 -CONSTRUCTION STANDARDS**

### **3.1 Traffic Control**

The Contractor shall inform the local police and fire departments prior to construction.

The Contractor shall provide all signs and traffic control devices conforming to the Manual on Uniform Traffic Control Devices. All traffic control signs, barricades, etc. shall be inspected and maintained on a daily basis.

### **3.2 Erosion Control**

16. Contractor shall be responsible for furnishing, installing, maintaining and removing erosion control devices in accordance with the approved plans.

### **3.3 Construction Staking:**

17. All staking work shall be done by the Town Engineer. The Town Engineer will provide right- of-way and stationing staking, and summary sheets that provide sub-grade, stone grade, ditch grade, and ROW elevations for all the streets.

The Contractor shall utilize the ROW station stakes for alignment. It is the Contractor's responsibility to stake the edge-of-stone and centerline alignments for the proposed streets. It is the Contractor's responsibility to check the vertical accuracy of the sub-grade and stone grades prior to the Town Engineer's sub-grade and gravel grade checks.

The cost of re-staking, due to the Contractor's negligence shall be borne by the Contractor.

#### **3.4 Clearing and Grubbing:**

Clearing and grubbing shall consist of cutting and disposing of trees, brush, stumps, roots, shrubs, fallen trees, fence posts, fence wire, vines and other vegetation and debris occurring within the project limits and disposing of same as required for the specified construction.

The clearing limits shall be the limits of the ROW or easement unless otherwise stated or indicated by the Town Engineer, or as shown on the approved plans.

The Contractor shall use whatever methods for clearing and grubbing best suited to the site and which will not cause damage to adjacent properties.

The Contractor shall remove obstructions such as street signs, culverts and end walls, advertising signs and guard posts located in construction easements or right-of-way, provided the owner is notified prior to removal and they are promptly replaced to their original condition, unless otherwise specified by the Town Engineer.

Any existing culverts that the Town's Engineer indicates shall be salvaged, shall be carefully removed and replaced, or shall become the property of the Developer or Town of Clayton.

Unless otherwise required, all materials resulting from the clearing or from cleanup shall become the property of the Contractor. The Contractor shall take full responsibility for the complete and proper disposal of the materials.

The Contractor and/or Developer shall be responsible for the protection, and replacement if necessary, of survey monuments which may exist throughout the project area. Any disturbed survey monuments shall be replaced by the Town's Engineer at the Contractor's expense.

#### **3.5 Topsoil Stripping**

The Contractor shall strip the existing topsoil within the right-of-way as necessary for construction. The topsoil shall be temporarily stockpiled per plan and spread on disturbed areas prior to seeding.

(18) Sod and grass shall be removed before stripping topsoil. Strip topsoil in a manner to prevent intermingling with underlying subsoil or other waste materials. Stockpile topsoil away from edge of excavations without intermixing with subsoil. Grade and shape stockpiles to drain surface water. Cover to prevent windblown dust and erosion

by water.

Provide erosion control for topsoil piles as indicated on the approved Erosion Control Plan.

### **3.6 Excavation:**

(a) The Contractor shall sawcut any existing pavement adjacent to proposed pavement prior to excavation.

The entire street ROW shall be excavated to the typical sections shown in the approved plans. There will be areas where existing ground elevations and proposed street grades will dictate that slope intercepts extend beyond the ROW lines. Easements beyond the right-of-way shall be obtained to facilitate 3 to 1 or greater backslopes wherever possible.

The sub-grade shall be comprised of sound non-organic material free from topsoil and/or any other deleterious material. Acceptable excavated sub-grade material shall be moved to locations on the project where fill is required.

Sub-grade in ditch areas shall be excavated and graded to allow for the addition of a minimum of 4" inches of topsoil.

Any excess material not needed for road construction shall be hauled off site or placed and leveled in locations determined by the Town Engineer.

### **3.7 Roadway Embankments:**

Embankments consist of miscellaneous backfill material placed in accordance with the specifications below and conformity with the lines, grades, thicknesses and typical cross sections shown on the approved plans.

Embankments shall consist of approved materials and shall contain no stones larger than 6", concrete, logs, stumps, brush or other organic or frozen material.

Before placing any material in an embankment, the Contractor shall clear, grub and strip the topsoil as noted above. The material shall be placed and compacted in 12" thick layers and compacted to not less than 95 percent of maximum dry density according to ASTM D 1557-91.

### **3.8 Private Entrance Culverts**

The location, design, and construction of an entrance or departure from a Town Road shall be in accordance with the following policies and limits, which shall not be excepted to unless specific written authorization is obtained from the Town Zoning Administrator:

1. The Owner's contractor shall supply and install a corrugated steel or corrugated plastic equivalent culvert with endwalls for each private entrance. Installation shall include excavation, 6" of  $\frac{3}{4}$ " clear crushed stone bedding material, installation of the new driveway culvert with all necessary hardware and endwalls, backfilling with a minimum of 6" of  $\frac{3}{4}$ " clear crushed stone initial backfill material and native material to subgrade level, restoration of the ditch, side slopes, and any other areas disturbed by construction.

2. The Owner shall designate, with flagged stakes at each end, where the culvert is to be placed.

3. A Culvert & Access Permit must be obtained from the Town prior to the construction or reconstruction of each private entrance and/or driveway.

4. A Town officer will view the site and designate the size and length of the culvert.

20 Culverts must have end walls and the minimum culvert diameter shall be 18" or equivalent with a minimum length of 30'. A 20' culvert may be used when it is being placed in a single-lane driveway.

5. Any culvert installed over 30' in length may require an oversized culvert and/or a clean-out located in the middle of the culvert, level within the driveway surface. No culvert shall exceed 36' in length without written approval of the Town Board.

6. Private entrances and/or driveways shall not obstruct or impair drainage within Town side ditches or roadside areas.

7. Topsoil shall be filled in behind the end walls to provide a blended appearance.

8. All private entrances and/or driveways shall be constructed or reconstructed to have sloped sides. Such construction shall be accomplished using only soil materials. The side slopes of the private entrance and/or driveway shall be sloped no more than a length-to-height grade ration of 2:1. All slopes shall be seeded or sodded by the Owner. Concrete, asphalt, and any other similar impervious surface shall not be allowed on the slopes.

9. Culverts shall be protected from sediment until vegetation is established and the installation is accepted by the Town. Any sediment deposits found in the culverts shall be removed prior to Town's acceptance.

10. If the culvert is set incorrectly or if there are sediment deposits left within the Town's ROW, The Town will clean the ditch and set the culvert (if applicable) to facilitate proper drainage at a fee set by the Town Board.

**3.9 Installation of Drainile in Ditches:**

Perforated drainile covered in geotextile filter fabric sock and surrounded by four inches of 3/4- inch clear crushed stone and covered with six inches of topsoil shall be installed within roadside ditches.

Drainile shall be soil tight, high density polyethylene plastic pipe with perforated slots meeting ASTM F-405 and SCS/NRCS Code 606.

Geotextile filter fabric sock shall be high performance meeting ASTM D4491 mm1mum permittivity of 5.5 sec (-1), ASTM D6241 minimum puncture resistance of 1000N, and ASTM D4751 maximum AOX of 0.600 mm/30 U.S. Sieve.

**3.10 Preparation and Verification of Sub-grade:**

21 The Contractor shall notify the Town Engineer after the completion of the sub-grade construction, prior to placement of fabric and base course material. The Town's Engineer will check and document the sub-grade compaction and elevations. The Town Engineer will require a proof roll of the sub grade prior to the placement of any fabric and base course material. Proof roll subgrade with a loaded 10-wheel, tandem-axle dump truck weighing not less than 15 tons. Excavate unsatisfactory areas and replace with compacted base course material.

The Contractor shall ensure that the sub-grade elevations are within Policy tolerances

(1") prior to requesting that the Town's Engineer to verify elevations.

Should the Contractor begin graveling streets without the consent of the Town Engineer, the Contractor shall remove the fabric and stone at their cost.

### **3.11 Excavation below Sub-Grade:**

The Contractor shall excavate the road to the specifications shown in the typical plan cross-section.

Excavation below sub-grade (undercutting) may be necessary over some portions of a project. If such excavation is required, the Contractor shall obtain prior authorization from the Town Engineer.

The Contractor shall backfill excavations below sub-grade with 2-1/2" breaker run or 3" dense graded base course material. This backfill material shall be compacted and brought up to the sub-grade elevation, and the Contractor shall be paid at the unit price as bid.

### **3.12 Geotextile Fabric:**

The Contractor shall install geotextile fabric on approved sub-grade in the area of the proposed pavement and shoulders below the base course.

The geotextile fabric shall consist of either woven polyester, polypropylene, stabilized nylon, polyethylene or polyvinylidene chloride. All fabric shall have the minimum strength values required in the weakest principal direction. The geotextile fabric rolls shall be clearly marked showing the type of fabric. The fabric shall comply with the following minimum physical requirements:

<b>Geotextile Fabric Minimum Physical Requirements</b>		
<b>Parameter</b>	<b>Method</b>	<b>Value</b>
Trapezoid Tear (lbs.)	ASTM D-4533	100 lbs
Permittivity (sec-1)	ASTM D4491	.02
Apparent Opening Size (sieve size)	ASTM D-4751	30/70
Ultraviolet Degradation (% strength retained)	ASTM D-4355	70
Grab Tensile Strength (lbs.)	ASTM D-4632-86	280min.
Puncture Strength (lbs.)	ASTM D-4833	115 min.
Mullen Burst (psi)	ASTM D-3786	600 min.
Elongation at Required Strength (%)	ASTM D-4632-86	25% max

All numerical values represent minimum/maximum average roll values (i.e., the average of test results on any roll in a lot should meet or exceed the minimum values in the table). The rolls of fabric are to be kept dry until installed and shall be clearly marked showing the type of fabric.

The fabric shall be placed on the sub-grade, rolled out parallel to the roadway, and pulled taut manually to remove wrinkles. After the fabric has been placed on the sub-grade area, no traffic or construction equipment will be permitted to travel directly on the fabric. Adjacent rolls of fabric shall be overlapped a minimum of 24". All factory seams shall have the same strength as the specified strength of the fabric.

Weights or pins may be required to prevent lifting of the fabric by wind. After placement, the fabric shall be exposed no longer than 48 hours prior to covering. Base course material shall be placed by back-dumping with trucks and leveled with a crawler dozer to a minimum depth of 4" over the fabric.

Before covering, the condition of the fabric shall be inspected by the Town's Engineer to determine that no holes, rips, or tears occurred in the fabric. If any defects are observed, the damaged area shall be covered with a patch of fabric using a 36" overlap in all directions.

**3.13 Geogrid**

Contractor may install geogrid in lieu of geotextile fabric on approved sub-grade in the area of the proposed pavement and shoulders below the base course, as approved by the Engineer.

Geogrid material shall be made of polypropylene base resin, formed into a stable, regular grid network of uniform shape and size square apertures. Material shall have ultra-violet light stabilization with carbon black content less than 2.0 percent by weight.

General Properties (Nominal values):

- Open area: > 84%
- Aperture Opening Size: MD: 1.6in (40mm); XMD: 1.6in (40mm)
- Rib Depth: MD: 0.06in (1.6mm); XMD: 0.05in (1.4mm)
- Rib Width: MD: 0.08in (2.0mm); XMD: 0.09in (2.4mm)

Mechanical Properties (MARV per ASTM D4759)

- Ultimate Tensile Strength: MD: 1,370 lb/ft (20 kN/m); XMD: 1,370 lb/ft (20 kN/m) when tested in accordance with ASTM D 6637, Proc. B.
- Tensile Load at 2% Strain: MD: 520 lb/ft (5.8 kN/m); XMD: 520 lb/ft (5.8 kN/m) when tested in accordance with ASTM D 6637, Proc. B.
- Tensile Load at 5% Strain: MD: 1,045 lb/ft (15.3 kN/m); XMD: 1,045 lb/ft (15.3 kN/m) when tested in accordance with ASTM D 6637, Proc. B.
- Junction Efficiency: 95% when tested in accordance with ASTM D7737 and as a comparison of ASTM D7737 to ultimate strength of the same sample with the ASTM D7737 test run at the non-standard speed of 10%.min.
- Flexural Rigidity: 800,000 mg-cm when tested in accordance with ASTM D 7748 modified by using samples of geogrid with 2 longitudinal ribs and side ribs cut flush to the junctions with the longitudinal ribs.
- Aperture Stability Modulus: 0.34 m-N/deg when tested in accordance with ASTM D7864 at an in-plane rotational moment equal to 20 kg-cm.

Durability Properties (Nominal Values)

- UV Light Degradation Resistance: 100% when exposed for 500 hours and tested in accordance with ASTM D 4355/6637, Proc. B.
- Chemical Degradation Resistance: 100% when exposed for 120 hours and tested in accordance with EPA 9090A.
- Installation Damage Resistance: >90% when tested in accordance with ASTM D 5818 and installed under similar conditions, using similar materials to the

those contemplated for the project.

The Contractor shall place the geogrid directly on prepared and approved subgrade. Install geogrid in accordance with manufacturer's instructions. Geogrid shall be overlapped at all edges and seams such that panels do not separate during placement of fill over them. Minimum overlap shall be per the manufacturer's recommendations. Electrical zip ties may be used to mechanically join adjacent panels if required to maintain continuity.

Geogrid shall be temporarily secured in place during fill placement if necessary. Fill placement shall proceed in such a manner that it minimizes development of wrinkles in and/or movement of the geogrid.

A minimum loose lift thickness of six inches is required before operating tracked vehicles over the geogrid placement area. Under all circumstances, turning of tracked equipment shall be avoided while over the geogrid placement area.

### **3.14 Placing Stone Base**

Prior to placing the base course, the contractor shall supply the Town Engineer with a gradation report for the aggregate stockpile to be used. The Town reserves the right to take samples from the stockpile for testing during construction.

### **3.15 Compaction:**

Place fill materials and base course materials in layers not more than 12" in loose depth for material compacted by heavy compaction equipment, and not more than 4 inches in loose depth for material compacted by hand operated tampers. Compaction by travel of grading equipment will not be considered adequate for uniform compaction.

Compact soil to not less than 95 percent of maximum dry density according to ASTM D 1557-91.

The material to be compacted shall be at the optimum moisture content to insure proper compaction. If the moisture content is such that excessive distortion or displacement occurs under the compaction equipment, the material shall be allowed to dry. Drying may be accelerated by aeration or manipulation by means of blade graders, discs, or other appropriate equipment. If the material is too dry to compact properly, water shall be added in quantities deemed necessary by the Town Engineer to aid and accelerate effective compaction.

In areas where proper compaction is not obtainable due to segregation of materials, excess fines, or other deficiencies, base course material shall be reworked or removed and replaced with material that will yield the desired results. The contractor shall shape and maintain the material to the proper dimensions prior to and during compaction operations.

### **3.16 Compaction Testing and Verification of Gravel Grade:**

The Town will contract with an independent testing laboratory to provide required compaction testing services for sub-grade and stone base as they see fit.

The Contractor shall notify the Town Engineer after the construction of the roadway to gravel grade, prior to paving. The Town's Engineer will check and document the gravel compaction and elevations. The Town Engineer will require a proof roll of the gravel roadway prior to the paving. Proof roll with a loaded 10-wheel, tandem-axle dump truck weighing not less than 15 tons. Excavate unsatisfactory areas and replace with compacted base course material.

### **3.17 Bituminous Concrete Pavement:**

Environmental Limitations: Do not apply asphalt materials if subgrade is wet or excessively damp, if rain is imminent or expected before time required for adequate cure, or if the following conditions are not met:

- Asphalt lower layer: Air temperature above 30 deg. F and rising
- Asphalt upper layer: Air temperature above 40 deg. F.

Warranty: Finished work shall be free from bumps or depressions, evenly graded to levels shown and shall be warranted against defects of materials and workmanship for a period of 3 years from date of Substantial Completion. Written warranty shall include repair and replacement of defective work.

Hot Mix Asphalt Pavement: WI Standard Specifications Sections 450, 455 and 460.

- Lower layer: 4 LT 58-28 S for Local Roads, and 3 LT 58-28 S for Collector or Arterial Roads
- Upper layer: 4 LT 58-28 S
- Placed in two lifts with 1½' of tapered overlap (Michigan Joint).

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Materials and construction shall conform to the requirements of the current WDOT ASP 6, 460.2.1, which includes the regression of air voids from 4.0% to 3.0% with asphalt cement.

Omitted from the WDOT requirements will be QMP mixture sampling and testing (section 460.2.8), nuclear density testing (section 460.3.3), PG binder and tack coat sampling and testing (section 455.2.2 and 455.2.3) and cold weather paving (section 450.3.2.1). Measurement and payment provisions and safety program submittals included in the Standard Specifications do not apply.

Tack Coat: ASTM D 977 or AASHTO M 140 emulsified asphalt, or ASTM D 2397 or AASHTO M 208 cationic emulsified asphalt, slow setting, diluted in water.

### Field Quality Control:

1. Thickness: Allowable variation from total thickness required: 1/4 inch
2. Surface Smoothness: Use 10' straightedge applied parallel with and at right angles to centerline of paved area. Allowable variation in surface smoothness:
  - Lower layer surface: 1/4 inch
  - Upper layer surface: 1/8 inch
3. Crowned Surfaces: Test with crowned template centered and at right angle to crown. Maximum allowable variance from template: 1/4 inch.

### **3.18 Shouldering:**

The Contractor shall install, with the use of acceptable equipment, a 3' shoulder on each side of the road consisting of ¾" dense graded base course material.

The shoulder shall be constructed to the required cross-section and flush with the pavement as soon as practicable. Shoulders shall be compacted in accordance with standard methods. If shouldering is delayed for any reason, the Contractor shall provide and maintain signing and other traffic protection and control devices.

### **3.19 Dry Hydrants:**

A dry hydrant shall be provided with all new stormwater wet ponds in areas not currently served by residential water. Construction of the dry hydrant components shall be in accordance with standard details provided by the Town of Clayton and the following.

1. All piping shall be Schedule 40 PVC with air tight connections. Piping below normal water level shall be 10-inch diameter, and piping above normal water level shall be 6-inch diameter.
2. Strainer shall be bolted to a 45 degree 10-inch PVC Schedule 40 long sweep elbow. Mating flanges and gasket shall be VAN STONE SOC FLG (P80VSSFI0), 1 0 RR 1/8 FF 150# GSKT (FNWRIFFGA10).
3. Strainer shall be a 10-inch Schedule 40 Barrel Strainer by ETT, LLC Dadeville, AL 9194-100. 36-inches of clearance is required around strainer on all sides.
4. Transition from horizontal pipe to vertical pipe shall be made using two (2) 45-degree elbows with a 24" minimum pipe between the two elbows.
5. A 12" long piece of 6" pipe shall be installed at ground level. Connected at both ends by flanges and gaskets. 6 PVC S80 VAN STONE SOC FLG (PFPS0VSSFU), 6 RR 1/8 FF 150# GSKT (FNWRIFFGAU).
6. Provide a 45 Degree adapter with cap shall be Made by Kocheck part number DHF612. The top of this adapter shall be 20" above adjacent roadways.

### **3.20 Placing Topsoil:**

The Contractor shall place screened and pulverized, salvaged or imported topsoil to a minimum depth of 6" in all ditches and other areas as indicated on the approved plans and specifications. Imported topsoil shall be screened and pulverized. Rocks, stones, twigs, and clods that will not break down and other foreign material shall be removed, and the entire surface shall be dressed to present a uniform appearance.

### **3.21 Surface Restoration:**

The Contractor shall stabilize all disturbed areas on the project that are not paved. Restoration shall consist of placing and grading topsoil, seeding, fertilizing, and mulching or erosion control matting.

Seeding: The Contractor shall seed areas indicated on the approved plans and specifications. All seed shall conform to the Wisconsin Statutes and Wisconsin Administrative Code Chapter ATCP 20 regarding noxious weed seed content and labeling. A seed mix compatible with land use per Section 630 of the "Standard Specifications" shall be applied at the rate specified in that section.

The Contractor is responsible for a 2" catch of grass and shall reseed any bare or sparse areas as determined by the Town's Engineer.

Fertilizer: The Contractor shall provide (and incorporate into the soil) fertilizer to the

areas indicated on the approved plans and specifications to be seeded. Type A Fertilizer per Section 629 of the "Standard Specifications" shall be applied at the rate specified in that section.

Mulching: The Contractor shall utilize Method "C" Mulching per Section 627 of the "Standard Specifications" and it shall be applied at the rate specified in that section. Mulch shall be weed free hay or straw. The Contractor shall furnish and place weed free hay or straw as mulch at a depth of 1" to 1½" on all areas indicated on the plans and in the specifications to be seeded. Mulch shall be applied in locations not covered by Erosion Mat. Mulch shall be placed within three (3) days after seeding has been completed.

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Mulching operations shall not be performed during periods of excessively high winds which would preclude the proper placing of the mulch. The placed mulch shall be loose or open enough to allow some sunlight to penetrate and air to slowly circulate, but thick enough to shade the ground, conserve soil moisture, and prevent or reduce soil erosion.

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Erosion Control Matting: Erosion control matting shall be installed at locations shown on the approved plans.

**3.22 Project Acceptance:**

Prior to acceptance, the Town Engineer shall submit verification to the Town that the sub-grade, stone grade, ditches and Rights-of-Way were constructed in accordance with the approved plans.

Prior to final payment, the Contractor will conduct a project walk through with the Town and Developer, complete all punch list items and provide lien waivers.

Adopted this 1<sup>st</sup> day of May, 2024

Russell D. Geise, Town Chair

Attest: Kelsey Faust-Kubale, Town Clerk

**TOWN OF CLAYTON**  
**MINIMUM ROAD DESIGN STANDARDS POLICY**  
 Revised 2002, 2005, 2011, 2018, 2024

**SECTION 1 – GENERAL**

**1.1 Town Road Policy Statement:**

All roads constructed in the Town of Clayton shall comply with the minimum standards set forth below in order to be incorporated into the Town Road system.

The Town Board for the Town of Clayton finds that it is in the public interest for the Town of Clayton to establish minimum design standards for roads constructed in its jurisdiction. The Town's minimum road construction standards are intended to accommodate long-range traffic forecasts; to afford satisfactory access to law enforcement, to the fire department, to the Public Works Department snow removal equipment, to sanitation equipment, and to road maintenance equipment; and to minimize the Town's routine road maintenance obligations.

**1.2 Definitions:**

For clarity and consistency of application of this Policy, the following definitions shall be applied for the interpretation of the Policy:

1. Town road: A thoroughfare owned by the Town over which the public has a legal right to pass, usually measured to include the complete Right-of-Way (ROW).
2. Drainage: The engineered removal of water from the roadway system by means of culverts, ditches, curb and gutter, trenches, channels, and/or a storm sewer drainage system.
3. Roadway: The traveled portion of the highway.
4. Grade: The rate of ascent or descent of the slope of a road.
5. Road Bed: The entire engineered roadway, sub-structure and surface of a public thoroughfare laid in place and ready for travel.
6. Base Course: The lowest engineered portion of a road bed supporting a roadway, typically consisting of crushed aggregate including the shoulders of the road.
7. Surface: The top of the roadway, or the traveled surface.
8. Sub-grade: The earthen portion of a roadway under the engineered base course.
9. Standard Specifications: State of Wisconsin Department of Transportation (WISDOT) Standard Specifications for Highway and Structure Construction, Latest Edition.
10. Embankment: The portion of a roadway which requires the placing and compacting of suitable fill material to bring the finished sub-grade up to the required grade.

**1.3 Applicability:**

This Policy shall be applicable to all roads approved by the Town Board following adoption and publication of the Policy including, but not limited to roads dedicated and

constructed as part of a plat approval process pursuant to Wis. Stats. Chapter 236, any private roads being dedicated to the Town, and any other roads accepted by the Town as public roads in the Town of Clayton.

Town Capital Reconstruction projects and all new roadways shall be constructed to the standards of this Policy.

#### **1.4 Construction Schedule for New Roadways:**

Prior to the start of any construction, the developer shall have executed a Developer's Agreement and irrevocable financial commitments with the Town equal to the estimated full burden costs of all road construction, including but not limited to construction of the roadway to gravel grade, paving, curb and gutter at intersections, shouldering, roadside ditches, culverts, storm sewer, signage, surface restoration, erosion control, and any required Town Engineering and/or Town legal fees.

Road design and construction plans must be approved by the Town Board prior to any construction. Roadway excavation and construction to gravel grade shall not be performed between November 15th and May 1st without Town approval. Asphalt paving will only be allowed between May 1st and November 15th.

All roads shall be constructed to finished base course grade within one year of the date of approval of the final plat or by a date agreed to by the Town Board.

Gravel Grade: New roads shall be constructed to finished gravel grade and allowed to remain unpaved for a period of six months to one year, or through one winter.

Paving: Where the roadway constructed to gravel grade has satisfied the winter-over, proof roll and grade check requirements, asphalt paving shall be in accordance with the following schedule:

- a. Regardless of the lot occupancy level of the subdivision, the binder course of asphalt shall be applied by August 31 following the first winter-over period (second year).
- b. Regardless of the lot occupancy level of the subdivision, the final surface layer of asphalt shall be applied by August 31 of the following year (third year).

## **SECTION 2 - DESIGN STANDARDS**

### **2.1 Standard Specifications**

All work shall be done in accordance with the latest edition of the WISDOT Standard Specifications for Highway and Structure Construction (Standard Specifications). If there is a conflict between these Road Standards and the referenced Standard Specifications, these Road Standards shall prevail.

### **2.2 Minimum Road Design Standards:**

The following minimum design standards shall apply under the Town's Policy. All Town roads shall be classified as local roads unless designated by the Town Board as a collector

road or arterial road. The classification of all roads under this Policy shall be at the complete discretion of the Town Board. The Town Board shall consider such factors as the traffic count, the character of the anticipated traffic, and the relation of the highway to traffic patterns within the Town, and the State and County highway network within the Town. It is intended that the local road classification have the lowest traffic counts to provide access to private property as its principal function.

Collector Roads are intended to act as conduits from Local Roads to higher priority thoroughfares or developed areas. Arterial Roads are intended to serve as corridors through the Town and to serve intra-regional and inter-area traffic movement.

<b>Maximum Allowable Grade of Roadway (Percent)</b>		
	<b>Residential Development</b>	<b>Commercial or Industrial Development</b>
Local	10	8
Collector	8	6
Arterial	6	6
<b>Minimum Centerline Radius of Horizontal Curve (in Feet)</b>		
When a continuous street centerline deflects at any one point by more than 10°, a horizontal curve shall be introduced having a radius of curvature on such centerline of not less than 100' on minor streets. For streets serving commercial or industrial uses or for collector streets, when a continuous street centerline deflects at any one point by more than 5°, a circular curve shall be introduced having a radius of curvature on such centerline of not less than 500'. There shall be 200' of tangent introduced between curves. There shall be a minimum of 100' of centerline tangent between the end of a curve and a street intersection.		
<b>Corner Radii at Intersections (in Feet)</b>		
	<b>Residential Development</b>	<b>Commercial or Industrial Development</b>
Local	30	30
Collector	30	40
Arterial	40	60
Intersections with County or State Highways may require larger radii.		

Minimum Length of Vertical Curve		
Local	20' for each 1% algebraic difference in grade; none required for under 1% algebraic difference in grade	
Collector	50' for each 1% algebraic difference in grade	
Arterial	50' for each 1% algebraic difference in grade	
Design Speed (MPH) for Local, Collector & Arterial Roads		
	Preferred	Minimum
Local	25	25 (See Notes)
Collector	45	30 (See Notes)
Arterial	55	45 (See Notes)

**Notes:**

1. The Town Board may make exceptions to these requirements based on specific site topography and/or site limitations.
2. The developer shall supply the Town of Clayton with the design speed per the WISDOT Facilities Development Manual.

**2.3 Collector and/or Arterial Road Standards:**

Collector and/or Arterial Roads shall comply with all of the minimum standards set forth below before the Town Board will consider an application for acceptance as part of the Town road system. This requirement shall include the application for approval of Plats and/or Certified Survey Maps (CSM) where road construction is involved. These standards are as follows:

1. Collector and/or Arterial Roads shall have an 80' ROW.
  2. Collector and/or Arterial Roads shall be designed to be through roads. Any temporary termination due to project phasing shall include a temporary turn-around consisting of a 50' graveled radius and a 47' paved radius.
  3. All top soil shall be stripped from the ROW and stockpiled prior to roadway construction. Excess topsoil shall remain for the Owner or be removed by the Contractor upon request.
  4. Suitable sub-soil material excavated from the ditches shall be used for the leveling of the sub-grade.
  5. All ditches shall be generally designed to be cut 2-1/4' below edge of pavement elevation with a foreslope of no more than 4:1, a backslope of no more than 3:1, and graded to permit proper drainage with gradual slopes at a grade not less than 1.0% per approval street plans. Variation from these standards required to accommodate existing topography shall be provided in a summary to the Town Board for their approval.
  6. Perforated draitile, 6" in diameter and covered with geotextile filter fabric sock, shall be installed below the bottom of ditches. The draitile within the geotextile sock shall be surrounded by 4" of 3/4" clear crushed stone, and topped with 6" of topsoil. Connections of draitile below paved areas shall be made with Schedule 40 PVC pipe.
  7. Cross culverts shall be placed to facilitate drainage of the roadway where necessary, per the approved drainage plan. Culverts shall be galvanized corrugated steel metal pipe with associated steel metal end-walls. Bedding and initial backfill for cross culverts shall include 6" of 3/4" clean crushed stone.
  8. Collector and/or Arterial roads constructed in the Town of Clayton shall have:
    - a. Base Course:
      - Upper Layer: 6" of 3/4" dense graded base course material.
      - Lower Layer: 18" of 2-1/2" breaker run, or 3" dense graded base course material.

- All gravel used for street construction shall contain no more than 9.5% P200.
  - b. Geotextile Fabric installed below the proposed pavement and shoulders.
  - c. Geogrid may be installed below the proposed pavement and shoulders, to be used in lieu of geotextile fabric. Geogrid can be substituted for 3" of lower base course material.
9. The travel portion of the road must be 24' wide and have 4" of compacted asphalt surface (1.75" surface and 2.25" binder).
  10. The asphalt surface must have a 3' shoulder on each side consisting of ¾" dense graded base course material.
  11. 30" (6" sloped) WISDOT standard mountable concrete curb and gutter shall be placed on the radii of all road intersections. The Town reserves the right to require curb and gutter on any other portion of a Town Road for both ease of maintenance and public health and safety.

#### **2.4 Local Road Standards:**

Local Road Standards shall comply with all of the minimum standards set forth below before the Town Board of the Town of Clayton will consider an application for acceptance as part of the Town road system. This shall apply to application for approval of Plats and/or Certified Survey Maps (CSM) with road construction involved.

1. Town Roads shall have a 66' ROW.
2. Any permanent dead-end road shall have a 66' radius ROW (47' radius pavement, 50' radius graveled) cul-de-sac at its terminus. Any temporary termination due to project phasing shall have a 47' radius pavement and 50' radius graveled, temporary turnaround installed.
3. All top soil shall be stripped from the ROW and stockpiled prior to roadway construction. Excess topsoil shall remain for the Owner or be removed by the Contractor upon request.
4. Suitable sub-soil material excavated from the ditches may be used for the leveling of the sub-grade.
5. All ditches shall be generally designed to be cut 2-1/4' below edge of pavement elevation with a fore slope of no more than 4:1, a back-slope of no more than 3:1, and graded to permit proper drainage with gradual slopes at a grade not less than 1.0% per approval street plans. Variation from these standards required to accommodate existing topography shall be provided in a summary to the Town Board for their approval.
6. Perforated draitile, 6" in diameter and covered with geotextile filter fabric sock, shall be installed below the bottom of ditches. The draitile within the geotextile sock shall be surrounded by 4" of ¾" clear crushed stone, and topped with 6" of topsoil. Connections of draitile below paved areas shall be made with Schedule 40 PVC pipe.
7. Cross culverts shall be placed to facilitate drainage of the roadway where necessary, per approved street plans. Culverts shall be galvanized corrugated steel metal pipe with associated steel metal end-walls. Bedding and initial backfill for cross culverts shall include 6" of ¾" clean crushed stone.
8. Local roads constructed in the Town of Clayton shall have:
  - a. Base Course:
    - Upper Layer: 6" of ¾" dense graded base course material
    - Lower Layer: 15" of 2-1/2" breaker run, or 3" dense graded base course

material.

- All gravel used for street construction shall contain no more than 9.5% P200.
  - b. Geotextile fabric installed below the proposed pavement and shoulders.
  - c. Geogrid may be installed below the proposed pavement and shoulders, to be used in lieu of geotextile fabric. Geogrid can be substituted for 3" of lower base course material.
9. The travel portion of the road must be 22' wide and have 3.5" of compacted asphalt surface. (1.75" surface and 1.75" binder).
  10. The asphalt surface must have a 3' shoulder on each side consisting of ¾" dense graded base course material.
  11. 30" (6" sloped) Type WISDOT standard mountable concrete curb and gutter shall be placed on the radii of all road intersections. The Town reserves the right to require curb and gutter on any other portion of a Town Road for both ease of maintenance and public health and safety.

### **2.5 Obstructions within Town Right-of-Way:**

General: Fences (including invisible electronic fencing), gates, landscape features, lighting, or other objects shall not be allowed within the Town's ROW.

Driveway Aprons: Concrete driveway aprons shall not be allowed within the Town's ROW.

## **SECTION 3-CONSTRUCTION STANDARDS**

### **3.1 Traffic Control**

The Contractor shall inform the local police and fire departments prior to construction.

The Contractor shall provide all signs and traffic control devices conforming to the Manual on Uniform Traffic Control Devices. All traffic control signs, barricades, etc. shall be inspected and maintained on a daily basis.

### **3.2 Erosion Control**

Contractor shall be responsible for furnishing, installing, maintaining and removing erosion control devices in accordance with the approved plans.

### **3.3 Construction Staking:**

All staking work shall be done by a professional, including but not limited to, a surveyor, engineer or similarly credentialed professional. The developer and/or project engineer will provide right- of-way and stationing staking, and summary sheets that provide sub-grade, stone grade, ditch grade, and ROW elevations for all the streets.

The developer and/or project engineer shall utilize the ROW station stakes for alignment. It is the developer and/or project engineer's responsibility to stake the edge-of-stone and centerline alignments for the proposed streets. It is the developer and/or project engineer's responsibility to check the vertical accuracy of the sub-grade and stone grades prior to the Town Engineer's sub-grade and gravel grade checks.

The cost of re-staking, due to the developer and/or project engineer's negligence shall be borne by the developer and/or project engineer.

### **3.4 Clearing and Grubbing:**

Clearing and grubbing shall consist of cutting and disposing of trees, brush, stumps, roots, shrubs, fallen trees, fence posts, fence wire, vines and other vegetation and debris occurring within the project limits and disposing of same as required for the specified construction.

The clearing limits shall be the limits of the ROW or easement unless otherwise stated or indicated by the Town Engineer and/or Project Inspector, or as shown on the approved plans.

The developer and/or project engineer shall use whatever methods for clearing and grubbing best suited to the site and which will not cause damage to adjacent properties.

The developer and/or project engineer shall remove obstructions such as street signs, culverts and end walls, advertising signs and guard posts located in construction easements or right-of-way, provided the owner is notified prior to removal and they are promptly replaced to their original condition, unless otherwise specified by the Town Engineer and/or Project Inspector.

Any existing culverts that the Town's Engineer and/or Project Inspector indicates shall be salvaged, shall be carefully removed and replaced, or shall become the property of the Developer.

Unless otherwise required, all materials resulting from the clearing or from cleanup shall become the property of the Developer. The developer and/or project engineer shall take full responsibility for the complete and proper disposal of the materials.

The Contractor and/or Developer shall be responsible for the protection, and replacement, if necessary, of survey monuments which may exist throughout the project area. Any disturbed survey monuments shall be replaced by the Town's Engineer and/or Project Inspector at the Contractor and/or Developer's expense.

### **3.5 Topsoil Stripping**

The Contractor shall strip the existing topsoil within the right-of-way as necessary for construction. The topsoil shall be temporarily stockpiled per plan and spread on disturbed areas prior to seeding.

Sod and grass shall be removed before stripping topsoil. Strip topsoil in a manner to prevent intermingling with underlying subsoil or other waste materials. Stockpile topsoil away from edge of excavations without intermixing with subsoil. Grade and shape stockpiles to drain surface water. Cover to prevent windblown dust and erosion by water.

Provide erosion control for topsoil piles as indicated on the approved Erosion Control Plan.

### **3.6 Excavation:**

The Contractor shall sawcut any existing pavement adjacent to proposed pavement prior to excavation.

The entire street ROW shall be excavated to the typical sections shown in the approved plans. There will be areas where existing ground elevations and proposed street grades will dictate that slope intercepts extend beyond the ROW lines. Easements beyond the right-of-way shall be obtained to facilitate 3:1 or greater backslopes wherever possible.

The sub-grade shall be comprised of sound non-organic material free from topsoil and/or any other deleterious material. Acceptable excavated sub-grade material shall be moved to locations on the project where fill is required.

Sub-grade in ditch areas shall be excavated and graded to allow for the addition of a minimum of 4" inches of topsoil.

Any excess material not needed for road construction shall be hauled off site or placed and leveled in locations determined by the Town Engineer and/or Project Inspector.

### **3.7 Roadway Embankments:**

Embankments consist of miscellaneous backfill material placed in accordance with the specifications below and conformity with the lines, grades, thicknesses and typical cross sections shown on the approved plans.

Embankments shall consist of approved materials and shall contain no stones larger than 6", concrete, logs, stumps, brush or other organic or frozen material.

Before placing any material in an embankment, the Contractor shall clear, grub and strip the topsoil as noted above. The material shall be placed and compacted in 12" thick layers and compacted to not less than 95 percent of maximum dry density according to ASTM D 1557-91.

### **3.8 Private Entrance Culverts**

The location, design, and construction of an entrance or departure from a Town Road shall be in accordance with the most current versions of the Town Access Control Ordinance and Town Subdivision Ordinance, which shall not be excepted to unless specific written authorization is obtained from the Town Zoning Administrator:

### **3.9 Installation of Drintile in Ditches:**

Perforated drintile covered in geotextile filter fabric sock and surrounded by 4" of ¾" clear crushed stone and covered with 6" of topsoil shall be installed within roadside ditches.

Drintile shall be soil tight, high density polyethylene plastic pipe with perforated slots meeting ASTM F-405 and SCS/NRCS Code 606.

Geotextile filter fabric sock shall be high performance meeting ASTM D4491 mm1mum permittivity of 5.5 sec (-1), ASTM D6241 minimum puncture resistance of

1000N, and ASTM D4751 maximum AOX of 0.600 mm/30 U.S. Sieve.

### **3.10 Preparation and Verification of Sub-grade:**

The Contractor shall notify the Town Engineer and/or Project Inspector after the completion of the sub-grade construction, prior to placement of fabric and base course material. The Developer and/or Project Engineer will provide documentation of the sub-grade compaction and elevations to the Town. The Developer and/or Project Engineer will provide documentation following a proof roll of the sub grade prior to the placement of any fabric and base course material to the Town. Proof roll subgrade with a loaded 10-wheel, tandem-axle dump truck weighing not less than 15 tons. Excavate unsatisfactory areas and replace with compacted base course material.

The Contractor shall ensure that the sub-grade elevations are within Policy tolerances (1") prior to requesting that the Town's Engineer and/or Project Inspector verify elevations.

Should the Contractor begin graveling streets without the consent of the Town, the Contractor shall remove the fabric and stone at their cost.

### **3.11 Excavation below Sub-Grade:**

The Contractor shall excavate the road to the specifications shown in the typical plan cross-section.

Excavation below sub-grade (undercutting) may be necessary over some portions of a project. If such excavation is required, the Contractor shall obtain prior authorization from the Town.

The Contractor shall backfill excavations below sub-grade with 2-1/2" breaker run or 3" dense graded base course material. This backfill material shall be compacted and brought up to the sub-grade elevation, and the Contractor shall be paid at the unit price as bid.

### **3.12 Geotextile Fabric:**

The Contractor shall install geotextile fabric on approved sub-grade in the area of the proposed pavement and shoulders below the base course.

The geotextile fabric shall consist of either woven polyester, polypropylene, stabilized nylon, polyethylene or polyvinylidene chloride. All fabric shall have the minimum strength values required in the weakest principal direction. The geotextile fabric rolls shall be clearly marked showing the type of fabric. The fabric shall comply with the following minimum physical requirements:

<b>Geotextile Fabric Minimum Physical Requirements</b>		
<b>Parameter</b>	<b>Method</b>	<b>Value</b>
Trapezoid Tear (lbs.)	ASTM D-4533	100 lbs
Permittivity (sec-1)	ASTM D4491	.02
Apparent Opening Size (sieve size)	ASTM D-4751	30/70
Ultraviolet Degradation (% strength retained)	ASTM D-4355	70
Grab Tensile Strength (lbs.)	ASTM D-4632-86	280min.

Puncture Strength (lbs.)	ASTM D-4833	115 min.
Mullen Burst (psi)	ASTM D-3786	600 min.
Elongation at Required Strength (%)	ASTM D-4632-86	25% max

All numerical values represent minimum/maximum average roll values (i.e., the average of test results on any roll in a lot should meet or exceed the minimum values in the table). The rolls of fabric are to be kept dry until installed and shall be clearly marked showing the type of fabric.

The fabric shall be placed on the sub-grade, rolled out parallel to the roadway, and pulled taut manually to remove wrinkles. After the fabric has been placed on the sub-grade area, no traffic or construction equipment will be permitted to travel directly on the fabric. Adjacent rolls of fabric shall be overlapped a minimum of 24". All factory seams shall have the same strength as the specified strength of the fabric.

Weights or pins may be required to prevent lifting of the fabric by wind. After placement, the fabric shall be exposed no longer than 48 hours prior to covering. Base course material shall be placed by back-dumping with trucks and leveled with a crawler dozer to a minimum depth of 4" over the fabric.

Before covering, the Developer and/or Project Engineer must provide a report on the condition of the fabric for the Town to determine that no holes, rips, or tears occurred in the fabric. If any defects are observed, the damaged area shall be covered with a patch of fabric using a 36" overlap in all directions.

**3.13 Geogrid**

Contractor may install geogrid in lieu of geotextile fabric on approved sub-grade in the area of the proposed pavement and shoulders below the base course, as approved by the Engineer.

Geogrid material shall be made of polypropylene base resin, formed into a stable, regular grid network of uniform shape and size square apertures. Material shall have ultra-violet light stabilization with carbon black content less than 2.0% by weight.

General Properties (Nominal values):

- Open area: > 84%
- Aperture Opening Size: MD: 1.6in (40mm); XMD: 1.6in (40mm)
- Rib Depth: MD: 0.06in (1.6mm); XMD: 0.05in (1.4mm)
- Rib Width: MD: 0.08in (2.0mm); XMD: 0.09in (2.4mm)

Mechanical Properties (MARV per ASTM D4759)

- Ultimate Tensile Strength: MD: 1,370 lb/ft (20 kN/m); XMD: 1,370 lb/ft (20 kN/m) when tested in accordance with ASTM D 6637, Proc. B.
- Tensile Load at 2% Strain: MD: 520 lb/ft (5.8 kN/m); XMD: 520 lb/ft (5.8 kN/m) when tested in accordance with ASTM D 6637, Proc. B.
- Tensile Load at 5% Strain: MD: 1,045 lb/ft (15.3 kN/m); XMD: 1,045 lb/ft (15.3 kN/m) when tested in accordance with ASTM D 6637, Proc. B.
- Junction Efficiency: 95% when tested in accordance with ASTM D7737 and as a comparison of ASTM D7737 to ultimate strength of the same sample with the ASTM D7737 test run at the non-standard speed of 10%.min.

- Flexural Rigidity: 800,000 mg-cm when tested in accordance with ASTM D 7748 modified by using samples of geogrid with 2 longitudinal ribs and side ribs cut flush to the junctions with the longitudinal ribs.
- Aperture Stability Modulus: 0.34 m-N/deg when tested in accordance with ASTM D7864 at an in-plane rotational moment equal to 20 kg-cm.

#### Durability Properties (Nominal Values)

- UV Light Degradation Resistance: 100% when exposed for 500 hours and tested in accordance with ASTM D 4355/6637, Proc. B.
- Chemical Degradation Resistance 100% when exposed for 120 hours and tested in accordance with EPA 9090A.
- Installation Damage Resistance: >90% when tested in accordance with ASTM D 5818 and installed under similar conditions, using similar materials to the those contemplated for the project.

The Contractor shall place the geogrid directly on prepared and approved subgrade. Install geogrid in accordance with manufacturer's instructions. Geogrid shall be overlapped at all edges and seams such that panels do not separate during placement of fill over them. Minimum overlap shall be per the manufacturer's recommendations. Electrical zip ties may be used to mechanically join adjacent panels if required to maintain continuity.

Geogrid shall be temporarily secured in place during fill placement if necessary. Fill placement shall proceed in such a manner that it minimizes development of wrinkles in and/or movement of the geogrid.

A minimum loose lift thickness of 6" is required before operating tracked vehicles over the geogrid placement area. Under all circumstances, turning of tracked equipment shall be avoided while over the geogrid placement area.

#### **3.14 Placing Stone Base**

Prior to placing the base course, the Contractor shall supply the Town Engineer and/or Project Inspector with a gradation report for the aggregate stockpile to be used. The Town reserves the right to take samples from the stockpile for testing during construction.

#### **3.15 Compaction:**

Place fill materials and base course materials in layers not more than 12" in loose depth for material compacted by heavy compaction equipment, and not more than 4" in loose depth for material compacted by hand operated tampers. Compaction by travel of grading equipment will not be considered adequate for uniform compaction.

Compact soil to not less than 95% of maximum dry density according to ASTM D 1557-91.

The material to be compacted shall be at the optimum moisture content to insure proper compaction. If the moisture content is such that excessive distortion or displacement occurs under the compaction equipment, the material shall be allowed to dry. Drying may be accelerated by aeration or manipulation by means of blade graders, discs, or other appropriate equipment. If the material is too dry to compact properly, water shall be added in quantities deemed necessary by the Town Engineer and/or Project Inspector to aid and accelerate effective compaction.

In areas where proper compaction is not obtainable due to segregation of materials, excess fines, or other deficiencies, base course material shall be reworked or removed and replaced with material that will yield the desired results. The contractor shall shape and maintain the material to the proper dimensions prior to and during compaction operations.

### **3.16 Compaction Testing and Verification of Gravel Grade:**

The Developer will provide the Town with a report from an independent testing laboratory including the required compaction testing for sub-grade and stone base.

The Contractor shall notify the Town after the construction of the roadway to gravel grade, prior to paving. The Town's Engineer and/or Project Inspector will check and document the gravel compaction and elevations. The Town will require a proof roll of the gravel roadway prior to the paving. Proof roll with a loaded 10-wheel, tandem-axle dump truck weighing not less than 15 tons. Excavate unsatisfactory areas and replace with compacted base course material.

### **3.17 Bituminous Concrete Pavement:**

Environmental Limitations: Do not apply asphalt materials if subgrade is wet or excessively damp, if rain is imminent or expected before time required for adequate cure, or if the following conditions are not met:

Asphalt lower layer: Air temperature above 30° F and rising

Asphalt upper layer: Air temperature above 40° F.

Warranty: Finished work shall be free from bumps or depressions, evenly graded to levels shown and shall be warranted against defects of materials and workmanship for a period of 3 years from date of Substantial Completion. Written warranty shall include repair and replacement of defective work.

Hot Mix Asphalt Pavement: WI Standard Specifications Sections 450, 455 and 460.

- Lower layer: 4 LT 58-28 S for Local Roads, and 3 LT 58-28 S for Collector or Arterial Roads
- Upper layer: 4 LT 58-28 S
- Placed in two lifts with 1½' of tapered overlap (Michigan Joint).

Materials and construction shall conform to the requirements of the current WDOT ASP 6, 460.2.1, which includes the regression of air voids from 4.0% to 3.0% with asphalt cement.

Omitted from the WDOT requirements will be QMP mixture sampling and testing (section 460.2.8), nuclear density testing (section 460.3.3), PG binder and tack coat sampling and testing (section 455.2.2 and 455.2.3) and cold weather paving (section 450.3.2.1). Measurement and payment provisions and safety program submittals included in the Standard Specifications do not apply.

Tack Coat: ASTM D 977 or AASHTO M 140 emulsified asphalt, or ASTM D 2397 or AASHTO M 208 cationic emulsified asphalt, slow setting, diluted in water.

**Field Quality Control:**

1. Thickness: Allowable variation from total thickness required:  $\frac{1}{4}$ "
2. Surface Smoothness: Use 10' straightedge applied parallel with and at right angles to centerline of paved area. Allowable variation in surface smoothness:
  - Lower layer surface:  $\frac{1}{4}$ "
  - Upper layer surface:  $\frac{1}{8}$ "
3. Crowned Surfaces: Test with crowned template centered and at right angle to crown. Maximum allowable variance from template:  $\frac{1}{4}$ "

**3.18 Shouldering:**

The Contractor shall install, with the use of acceptable equipment, a 3' shoulder on each side of the road consisting of  $\frac{3}{4}$ " dense graded base course material.

The shoulder shall be constructed to the required cross-section and flush with the pavement as soon as practicable. Shoulders shall be compacted in accordance with standard methods. If shouldering is delayed for any reason, the Contractor shall provide and maintain signing and other traffic protection and control devices.

**3.19 Dry Hydrants:**

A dry hydrant shall be provided with all new stormwater wet ponds in areas not currently served by residential water. Construction of the dry hydrant components shall be in accordance with standard details provided by the Town of Clayton.

**3.20 Placing Topsoil:**

The Contractor shall place screened and pulverized, salvaged or imported topsoil to a minimum depth of 6" in all ditches and other areas as indicated on the approved plans and specifications. Imported topsoil shall be screened and pulverized. Rocks, stones, twigs, and clods that will not break down and other foreign material shall be removed, and the entire surface shall be dressed to present a uniform appearance.

**3.21 Surface Restoration:**

The Contractor shall stabilize all disturbed areas on the project that are not paved. Restoration shall consist of placing and grading topsoil, seeding, fertilizing, and mulching or erosion control matting.

**Seeding:** The Contractor shall seed areas indicated on the approved plans and specifications. All seed shall conform to the Wisconsin Statutes and Wisconsin Administrative Code regarding noxious weed seed content and labeling. A seed mix compatible with land use per Section 630 of the "Standard Specifications" shall be applied at the rate specified in that section.

The Contractor is responsible for a 2" catch of grass and shall reseed any bare or sparse areas as determined by the Town.

**Fertilizer:** The Contractor shall provide (and incorporate into the soil) fertilizer to the areas indicated on the approved plans and specifications to be seeded. Type A Fertilizer per Section 629 of the "Standard Specifications" shall be applied at the rate specified in that section.

**Mulching:** The Contractor shall utilize Method "C" Mulching per Section 627 of the "Standard Specifications" and it shall be applied at the rate specified in that section. Mulch

shall be weed free hay or straw. The Contractor shall furnish and place weed free hay or straw as mulch at a depth of 1" to 1½" on all areas indicated on the plans and in the specifications to be seeded. Mulch shall be applied in locations not covered by erosion mat. Mulch shall be placed within three (3) days after seeding has been completed.

Mulching operations shall not be performed during periods of excessively high winds which would preclude the proper placing of the mulch. The placed mulch shall be loose or open enough to allow some sunlight to penetrate and air to slowly circulate, but thick enough to shade the ground, conserve soil moisture, and prevent or reduce soil erosion.

Erosion Control Matting: Erosion control matting shall be installed at locations shown on the approved plans.

**3.22 Project Acceptance:**

Prior to acceptance, the Town Engineer shall submit verification to the Town that the sub-grade, stone grade, ditches and Rights-of-Way were constructed in accordance with the approved plans.

Prior to final payment, the Contractor will conduct a project walk through with the Town and Developer, complete all punch list items and provide lien waivers.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Russell D. Geise, Town Chair

\_\_\_\_\_  
Attest: Kelsey Faust-Kubale, Town Clerk

**MEMORANDUM****Business Item B**

From: Administrator/Staff

To: Plan Commission

Re: Plan Commission review & discussion on proposed changes to the Town's Plat Review process.

Included in the packet are materials from State and County agencies to be used as a starting point when reviewing the Town's process for Plat Review. Staff is asking for this preliminary process review as we are nearing a midpoint on construction of the newest subdivision in the Town, and further subdivisions are being proposed. Staff recognizes that, like any process, this is a work in progress and will be reevaluated as each project comes up. Staff is also wanting to ensure that the Commissioners and Board feel comfortable within the State mandated guidelines and the decisions that must be made within those mandated timeframes.

**DISCUSSION ITEM ONLY – NO ACTION TO BE TAKEN**

Respectfully Submitted,  
Kelsey

## Subdivision and Platting

### 18.10 VARIANCES:

- (1) In any particular case where it can be shown that by reason of exceptional topographic or other physical conditions, strict compliance with any requirement of this chapter would cause practical difficulty by exceptional and undue hardship, the Committee may relax such requirement to the extent deemed just and proper so as to relieve such difficulty or hardship, provided such relief may be granted without detriment to the public good and without impairing the intent and purpose of this chapter or the desirable general development of the County. No variance to lot size standards within the Airport Overlay District shall be allowed.
- (2) The Committee at its discretion, if it determines it necessary for the public good, may conduct a public hearing to permit parties of interest to comment on the variance request.
- (3) If a hearing is determined necessary, the applicant shall be responsible for payment of a hearing fee as established by the Zoning Department Fee Schedule. The Committee shall then fix a reasonable time and place for the hearing. Notice of the time and place of such hearing shall be given by publication in the County Class 1 notice, under Ch. 985. A copy of such notice shall be mailed by certified mail to the Town Clerk of each town affected by the proposed amendment and all property owners within 300 feet of the subject site as listed on official tax property rolls as of the date of application shall be notified by first class mail with an affidavit of Mailing at least 10 days prior to the date of such hearing.
- (4) A majority vote of the entire membership of the Committee shall be required to grant any modification to these regulations and any modification thus granted shall be entered in the minutes of the Committee setting forth the reasons which, in the opinion of the Committee, justified the modification.
- (5) Shoreland Notice and Decision
  - (a) Written notice shall be given to the appropriate District Office of the Department of Natural Resources at least ten (10) days prior to consideration by the Planning and Zoning Committee.
  - (b) Written notice of the decision shall be submitted to the appropriate District Office of the Department of Natural Resources within thirty (30) days of the decision.

**18.11 VIOLATIONS:** No person shall build upon, divide, convey, record or monument any land in violation of this chapter or the Wisconsin Statutes. No permit shall be issued authorizing the building on or improvement of any subdivision, replat or condominium plat within the jurisdiction of this chapter and not of record as of April 15, 1969, until the provisions and requirements of this chapter have been fully met. The County may institute appropriate action or proceedings to enjoin violations of this chapter or the applicable Wisconsin Statutes.

### MAJOR LAND DIVISIONS

**18.12 GENERAL.** The application shall be filed with the Planning and Zoning Department unless otherwise stated. The following procedures shall apply to both County and State subdivisions, as defined in Section 18.65(24)(1) and (2).

### 18.13 PRELIMINARY CONSULTATION:

- (1) Prior to submitting an application for approval of a preliminary plat for County or State subdivisions the applicant shall consult with the County Planning and Zoning Department to become informed of the purpose and objectives of these regulations.

- (2) In order to facilitate the consultation the applicant shall provide a plat plan drawn to reasonable scale depicting the general lot layout, exterior property boundary, roadways, known easements and unique natural features.
- (3) Upon receipt of the initial concept, the Administrator shall review the concept and provide written comments to the developer, or their agent, within thirty (30) days. If additional information is needed to adequately review the proposed development or corrections need to be made, the preliminary plat may not be submitted until authorized to do so by the reviewer. The comments and subsequent authority to proceed shall expire within six (6) months of the date of the review.

**18.14 FEE:** An application fee as set forth by the Winnebago County Planning and Zoning Department Fee schedule shall be paid in full at the time of submittal of the preliminary plat.

**18.15 PRELIMINARY PLAT SUBMITTAL:** The applicant shall prepare a preliminary plat in accordance with this chapter.

- (1) SUBDIVISION, COUNTY - The following shall apply:
  - (a) The applicant shall provide the County Planning and Zoning Department eight copies of the preliminary plat, two copies or as otherwise required by the town clerk of the town wherein the plat is located and two copies to the adjoining city or village, if in their extraterritorial plat approval jurisdiction.
  - (b) Fee. In addition to the standard application fee indicated in Section 18.19, a surveyors computation fee is required as set forth by the Winnebago County Planning and Zoning Department fee schedule.
- (2) SUBDIVISION, STATE - In addition to the requirements of Section 18.20(1)(a), it shall be the responsibility of the applicant to submit the original drawing of preliminary plats to the head of the State Planning Function in accordance with [§ 236.12\(2\)\(ap\)](#), Wisconsin Statutes.

**18.16 PRELIMINARY PLAT REQUIREMENTS:** A preliminary plat shall be based upon a survey by a registered land surveyor and the plat prepared on reproducible material at a scale of not more than 100 feet to the inch and shall show correctly on its face the following information:

- (1) Title under which the proposed subdivision is to be recorded.
- (2) Legal description and general location of proposed subdivision and relative location to a nearby municipality.
- (3) Date, scale and north arrow.
- (4) Names and addresses of the owner, subdivider and land surveyor preparing the plat.
- (5) Entire area contiguous to the proposed plat owned or controlled by the applicant shall be included on the preliminary plat even though only a portion of such area is proposed for immediate development. The Committee may waive this requirement where it is unnecessary to fulfill the purposes and intent of this chapter and undue hardship would result from strict application thereof.
- (6) Approximate 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.
- (7) Contours at vertical intervals of not more than two feet where the slope of the ground surface is less than 10% and of not more than five feet where the slope of the

surface is 10% or more. Elevations shall be marked on such contours based on mean sea level datum or, where in the judgement of the Committee, undue hardship would result because of the remoteness of the parcel from a mean sea level reference elevation, another datum may be used.

- (8) Water elevations of adjoining lakes and streams at the date of survey, ordinary high water elevation, and designated floodplains, wetlands, and surface water drainageways regulated under the authority of the Winnebago County Town/County Zoning Ordinance and Sections 18.58 and 18.59 of this ordinance.
- (9) Location right-of-way width and names of all existing and proposed streets, alleys or other public ways, easements, railroads and utility rights-of-way and all section and quarter section lines within the exterior boundaries of the plat or immediately adjacent thereto.
- (10) Location and names of any adjacent subdivisions, parks, schools, and cemeteries and owners of record of abutting unplatted lands.
- (11) 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, all to the datum used for the contours.
- (12) Location, size and invert elevation of any existing sanitary or storm sewers, culverts and drainpipes, the location of manholes, catch-basins, hydrants, power and telephone poles 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 their directions and distance from the tract, size and invert elevations.
- (13) Locations of all existing property boundary lines, structures, drives, streams and water courses, marshes, rock outcrops, wooded areas, railroad tracks and other similar significant features within the tract being subdivided or immediately adjacent thereto.
- (14) Dimensions of all lots, together with proposed lot and block numbers.
- (15) Location and 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 non-public uses not requiring lotting.
- (16) Approximate radii of all curves.
- (17) Existing zoning and proposed use on an adjacent to the proposed subdivision.
- (18) Corporate limit lines.
- (19) Any proposed lake and stream access with a small drawing clearly indicating the location of the proposed subdivision in relation to the access.
- (20) Any proposed lake and stream improvement or relocation and proposed filling, grading, lagooning and dredging and the notice of application for the State Department of Natural Resources approval, when applicable.
- (21) Seasonally wet areas.

**18.17 COVENANTS:** The Committee may require submission of a draft of protective covenants whereby the applicant intends to regulate land use in the proposed subdivision and otherwise protect the proposed development.

**18.18 AFFIDAVIT:** The surveyor preparing the preliminary plat shall certify on the face of the

plat that it is a correct representation of all existing land divisions and features and that he has fully complied with the provisions of this chapter.

- 18.19 PRELIMINARY PLAT REVIEW AND APPROVAL:** In order to facilitate public comment, the Committee shall notify all property owners within 300 feet of the subject site a meeting agenda concerning the subject site utilizing first class mail with an affidavit of mailing at least five days prior to the date of such meeting. The Committee shall conduct a meeting to review the Plat for conformance with this chapter and all other ordinances, rules, and regulations which affect the Plat. At this meeting the Committee shall permit the public to comment on the proposed plat. The Committee shall either approve, approve conditionally, or reject the Preliminary Plat within ninety (90) days of submittal, as provided in § [236.11](#), Wisconsin Statutes.
- 18.20 FEE:** An application fee as set forth by the Winnebago County Planning and Zoning Department fee schedule shall be paid in full at the time of submittal of the final plat.
- 18.21 FINAL PLAT SUBMITTAL:** The applicant shall prepare a final plat in accordance with the Chapter.
- (1) SUBDIVISION, COUNTY -** the applicant shall provide the County Planning and Zoning Department eight copies of the final plat, two copies or otherwise required by the town clerk of the town wherein the plat is located and two copies to the adjoining city or village clerk, if the plat is located within the extraterritorial plat approval jurisdiction of the adjoining city or village and they exercise their extraterritorial plat approval authority.
  - (2) SUBDIVISION, STATE -** In addition to the requirements of Section 18.28(1), it shall be the responsibility of the applicant to submit the original drawing of final plats to the head of the State Planning Function, in accordance with Section 236.12(6), Wisconsin Statutes.
- 18.22 GENERAL REQUIREMENTS:** A final plat prepared by a registered land surveyor shall be required for all subdivisions. It shall comply in all respects with the requirements of § [236.20](#), Wisconsin Statutes. The final plat shall show correctly on its face, in addition to the information required by § [236.20](#), Wisconsin Statutes, all lands reserved for future public acquisition or reserved for the common use of property owners within the plat. If common property is located within the plat, then provisions for its use and maintenance must also be provided with the plat. All final plats shall include the most recent deed(s) and document number(s) as a 'contained within' statement.
- 18.23 SURVEYING AND MONUMENTING:** All final plats shall meet all the surveying and monumenting requirements of § [236.15](#), Wisconsin Statutes.
- 18.24 CERTIFICATES:** All final plats shall provide all the certificates required by § [236.21](#), Wisconsin Statutes, and in addition, the surveyor shall certify that he has fully complied with all the provisions of this chapter and shall provide a certificate for County Planning Committee approval.
- 18.25 FINAL PLAT REVIEW AND APPROVAL:**
- (1)** The Committee shall examine the final plat as to its conformance with the approved preliminary plat, any condition of approval of the preliminary plat, this chapter and all ordinances, rules, regulations and adopted regional and County comprehensive plans or adopted plan components which may affect the plat.
  - (2)** The Committee, in accordance with § [236.11](#), Wisconsin Statutes, shall, within 60 days of the date of filing of the final plat with the County Planning and Zoning

Department approval, approve conditionally or reject the plat, unless the time is extended by agreement with the applicant.

- (3) If the plat is approved, the Committee shall not inscribe its approval on the face of the original final plat until the head of the State Planning Function has certified no objections to the plat.

**18.26 RECORDATION:** After the final plat has been approved by the Committee, the Town Board and any other approving agencies, the subdivider shall record the plat with the County Register of Deeds in accordance with § [236.25](#), Wisconsin Statutes.

**CONDOMINIUM PLATS**

**18.27 GENERAL:** It is the intent of this section to regulate condominiums as it is related to zoning and for the division of land for the purpose of establishing a condominium plat.

**18.28 PRELIMINARY CONSULTATION:** Prior to submitting an application for approval of a preliminary plat the applicant shall consult with the County Planning and Zoning Department to become informed of the purpose and objectives of these regulations.

In order to facilitate the consultation the applicant shall provide a plat plan drawn to reasonable scale depicting the general lot layout, exterior property boundary, roadways, known easements and unique natural features.

**MINOR CONDOMINIUM PLATS**

**18.29 SUBMITTAL:** Creation of a minor condominium plat shall be by certified survey map. The certified survey map shall be submitted to the Planning and Zoning Department. Such map shall be prepared according to [236.34](#) and [703.11](#), Wis. Stats., and the map shall show clearly on its face the following:

- (1) All existing buildings, water courses, drainage ditches and other features pertinent to division of the property.
- (2) Location of access to public road.
- (3) Date of the map with a graphic scale.
- (4) Name and address of the person for whom the survey was made.
- (5) An owner's certificate and approval signature of the Committee and Treasurer's certificate in accordance with § [236.21\(3\)](#) Wisconsin Statutes, shall be the only approvals required for recording unless additional approvals are necessary for dedication purposes.
- (6) The most recent deed and document numbers shall be shown.

**18.30 FEE:** An application fee as set forth by the Winnebago County Planning and Zoning Department fee schedule shall be paid in full at the time of application.

**18.31 REVIEW AND APPROVAL:**

- (1) The Committee shall not approve a Certified Survey Map without the review of the Town Board. The County Zoning Office shall mail to the Clerk of the Town within which the Certified Survey Map is proposed, a copy of all survey maps. The Town Board should communicate its position in writing. Any response from the Town Board will be taken into consideration by the Committee in their approval or denial of the Certified Survey Map. Failure of the Town Board to communicate its position within thirty (30) days of receipt of mailing unless mutually extended by both parties shall constitute favorable review by the Town Board of whatever action the Committee may take.
- (2) The Committee shall, within sixty (60) days of the date of submission unless mutually

extended by both parties, review the application and map against the applicable standards of this ordinance, and approve, approve conditionally or reject the application and map based upon a determination of conformity or non-conformity with the standards.

## DESIGN STANDARDS

**18.32 STREET ARRANGEMENT:** The applicant shall dedicate land for and improve streets as provided herein.

- (1) Streets shall conform to any applicable official map ordinance in effect. In areas for which an official map has not been completed, the street layout shall recognize the functional classification of various street types and shall be developed and located in proper relation to existing and proposed streets, with due regard to topographical conditions, natural features, utilities, land uses and public convenience and safety.
- (2) All land divisions shall be designed so as to provide each lot with satisfactory access to a public street as provided herein.
- (3) The following conditions shall apply for street arrangement in all proposed land divisions:
  - (a) Arterial Streets. Arterial streets shall be arranged so as to provide ready access to centers of employment, high density residential areas, centers of government activity, community shopping areas, community recreation and points beyond the boundaries of the community. They shall also be properly integrated with and related to the existing and proposed system of major streets and highways and shall be, insofar as practicable, continuous and in alignment with existing or planned streets with which they are to connect.
  - (b) Collector Streets. Collector streets shall be arranged so as to provide ready collection of traffic from residential areas and conveyance of this traffic or the major street and highway system and shall be properly related to special traffic generators such as schools, churches and shopping centers and other concentrations of population; and to the major streets into which they feed.
  - (c) Minor Streets. Minor streets shall be arranged to conform to the topography, to discourage use by through traffic, to permit the design of efficient storm and sanitary sewerage systems and to require the minimum street area necessary to provide safe and convenient access to abutting property.
  - (d) Street Intersections.
    1. Streets shall intersect each other as nearly as possible at right angles and not more than two streets shall intersect at one point unless approved by the Committee.
    2. The number of intersections along major streets and highways shall be held to a minimum. Wherever practicable the distance between such intersections should not be less than 1,200 feet.
    3. Street jogs with centerline offsets of less than 125 feet shall not be approved.
  - (e) Proposed Streets. Proposed streets shall extend to the boundary lines of the tract being divided, unless prevented by topography or other physical conditions or unless, in the opinion of the Town Board or Committee, such extension is not

necessary or desirable for the coordination of the layout of the subdivision or for the advantageous development of adjacent land tracts. Such streets shall terminate with a temporary turnaround of 120 feet right-of-way diameter and a roadway of not less than 90 feet in diameter.

- (f) Arterial Street and Highway Protection. Whenever the proposed land division contains or is adjacent to a major street or highway, adequate protection of residential properties is required. Adequate protection is met by limiting access and separating through and local traffic and shall be provided by reversed frontage, with screen planting contained in a non-access reservation along the rear property line or by the use of frontage streets.
- (g) Reserve Strips. Reserve strips controlling access to streets or alleys shall be prohibited except where their control is definitely placed with the Town or County.
- (h) Alleys. Alleys may be require in commercial and industrial districts to provide for off-street loading and service access, but shall not be approved in residential districts unless required by unusual topography or other exceptional conditions. Dead-end alleys shall not be approved and alleys shall not connect to a Federal, State or County Trunk Highway.
- (i) Street Names. Street names shall not be duplicated or be similar to existing street names and existing street names shall be projected or continued wherever possible.
- (j) Right-of-way fronting any newly created lot shall be dedicated to the public unless documentation of prior dedication is clearly evident.
- (k) Temporary cul-de-sacs and required setback areas, where proposed or required shall be contained within the exterior boundary or the plat or certified survey map.

**18.33 LOTS.** The size, shape and orientation of lots shall be appropriate for the location of the subdivision and for the type of development and use contemplated. The lots should be designed to provide an aesthetically pleasing building site and a proper architectural setting for the building contemplated.

- (1) Side lot lines should be at right angles to straight street lines or radial to curved street lines on which the lots face. Lot lines shall follow municipal boundary lines rather than cross them.
- (2) Double frontage and reversed frontage lots shall be prohibited, except where necessary to provide separation of residential development from through traffic or to overcome specific disadvantages of topography and orientation.
- (3) Lot frontage.
  - (a) Unless otherwise noted in Table 1, or an applicable Town Ordinance, all newly created lots shall have a minimum frontage of 33 feet on a public street, and where applicable, a minimum frontage of 33 feet on navigable water.
  - (b) A CSM or Plat creating a new parcel without frontage on a public street shall contain one or more of the following statements:
    - 1. Areas under County Zoning Jurisdiction: Applications for County zoning permits for residential structures (principal or accessory) and all other principal structures, except agricultural, shall not be considered for approval until the parcel meets the public street frontage and lot width requirements of the applicable non-agricultural zoning district (as noted in Table 1).

- 2. Areas under Town Zoning Jurisdiction:**
- a.** Applications for County sanitary permits shall not be considered for approval until the parcel has a minimum of 33 feet of frontage on a public street.
  - b.** Provision for a proposed CSM or plat for a parcel containing a valid sanitary permit: A parcel containing a valid sanitary permit shall not be further subdivided unless the newly created parcels maintain or create a minimum of 33' of frontage on a public street for the area containing the sanitary permit.
  - (c)** A-1 & A-2 parcels  $\geq$  5 acres in size, and intended for residential, commercial, or industrial construction purposes shall meet the frontage and width requirements specified in Table 1. The same sized lots may be created without the required frontage and width requirements provided a non-buildability statement is included on the face of the CSM, and access is provided by easement.
- (4)** Area and dimensions of lots shall conform to the requirements of the Table 1 of this Ordinance; and in areas not served by public sewer; shall in addition conform to the requirements of the COMM 83 Wisconsin Administrative Code. Whenever a tract is subdivided into parcels with area in excess of the zoning requirements, such parcels should be arranged and dimensioned so as to allow re-division of any such parcels into normal lots in accordance with the provisions of this chapter. Lot width and area shall be computed in accordance with Table 2.
- (5)** Lots should be designed and a suitable proportion between width and depth. Neither long narrow or wide shallow lots are normally desirable. Normal depth should not exceed  $2 \frac{1}{2}$  times the width nor be less than 150 feet.
- (6)** Width of lots shall conform to the requirements of Table 1, or a local municipal ordinance.
- (7)** Corner lots shall be designed with extra width to permit adequate building setback from both streets. Proper lot width and frontage shall be provided on each street.
- (8)** Garage lots shall be established only in accordance with the intent of Section 17.10(1) of the County Zoning Ordinance. Area and width requirements of Table I of this ordinance shall be followed provided that administrative authorization to modify lot area is allowed in circumstances where unique conditions exist. In addition, the following standards shall be required of all garage lots:
- (a)** The garage lot shall be located directly across from the "house lot"; and
  - (b)** The garage lot must be deed restricted by separate instrument to the house lot, said restriction to be submitted for recording at the time of submittal of the Certified Survey Map. The restriction shall specify that it is a perpetual restriction that may only be removed by written authorization of the Winnebago County Zoning Office at such time as the garage lot is being enlarged so as to meet other buildable lot standards.
- (9) (a)** No lot shall be created unless it lies totally within one zoning district.
- (b)** Any new lot less than 5 acres in size, intended to be used for residential purposes shall be rezoned to the appropriate residential district prior to approval of the CSM.
- (10) Historical Structures.** Lots for designated for historical structures as defined in the Winnebago County Zoning Ordinance may be allowed to vary area, width, and frontage requirements as contained in Table 1. The specific degree of variation shall

be as determined by the Committee, and shall be subject to conditions of approval as deemed appropriate by the Committee.

- (11) New lots with multiple frontages on one or more streets shall provide the minimum required width and frontage for each segment of frontage. Existing lot areas with substandard frontage may only be split off by means of a variance where deemed appropriate, said variance subject to reasonable conditions of approval.
- (12) Outlots are strictly prohibited except for municipal purposed such as a lift station or “park and ride”. Newly created parcels not meeting the requirements of Table 1 shall be combined with an existing parcel by means of a Certified Survey map.
- (13) All parcel boundaries shall follow established assessment boundaries such as, without limitation, those for school districts or sanitary districts. Lots intended to cross the designated boundary shall not be allowed until such as the boundary is formally changed and recorded in the Winnebago County Register of Deeds Office.

**DEDICATIONS AND IMPROVEMENTS**

**18.34** SURFACE WATER DRAINAGE RESTRICTIONS. To the extent practical, no drainageway contained within a drainage easement shall be disturbed, except as provided in Section 18.59(3), in accordance with the following:

- (1) No artificial obstruction may be constructed, planted or maintained within any man-made or natural drainageway so that such obstructions impede the natural flow of water and/or diminishes the natural aesthetic quality of the drainageway.
- (2) Lot boundaries shall be made to coincide with new and/or preexisting man-made and natural drainageways to avoid the creation of lots that can be built upon by altering such drainageways.
- (3) Exceptions. Surface water shall not be regarded as unduly retained or diverted if:
  - (a) The retention or diversion results from a technique, practice, or device deliberately installed as part of an approved sedimentation or storm water runoff control plan.
  - (b) The retention or diversion is not substantially different in location or degree than that experienced by the development site in its predevelopment stage, unless such retention presents a danger to health or safety.
  - (c) The retention or diversion results from the actions of natural obstructions, whereby maintenance shall be performed by the property owner as described in Sec. 18.58(11).
  - (d) The retention or diversion has been allowed or required by the County Planning and Zoning Department, and noted on the approved drainage plan.

**18.35 DEDICATION AND RESERVATIONS OF LAND:**

- (1) Whenever a tract of land to be divided embraces all or any part of a street, the adopted regional and County comprehensive plans or adopted plan components, such public way shall be made a part of the plat and either dedicated or reserved by the applicant in the locations and dimensions indicated on such plan.
- (2) Whenever a proposed park, playground, public access, open space site or other public land, other than streets or drainageways, designated in the adopted regional and County comprehensive plan components is embraced, all or in part, in a tract of

land to be divided, such proposed public lands shall be made a part of the plat and shall either be dedicated to the public or reserved for acquisition at undeveloped land costs for a period not to exceed three years between the applicant and the public agency having jurisdiction. If the reserved land is not acquired by such public agency within the above time limit, the land shall be released to the owner.

**18.36 IMPROVEMENTS:**

- (1) No construction or installation of improvements shall commence in a proposed subdivision until the preliminary plat has been approved by the Committee.
- (2) Before recording the final plat with the County Register of Deeds, the applicant shall enter into a contract or other arrangement agreeable with the town agreeing to install all required public improvements and shall file with such contract a surety bond or other satisfactory security meeting the approval of the Town Board as a guarantee that such improvements will be completed by the subdivider or his subcontractors within the time limit established by the Town Board.

**18.37 PLANS:** The following plans and accompanying construction specifications may be required by the Town Board before authorization of construction or installation of improvements:

- (1) Street plans and profiles showing existing and proposed grades, elevations and cross sections of required improvements.
- (2) Installation of street signs meeting the approval of the Town Board at all intersections.
- (3) Sanitary sewer plans and profiles showing the locations, grade, sizes, elevations and materials or required facilities.
- (4) Surface water drainage facilities, which may include curb and gutters, catch-basins and inlets, road ditches and open channels, as may be required to provide adequate surface drainage for the subdivision.

**18.38 INSPECTION:** The applicant prior to commencement of any work within the land division, shall make arrangements with the Town Board to provide for adequate inspection. The Town Board shall inspect and approve all completed work prior to approval of the final plat or release of the sureties.

# The Plat Review Process

[s. 236.02 \(12\) \(am\)](#), Wis. Stats.

**A subdivision plat** is required any time a landowner or landowner's agent divides a lot, parcel, or tract of land for the purpose of sale or building development, where:

The division creates five or more parcels or building sites (i.e. lots or outlots) of 1-1/2 acres each or less,  
OR

Successive divisions within a five year period create five or more parcels or building sites (i.e. lots or outlots) of 1-1/2 acres each or less.

[s. 236.02 \(12\) \(bm\)](#), Wis. Stats.

Note: A Certified Survey Map that creates 5 or more lots or outlots in accordance with an ordinance or resolution adopted per s. 236.34 (1) (ar) (1), Wis. Stats., is not a subdivision as defined by this section.

[s. 236.45](#), Wis. Stats.

*Local ordinances may be more restrictive, and may require a subdivision plat when creating larger or fewer parcels or building sites than defined by statute. Always check local subdivision requirements.*

**Preliminary Plats are optional** unless mandated by local ordinance.

[s. 236.11](#), Wis. Stats

To resolve potential problems early, it is recommended that a Preliminary Plat be submitted for review when:

- The subdivision adjoins a State or Federal highway;
- The subdivision adjoins a navigable lake, river, or stream;
- Lots within the subdivision do not have direct access to a public street;
- Lots within the subdivision do not meet statutory requirements for width and/or area;
- Streets within the subdivision do not meet statutory requirements for width.

**Final plats are mandatory.** They must be submitted for review to the appropriate state agencies and local units of government.

# The Plat Review Process

Chapter 236, Wis. Stats., specifies two categories of review authorities with very distinct roles in the subdivision platting process:

## **OBJECTING AUTHORITIES**

### **Department of Administration - Plat Review Program**

Plat Review reviews all subdivision plats as defined by s. 236.02 (12), or as required by local ordinance, for compliance with ss. 236.15, 236.16, 236.20 and 236.21, Wis. Stats.

### **Department of Transportation (WisDOT)**

WisDOT reviews subdivision plats for compliance with ch. Trans 233, Wis. Admin. Code. when lands being platted abut a state trunk or interstate highway, or when the subdivider has an interest in land between the subdivision and a state trunk or interstate highway.

### **County Planning Agencies (CPA)**

Currently, the 18 CPA's listed below have objecting authority for subdivision plats located within cities and villages within the county. The CPA reviews the plat to determine conflicts with parks, parkways, expressways, major highways, airports, drainage channels, schools, or other planned public improvements.

Brown County Planning Commission (objecting in cities only, approving in villages)  
 Calumet County Planning and Zoning Committee  
 Dodge County Planning & Development Department  
 Door County Planning Department  
 Fond du Lac County Planning Agency  
 Jefferson County Planning and Zoning Department  
 Juneau County Zoning Administrator (except city of Mauston)  
 Manitowoc County Planning & Park Commission  
 Milwaukee County Department of Public Works  
 Oconto County Planning & Zoning Committee  
 Outagamie County  
 Racine County Planning & Development  
 Rock County Planning & Development Agency  
 St. Croix County Zoning Office  
 Sheboygan Co. Planning & Resources Dept (except City of Sheboygan)  
 Waukesha County Parks & Land Use Department  
 Winnebago County Planning & Zoning Committee

*Developments located within the City of Milwaukee are exempt from review by objecting authorities.*

[s. 236.12](#), Wis. Stats

# The Plat Review Process

## APPROVING AUTHORITIES

[s. 236.10 \(1\)](#)  
[s. 236.13](#), Wis.  
Stats.

**For subdivisions located in cities or villages**, the city council or village board is the sole approving authority. Their approval is based on compliance with local ordinances, local master or comprehensive plans and official maps, installation of public improvements, alterations to utilities, and the creation of easements for public benefit.

[s. 236.10 \(1\)\(c\)](#)  
[s. 236.13](#), Wis.  
Stats.  
(*Rogers vs. Rock  
County Planning*).

**For subdivisions located in towns**, the town board and the county planning agency are always approving authorities. Their approval is based upon compliance with town and county ordinances, local master or comprehensive plans and official maps, alterations to utilities and the creation of easements for public benefit. Town boards may require the installation of public improvements.

[s. 236.10](#)  
[s. 62.23](#), Wis.  
Stats  
(*Rice vs. City of  
Oshkosh, 1989*)

**For subdivisions located in towns**, neighboring cities and villages may have **extraterritorial plat approval jurisdiction**. They can review for compliance with municipal ordinances, local master or comprehensive plans, and official maps. They can not require public improvements within the subdivision.

[s. 236.02 \(5\)](#),  
Wis. Stats.

### Extraterritorial plat approval jurisdiction limits:

- 3 miles from the municipal boundaries of a first, second, or third class city.
- 1-1/2 miles from the municipal boundaries of a fourth class city or an incorporated village.

[s. 236.10 \(2\)](#)  
[s. 66.0105](#), Wis.  
Stats.

Where extraterritorial jurisdictions overlap, the overlapping area is divided by a line whose points are equidistant from the boundaries of each municipality. Each municipality reviews the portion of the subdivision that falls on its side of the equidistant line.

[s. 236.10 \(5\)](#),  
Wis. Stats.

A City or Village may waive its right to approve plats within any portion of its extraterritorial plat approval jurisdiction by a resolution of the governing body filed with the register of deeds incorporating a map or metes and bounds description of the area outside its corporate boundaries within which it shall approve plats. The municipality may rescind this waiver at any time by resolution of the governing body filed with the register of deeds.

# The Plat Review Process

[s. 236.10 \(2\)](#)  
[s. 66.0105](#), Wis.  
 Stats.

## **EXTRATERRITORIAL JURISDICTION OVERLAP**

**Per s. 66.0105, Wis. Stats:** *The extraterritorial powers granted to Cities and Villages by statute...may not be exercised within the corporate limits of another City or Village. Wherever these statutory extraterritorial powers overlap, the jurisdiction over the overlapping area shall be divided on a line all points of which are equidistant from the boundaries of each municipality concerned so that not more than one municipality shall exercise power over any area.*

To determine review authority when extraterritorial jurisdictions overlap:

- 1) Establish the extraterritorial plat approval jurisdiction limits:
  - 3 miles from the municipal boundaries of a first, second, or third class city.
  - 1-1/2 miles from the municipal boundaries of a fourth class city or an incorporated village.

- 2) Establish the area of extraterritorial plat approval jurisdiction overlap.

If the subdivision lies within the area of extraterritorial plat approval jurisdiction, then:

- 3) Establish a line through the area of extraterritorial plat approval jurisdiction overlap that is equal distance from the corporate boundaries of each Municipality.

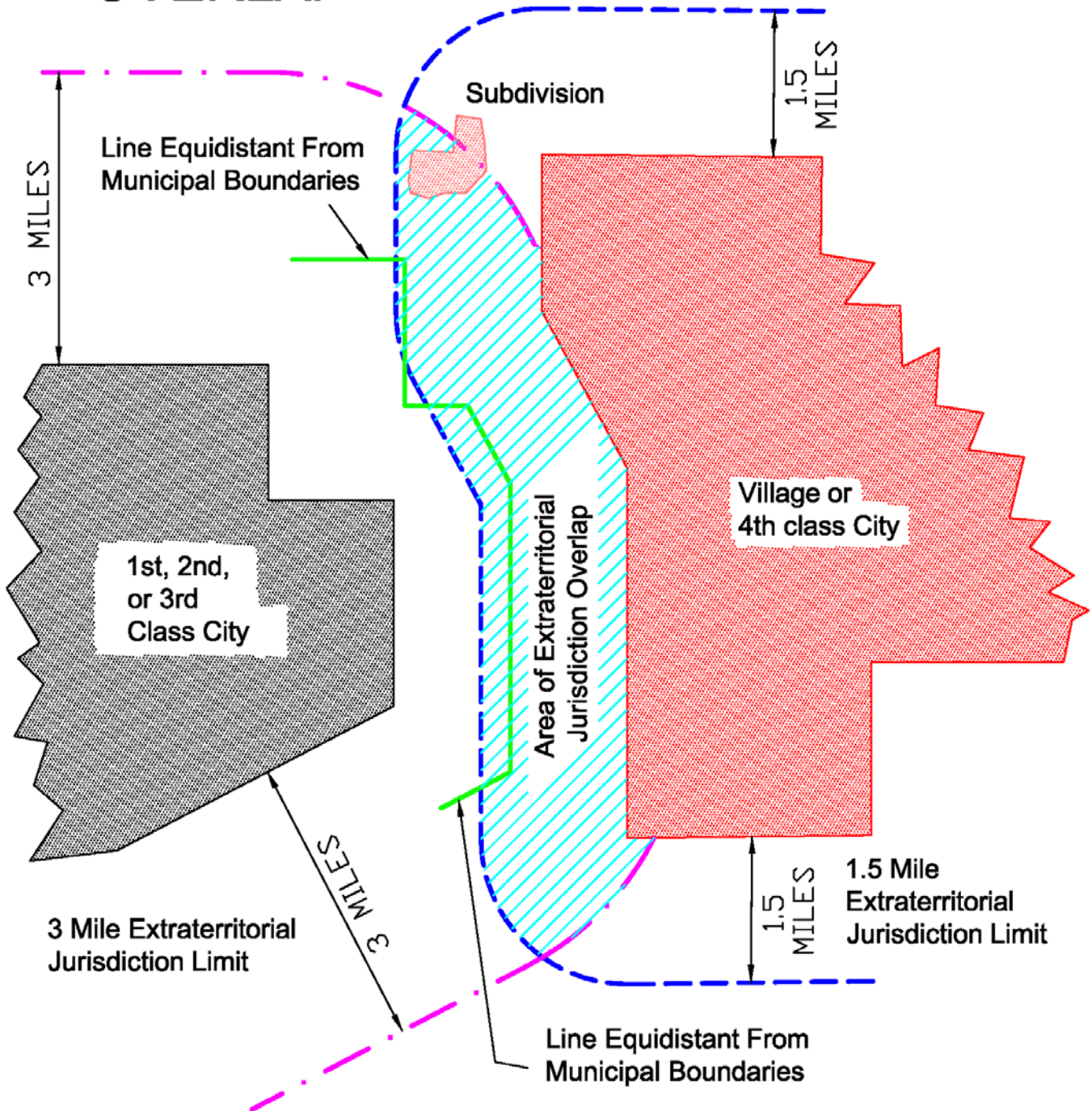
Note that such a line usually will not equally split the overlap area, and in some cases may not fall within the overlap area.

- 4) The Municipality on the side of the equal distant line that the subdivision lies has exclusive extraterritorial review authority over the plat. If the equal distant line bisects the subdivision, then each municipality reviews the portion of the subdivision that falls on its side of the line.

In the example shown on the facing page, the Village has exclusive extraterritorial review authority over the plat.

# The Plat Review Process

## EXTRATERRITORIAL OVERLAP



# The Plat Review Process

## APPROVING AUTHORITIES

### Review Agreements

[s. 236.10 \(4\)](#)  
[s. 66.0301](#), Wis.  
Stats.

Any Town County, City, or Village may agree with any other Town County, City, or Village to cooperate in the review and approval of plats. They may also submit plats to a regional planning commission (RPC) for an advisory review. The RPC has no approval or objecting authority.

### Delegation of Authority

[s. 236.10 \(3\)](#), Wis.  
Stats.

Any Town County, City, or Village may delegate the authority to review and object to or approve a plat, to a planning committee or commission created by the governing body. However, final plats that dedicate roads or other lands to the public must always be approved by the governing body of the lands in which the subdivision lies.

### Contested Annexations

[s. 236.10 \(1\) \(a\)](#),  
Wis. Stats.

If the subdivision is within an area of annexation that is being legally contested, the plat must be approved by the annexing City or Village and by the Town from which the area is being annexed.

### Basis for Approval

[s. 236.13 \(1\)](#),  
Wis. Stats.

Plats shall be approved or denied based upon compliance with:

- The provisions of ch. 236, Wis. Stats.
- City, Village, Town, or County ordinance.
- The provisions of ch. Trans 233, Wis. Admin. Code.

[s. 236.13 \(2\)](#),  
Wis. Stats.

The Village, City, or Town may also require:

- The installation of reasonable public improvements.
- The construction of public or private streets.
- The installation of water and sewer facilities.
- The installation of sidewalks and lighting.
- The dedication of easements for solar or wind energy.

[s. 236.45 \(6\)\(am\)](#),  
Wis. Stats.

A municipality, town, or county may **not**, as a condition of approval under this chapter, impose any fees or other charges to fund the acquisition or improvement of land, infrastructure, or other real or personal property, except to fund the purchase or initial improvement of public parks.

# The Plat Review Process

## APPROVING AUTHORITIES

[s. 236.45 \(6\)\(b\)](#),  
Wis. Stats.

### Basis for Approval

Any land dedication, easement, or other public improvement required by a municipality, town, or county as a condition of approval under this chapter must bear a rational relationship to a need for the land dedication, easement, or other public improvement resulting from the subdivision or other division of land.

[s. 236.45 \(3\)\(b\)](#),  
Wis. Stats.

### Extraterritorial Approval

A municipality may not deny approval of a plat or certified survey map within its extraterritorial jurisdiction based upon the proposed use of the land within the plat or certified survey map, unless such use conflicts with plans or regulations adopted by the municipality under [s. 62.23 \(7a\) \(c\)](#), Wis. Stats (related to extraterritorial zoning).

[s. 236.13 \(3\)](#),  
Wis. Stats.  
(*Columbia corp. vs.*  
*Town of Pacific*)

***Plats shall not be approved or denied based upon any requirement other than those specified by s. 236.13, or by other existing statute, ordinance, master plan, official map, or rule.***

# The Plat Review Process

## **PLAT APPROVAL**

### **Preliminary Plat**

The approving authority may require that the subdivider submit a preliminary plat for review and approval. The approving authority may also require that the preliminary plat be submitted to objecting authorities for review and certification.

- The plat must be clearly marked “Preliminary Plat”.
- The plat must contain enough detail to determine if the final plat will meet layout requirements.
- Within 90 calendar days the approving authority must approve, conditionally approve, or reject the plat.
- The review time limit may be extended by agreement.
- Conditions of approval or reasons for rejection must be provided in writing to the subdivider.
- If the approving authority does not act within 90 days or within the agreed upon time extension, the plat is deemed to be approved.

### **Final Plat**

If a final plat is submitted that conforms substantially to the approved preliminary plat, as determined by a professional engineer, planner, or other person designated by the local unit of government to review plats, the final plat is entitled to approval within 60 calendar days of submittal (or agreed upon time extension) if:

- The final plat is submitted within 36 months of the preliminary plat approval.
- The final plat conforms to all local plans and ordinances (including those enacted subsequent to preliminary plat approval).
- The final plat meets all conditions of the preliminary plat approval.

If a final plat is submitted without an approved preliminary plat, the approving agency must, within 60 calendar days of submittal or agreed upon time extension:

- Approve, approve with conditions, or reject the plat.
- Provide conditions of approval or reasons for rejection in writing to the subdivider.

[s. 236.11 \(1\) \(a\)](#),  
Wis. Stats.

[s. 236.11 \(1\) \(b\),\(c\)](#)  
[s. 236.11 \(2\)](#),  
Wis. Stats.

[s. 236.11 \(2\)](#),  
Wis. Stats.

# The Plat Review Process

## **PLAT APPROVAL**

### **Final Plat**

If the approving authority does not act within 60 days or within the agreed upon extension:

- The plat is deemed to be approved, if there are no outstanding objections.
- Upon demand, the clerk of the approving authority that failed to act must certify approval of the plat.

The final plat may be approved at any time during the review process; however, no approving authority may inscribe its approval onto the recordable plat document prior to certification of no objection by the Department of Administration.

### **Conflicting Requirements**

When the requirements of approval or objection authority ordinances or statutes conflict, the plat must comply with the most restrictive requirements.

### **Appeals**

Any person aggrieved by an objection to or failure to approve a plat may appeal the objection or rejection as outlined in [s. 62.23 \(7\) \(e\) 10.](#), [14.](#), and [15.](#), provide such appeal is filed within 30 days of the notification of objection or rejection.

[s. 236.11 \(2\).](#)  
*Wis. Stats.*

[s. 236.11 \(2\) \(b\).](#)  
*Wis. Stats.*

[s. 236.13 \(4\).](#)  
*Wis. Stats.*

[s. 236.13 \(5\).](#)  
*Wis. Stats.*

# The Plat Review Process

[s. 236.12](#), Wis. Stats.

## **PLAT CERTIFICATION**

S. 236.12, Wis. Stats., provides for the procedure to submit subdivision plats to objecting authorities for review and certification. The review procedure is identical for preliminary plats and for final plats.

### **Overview of the submittal processes**

- The developer or their agent (Surveyor) submits the plat to Plat Review.
- Plat Review coordinates the activities of all objecting agencies.
- Plat Review and other objecting agencies work directly with the Surveyor to resolve compliance issues.
- The ability to accept substitute (revised) plats allows for continuity of the objecting agency review process.
- Plat Review produces the recordable document.

### **Submittal process**

The subdivider (or subdividers agent- hereafter referred to as surveyor) submits the plat directly to Plat Review. Within 2 days, Plat Review will transmit the plat to other **objecting** agencies (County Planning Agency or Department of Transportation) as needed.

[s. 236.12 \(2\)](#), Wis. Stats.

*The surveyor must submit copies of the plat directly to all **approving** agencies.*

[s. 236.12 \(4m\)](#), Wis. Stats.

Within 20 calendar days, the other objecting agencies will notify Plat Review of their action (certify, object, or provide conditions of certification). Within 30 calendar days, Plat Review will notify the surveyor of their action (certify, object, or provide conditions of certification).

[s. 236.12 \(3\)](#), Wis. Stats.

### ***If the plat is certified:***

- Plat Review will issue a letter of certification and provide the surveyor with the recordable plat document.

# The Plat Review Process

## **PLAT CERTIFICATION**

### **Submittal process (*continued*)**

#### ***If there are conditions of certification:***

- Plat Review will provide the conditions to the surveyor.
- If the conditions are minor, the plat may be "conditionally certified", and the changes are made to the recordable document.

OR

- The plat review time limit will be extended by agreement.
- The surveyor will provide a substitute (revised) plat that satisfies the conditions of certification.
- Plat Review will determine if the conditions of certification have been met.
- If the conditions have been met, Plat Review will issue a letter of certification and provide the surveyor with the recordable plat document.

*The plat may not be approved or recorded until all conditions of certification have been met.*

#### ***If the plat is objected to:***

The basis of the objection will be provided to the surveyor and the subdivider and the plat must be resubmitted for review.

*The plat may not be approved or recorded until all objections have been resolved.*

[s. 236.12 \(3\)](#),  
Wis. Stats.

# The Plat Review Process

## EXAMPLES RELATED TO THIS SECTION

**Plat Review Comments letter**

**"Anticipate Plat Certification" letter**

**Final plat certification letter**

**Preliminary plat certification letter**

**Preliminary plat objection letter**

# The Plat Review Process

## SAMPLE PLAT REVIEW COMMENTS

This letter is sent by Plat Review to the Surveyor that submitted the plat for review, to provide notification of changes that must be made to enable Plat Review to certify no objection to the plat.

## PLAT REVIEW COMMENTS

Department of Administration  
State of Wisconsin

**DATE:** May 24, 2007

**PAGES:** 2

**FROM:** Don Sime, Plat Review, 101 E Wilson St FL 9, Madison WI 53703  
Phone: (608) 266-3200, Fax: (608) 264-6104, Email: [plat.review@doa.wi.gov](mailto:plat.review@doa.wi.gov)

**TO:** Robert Plumb, PLUMB BOB SURVEYS, INC  
Phone: 715/552-2226, Fax: 715/552-2229, Email: [pbsinc@chorus.net](mailto:pbsinc@chorus.net)

**SUBJECT:** MINNOW CREEK ESTATES, File No 28437-0126

### COMMENTS:

- s. 236.15 (1) (d) The (approximate) perpendicular distance from the water's edge of the EAU CLAIRE RIVER to the angle point on the meander line in the PARK must be shown.
- s. 236.20 (1) (a) You must request in writing a waiver for the requirement of s. 236.20 (1) (a), Wis. Stats., specifying that the plat be drawn at a scale of not over 100' to 1".
- Based on the overall size of the parcels, we will agree with the 150' to 1" scale and waive strict compliance with the scale requirement as allowed by s. 236.20 (2) (L), Stats., provided that a detail sketch showing the relation of the monumentation at both ends of curve C12 is shown. All other boundaries, lettering, line data and other information on the plat drawing is clearly legible as shown.
- s. 236.20 (2) (c) The **526.51'** length from the SW corner of lot 5 to the meander corner should be shown along the south line of lot 5.
- The center of the temporary cul-de-sac easement at the west end of CHIPPEWA TRAIL must be tied by bearing and distance to an adjacent lot corner, or otherwise provide for field location of the easement.
- s. 236.20 (2) (j) The area of lot 21 computes and must be changed to **59,335** s.f.
- s. 236.20 (3) (e) The adjoining ARROWHEAD TRAIL right-of-way boundaries south of the subdivision must be drawn with dashed or dotted lines.
- s. 236.20 (4) (a) The street name (ARROWHEAD TRAIL?) or "public street" must be shown for the north-south oriented street within the subdivision.

# The Plat Review Process

Page 14  
MINNOW CREEK ESTATES  
Robert Plumb  
April 11, 2019

- s. 236.21 (1) (b)           Should line 21 of the Surveyor's Certificate be changed to "...to the Northerly *R/W* of the Mountain Bay Trail...?"
- s. 236.21                    A Town of Ringle approval certificate must be added to the plat.

## NOTES TO SURVEYOR:

-The meander line should be labeled on the drawing.

-To help us, and other review authorities, track revised drawings, **please include a revision date on each Sheet of your substitute drawing.**

**-If a portion of the plat is "reconfigured" a resubmittal fee must be included with the substitute drawing.** There will be a fee of \$80 for changes to 1-4 parcels. If 5 or more parcels are "reconfigured", there will be a fee of \$80 for the first 4 parcels and \$10 for each additional parcel. If you have any questions please contact us at the number listed above.

# The Plat Review Process

## SAMPLE "ANTICIPATE CERTIFICATION" LETTER

This letter is sent by Plat Review to the Surveyor/Developer upon request to provide confirmation to local units of government that the plat is in the review process.



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

JAMES E. DOYLE  
GOVERNOR  
MARC J. MAROTTA  
SECRETARY  
Plat Review  
P.O. Box 1645, Madison, Wisconsin 53701  
(608) 266-3200 Fax: (608) 264-6104 TTY: (608) 267-9629  
E-mail: [plat.review@doa.wi.gov](mailto:plat.review@doa.wi.gov)  
<http://doa.wi.gov/platreview>

**DATE:** February 7, 2005 **0029**  
**25099**

**TO:** James Grothman, GROTHMAN & ASSOCIATES  
P.O. Box 373, Portage WI 53901  
Phone: 608/742-7788, Fax: 608/742-0434

**FROM:** Don Sime, Plat Review  
101 E Wilson St FL 9, Madison, WI 53703  
Phone: (608) 266-3200, Fax: (608) 264-6104  
Email: [plat.review@doa.wi.gov](mailto:plat.review@doa.wi.gov)

**SUBJECT:** DELTON WOODS

Dear Mr. Grothman:

You have submitted DELTON WOODS for review. Today, we completed our initial review of the plat. Some minor mathematical and drafting revisions may be required, and will be outlined in our comments sent under separate cover. Street widths, lot widths and areas and accessibility to a public street appear to comply with applicable requirements. Layout changes do not appear necessary. No other objecting agencies are involved with the review of this plat.

Subsequent to our review of any required changes, we anticipate that we will certify no objection to the plat.

If there are any questions concerning this review, please contact our office, at the number listed below.

Sincerely,

*Don Sime*

Don Sime  
Plat Review  
Phone: (608) 266-3200

# The Plat Review Process

## SAMPLE FINAL PLAT CERTIFICATION LETTER

This letter is sent by Plat Review to the Surveyor that submitted the plat for review, to provide confirmation that Plat Review has certified no objection to the plat.



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**JIM DOYLE**  
GOVERNOR  
**MARC J. MAROTTA**  
SECRETARY

**Plat Review**

101 E Wilson St FL 9, Madison WI 53703  
PO Box 1645, Madison WI 53701  
(608) 266-3200 Fax: (608) 264-6104 TTY: (608) 267-9629  
E-mail: [plat.review@wi.gov](mailto:plat.review@wi.gov)  
<http://doa.wi.gov/platreview>

**0191**

June 14, 2005

PERMANENT FILE NO. 25457

JOE SCHROEDL  
PENINSULA LAND CONSULTANTS, LLC  
824B EGG HARBOR RD  
STURGEON BAY WI 54235

Subject: DONEFF ADDITION TO EGG HARBOR-PHASE II  
NW 1/4 S 30 T30N R27E  
VILLAGE OF EGG HARBOR, DOOR COUNTY

Dear Mr. Schroedl:

You have submitted DONEFF ADDITION TO EGG HARBOR-PHASE II for review. The Department of Administration does not object to the final plat. We certify that it complies with: s. 236.15, s. 236.16, s. 236.20, and s. 236.21, Wis. Stats.; and the Door County Planning Department.

### DEPARTMENT OF ADMINISTRATION COMMENTS:

s. 236.16 (2) This section requires in part that all streets be a minimum of 60' in width unless otherwise permitted by local ordinance. The streets in this subdivision are 50' in width. We are aware that the Village Ordinance contains a provision that allows the Village Board to approve the 50' right-of-way widths.

Final approval by the Village Board of the Village of Egg Harbor will signify compliance with all local ordinances.

# The Plat Review Process

Page 17  
DONEFF ADDITION TO EGG HARBOR-PHASE II  
Joe Schroedl  
June 14, 2005

0191

**COUNTY PLANNING AGENCY:**

The Door County Planning Department is an objecting agency on this plat. On May 6, 2005, we transmitted copies to them for review. On May 17, 2005, they returned a copy of the plat certifying no objection.

The plat shall be presented to the Village Board for final approval and signing. The Village, during its review of the plat, will have resolved when applicable that the plat:

- complies with local comprehensive plans, official map or subdivision control ordinances;
- conforms with areawide water quality management regulations;
- complies with Wisconsin shoreland management regulations;
- resolves possible problems with storm water runoff;
- fits the design to the topography;
- displays well designed lot and street layout;
- is served by public sewer or private sewage systems;
- includes service or is serviceable by necessary utilities.

Any changes to the plat involving details checked by this Department or the Door County Planning Department will require submission of the plat to the Department for recertification before the plat is eligible for recording. Such changes can be found by comparing the recordable document with the half-size copy of the certified plat furnished with this letter.

If there are any questions concerning this review, please contact our office, at the number listed below.

Sincerely,

Reneé M. Powers, Supervisor  
Plat Review  
Phone: (608) 266-3200

Enc: Recordable Document, Original, Print

cc: Robert A Doneff, Owner  
Clerk, Village of Egg Harbor  
Door County Planning Department  
Register of Deeds

ORIGINAL RECEIVED FROM SURVEYOR ON 5/6/05; REVIEWED ON 6/8/05;  
SUBSTITUTE ORIGINAL RECEIVED FROM SURVEYOR ON 6/13/05.

# The Plat Review Process

## SAMPLE PRELIMINARY PLAT CERTIFICATION LETTER

This letter is sent by Plat Review to the Surveyor that submitted the plat for review, to provide confirmation that Plat Review has certified no objection to the plat.



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**JIM DOYLE**  
GOVERNOR  
**MARC J. MAROTTA**  
SECRETARY

**Plat Review**

101 E Wilson St FL 9, Madison WI 53703  
PO Box 1645, Madison WI 53701  
(608) 266-3200 Fax: (608) 264-6104 TTY: (608) 267-9629  
E-mail: [plat.review@wi.gov](mailto:plat.review@wi.gov)  
<http://doa.wi.gov/platreview>

**191**

June 10, 2005

PERMANENT FILE NO. 25458

GREGORY A. KUNZ  
NATIONAL SURVEYING & ENGINEERING  
16745 W BLUEMOUND RD STE 200  
BROOKFIELD WI 53005

Subject: KETTLE RIDGE FARMS  
NE 1/4 S 34  
SE 1/4 S 27 T6N R18E  
TOWN OF GENESEE, WAUKESHA COUNTY

Dear Mr. Kunz:

You have submitted the preliminary plat of KETTLE RIDGE FARMS for review. The Department of Administration does not object to this preliminary plat and certifies it as complying with the requirements of: s. 236.16, and s. 236.20 Wis. Stats.; and ch. Trans 233, Wis. Admin. Code. Certification of this plat does not include review for compliance with requirements relating to private sewage systems. See "Department of Commerce Review."

**DEPARTMENT OF ADMINISTRATION COMMENTS:**

We have examined and find that, with the exceptions noted below, this preliminary plat appears to conform with the applicable layout requirements of ss. 236.16 and 236.20, Wis. Stats.

- s. 236.16 (2) The streets within this plat scale and are assumed to be 66' in width.
- s. 236.20 (2) (e) All lands within a plat boundary must be designated as lots, outlots or public dedications. The area along the north line shown as a potential overlap must be designated as a consecutively numbered lot or outlot on the final plat or it must be left out of the plat. If it is left in the plat and there is a possibility another party has a valid claim to the area, the other party must be represented as a party of interest with an owner's certificate.
- s. 236.20 (3) (a) On the final plat, all 1/4 - 1/4 sections that the plat occupies part of must be identified in the caption under the plat name and in the Surveyor's Certificate.

# The Plat Review Process

Page 19  
 KETTLE RIDGE FARMS  
 Gregory A. Kunz  
 June 10, 2005

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- s. 236.20 (5) (c) Complete water elevations must be shown for the creek on the final plat. The elevations must include approximate high and low water elevations and the elevation of the water as of the date of the survey.

## NOTE TO SURVEYOR:

In the list of review authorities, the Village of North Prairie must be shown as an approving authority.

## DEPARTMENT OF COMMERCE REVIEW:

Section 236.13 (1) (d), Wis. Stats., refers to reviewing plats for compliance with "The rules of the department of commerce relating to lot size and lot elevations necessary for proper sanitary conditions in a subdivision not served by public sewer, where provision for public sewer service has not been made."

On July 10, 2000 we were notified that "As of July 1, 2000, the Department of Commerce no longer has rules related to this provision. Therefore, the Department of Commerce is no longer in a position to certify or object to subdivision plats that would be submitted for review."

## DEPARTMENT OF TRANSPORTATION:

The Department of Transportation is an objecting agency on this plat. On May 06, 2005 we transmitted two copies to them for review. On May 31, 2005 we received a copy of the plat certifying no objection.

Local government units, during their review of the plat, will resolve, when applicable, that the plat:

- complies with local comprehensive plans, official map or subdivision control ordinances;
- conforms with areawide water quality management plans, if sewerred;
- complies with Wisconsin shoreland management regulations;
- resolves possible problems with storm water runoff;
- fits the design to the topography;
- displays well designed lot and street layout;
- includes service or is serviceable by necessary utilities.

If there are any questions concerning this review or preparation and submittal of the final plat, please contact our office, at the number listed above. If there are any questions regarding private sewerage system review, please contact Allen C Wendorf, Department of Commerce, at (608) 873-5476.

Sincerely,  
 Sean M. Walsh, Plat Review

Enc: Original  
 cc: Kurt Andrae, Owner  
 Clerk, Town of Genesee  
 Clerk, Village of North Prairie  
 Waukesha County Parks & Land Use Department  
 Department of Commerce  
 Department of Transportation

ORIGINAL RECEIVED FROM SURVEYOR ON 5/6/05; REVIEWED ON 6/10/05

# The Plat Review Process

## SAMPLE PRELIMINARY PLAT OBJECTION LETTER

This letter is sent by Plat Review to the Surveyor that submitted the plat for review, to provide notice that a review agency has filed an objection to the plat.



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**JIM DOYLE**  
GOVERNOR  
**MARC J. MAROTTA**  
SECRETARY

**Plat Review**

101 E Wilson St FL 9, Madison WI 53703  
PO Box 1645, Madison WI 53701  
(608) 266-3200 Fax: (608) 264-6104 TTY: (608) 267-9629  
E-mail: [plat.review@wi.gov](mailto:plat.review@wi.gov)  
<http://doa.wi.gov/platreview>

May 19, 2005

**195**  
PERMANENT FILE NO. 25463

MICHAEL ZIEHR  
CALKINS ENGINEERING LLC  
5010 VOGES RD  
MADISON WI 53718

Subject: ARROWWOOD HILLS - DEYOUNG FARM  
SE 1/4 & SW 1/4 S 7 T8N R13E  
CITY OF WATERLOO, JEFFERSON COUNTY

Dear Mr. Ziehr:

You have submitted the preliminary plat of ARROWWOOD HILLS - DEYOUNG FARM for review. The Department of Administration must withhold certification of this plat due to objections filed by the Jefferson County Planning and Zoning Department.

**DEPARTMENT OF ADMINISTRATION COMMENTS:**

We have examined and find that, with the exceptions noted below, this preliminary plat appears to conform with the applicable layout requirements of ss. 236.16 and 236.20, Wis. Stats.

s. 236.20 (2) (e) Outlots must be consecutively numbered within each block and follow the lot numbering pattern throughout the subdivision. On the final plat, the following changes must be made:

<u>Shown as:</u>	<u>Change to:</u>
Outlot 6	Outlot 8
Outlot 8	Outlot 6

s. 236.20 (4) (b) On the final plat, outlots 1, 2, 4, 5, 6, 7, 8, and 9 must be marked "Dedicated To The Public" (per notes 1 and 2 on the plat).

# The Plat Review Process

Page 21  
ARROWWOOD HILLS - DEYOUNG FARM  
Michael Ziehr  
May 19, 2005

195

**COUNTY PLANNING AGENCY:**

The Jefferson County Planning and Zoning Department is an objecting agency on this plat. On May 05, 2005 we transmitted copies to them for review. On May 19, 2005 we were notified that they object to the plat.

Local government units, during their review of the plat, will resolve, when applicable, that the plat:

- complies with local comprehensive plans, official map or subdivision control ordinances;
- conforms with areawide water quality management plans, if sewerage;
- complies with Wisconsin shoreland management regulations;
- resolves possible problems with storm water runoff;
- fits the design to the topography;
- displays well designed lot and street layout;
- includes service or is serviceable by necessary utilities.

If there are any questions concerning this review or preparation and submittal of the final plat, please contact our office, at the number listed below.

Sincerely,

Don Sime  
Plat Review  
Phone: (608) 266-3200

Enc: Original

cc: Dale Huston, Owner  
Clerk, City of Waterloo  
Jefferson County Planning and Zoning Department

ORIGINAL RECEIVED FROM SURVEYOR ON 05/05/05; REVIEWED ON 05/19/05

# The Plat Review Process

Item B.

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# Summary of Time Limits

Item B.

<b>PRELIMINARY PLAT</b>	<b>Calendar days</b>
Local Review -Town, City, Village, County	90 days <sup>2</sup>
State Review - DOA - DOT & County <sup>1</sup>	30 days 20 days
Appeal of an Action	30 days from notice of rejection or objection
<b>FINAL PLAT</b>	
Local Review	60 days <sup>2</sup>
State Review -DOA -DOT & County <sup>1</sup>	30 days 20 days
Appeal of an Action	30 days from notice of rejection or objection
Recording Deadline	36 months from first approval /12 months from last approval signature on the plat (12 months if only one approval). <sup>3</sup> <b>Missing these recording deadlines will require local re-approval of the plat.</b>
<b>COUNTY/LOCAL PLAT</b>	
Local Review	60 days <sup>2</sup>
State Review	State review & certification is not required. 30 days - Plat Review may review these plats for consistency with the statute, but does not take an official action.
Recording Deadline	36 months from first approval /12 months from last approval signature on the plat (12 months if only one approval). <b>Missing these recording deadlines will require local re-approval of the plat.</b>
<b>CSM</b>	
Local Review	90 days <sup>2</sup>
State Review	State review & certification is not required. 20 days - Plat Review may review these maps for consistency with the statute, but does not take an official action.
Recording Deadline	36 months from first approval /12 months from last approval signature on the map (12 months if only one approval). <b>Missing these recording deadlines will require local re-approval of the map.</b>
<b>ASSESSORS PLAT</b>	
State Review	30 days
Public Inspection	30 days – on file for public inspection
Local Approval	Anytime after public inspection if no suit has been filed and revisions are made.
Recording Deadline	None, may be recorded after local approval
<b>CEMETERY PLAT</b>	
Local Review	No time limit
Recording Deadline	30 days from approval

**\*\*\*ALL REVIEW TIME LIMITS MAY BE EXTENDED BY MUTUAL AGREEMENT.\*\*\***

<sup>1</sup> County Planning Agency with objecting authority.

<sup>2</sup> Local ordinance may not have more restrictive review time limits.

<sup>3</sup> State certification is valid for recording until a statute or admin. rule changes.

# Recording

**MEDIA** - s. 236.25 (2) (a), Wis. Stats.

The following media requirements apply to survey documents that are to be recorded with the Register of Deeds office of the County in which the surveyed lands lie.

## STATUTORY REQUIREMENTS FOR RECORDED SURVEYING DOCUMENTS

Document Type	Document Size	Margin Requirements	Recordable Document Is Durable White Media With Non-Fading Black Image, or other media*** acceptable to the Register of Deeds
SUBDIVISION PLAT s. 236.20 (1) (a,b & c), Wis. Stats.	22" X 30"	1" margin on all sides	Please check with your register of deeds for recordable document requirements.  Durable white media with non-fading black image Media Examples: Min. 24 lb. acid free paper with 25% ragstock  Image Examples: 24 lb. paper: Permanent or pigment ink for select ink jet printers.
ASSESSOR'S PLAT s. 70.27 (6) and s. 236.20 (1) (a & b), Wis Stats.	22" X 30"	1" margin on all sides	
CEMETERY PLAT s. 157 Wis. Stats.	22" X 30"	1 1/2" binding margin on left (short) side with 1" margin on other sides	
CERTIFIED SURVEY MAP s. 236.34 (1) (c), Wis. Stats.	8 " X 14"	1 1/2" binding margin (top) with 1/2" margin on other sides	
CONDOMINIUM PLATS (SURVEY MAPS & FLOOR PLANS) s. 703.11 (2) (d), Wis. Stats.	14" X 22"	1 1/2" binding margin on left (short) side with 1" margins on other sides	
MUNICIPAL, TOWN OR COUNTY PLATS s. 236.45 (2) (a), Wis. Stats.	22" X 30" ^^	1" margin on all sides ^^	

^^ Local subdivision ordinance may dictate more restrictive requirements for document size and margins for local plats created per s. 236.45.

\*\*\* This provision allows for electronic recording of plats once a procedure is in place.

# Recording

## **CONDITIONS FOR SUBDIVISION PLAT RECORDING**

### **Recording Time Limits**

s. 236.25 (2) (b),  
Wis. Stats.

A plat is entitled to be recorded only if presented to the register of deeds within 36 months of the date of the first approval authority signature, and within 12 months of the last approval authority signature.

### **Seals, Signatures, and Certificates**

s. 236.25 (2) (c),  
Wis. Stats.

A plat is entitled to be recorded only if the following appears on the face of the document:

- The seal and signature of the Surveyor who produced or directed the production of the plat, on all sheets.
- The Department of Administration certification of no objection
- All certificates and affidavits required by s. 236.21 and s. 236.11 (2) (Surveyor, Owner, Treasurer, Mortgagee, Planning agency certificates).
- Certificates of approval from all authorities required by s. 236.10 to approve the plat. **OR** Certificate of the approving authority Clerk that the plat has been deemed approved per s. 236.11 (2) (Inaction by approval authority).

s. 236.25 (2) (d),  
Wis. Stats.

### **Notification**

s. 236.26, Wis.  
Stats.

The register of deeds must provide notice in writing, to all objecting and approving authorities shown on the plat, that the plat has been recorded.

s. 236.27, Wis.  
Stats.

The subdivider must provide a copy of the recorded plat to the Clerk of the municipality or town in which the subdivision is located.

## **EFFECTS OF SUBDIVISION PLAT RECORDING**

### **Description of lots.**

s. 236.28, Wis.  
Stats.

Upon recording, all lots within the plat shall be described by the name of the plat, and by lot or block and lot within the plat, for all purposes of conveyance, devise, descent, assessment, taxation, and all other purposes.

All portions of subsequently vacated streets and alleys abutting said lots shall be conveyed to the lot owner, unless language exists to indicate otherwise.

# Recording

## ***EFFECTS OF SUBDIVISION PLAT RECORDING***

### **Dedications**

s. 236.29, Wis.  
Stats.

Upon recording, any donation or grant to the public, or to any person, society, or corporation, as marked on the plat shall be sufficient to convey the fee simple of all parcels so marked, exclusively for the use and purposes expressed on the plat.

Upon recording, lands dedicated to the public for streets, alleys, ways, commons, or other public uses as designated on the plat shall be held in trust for such uses by the town, city, or village in which the platted land lies. Such dedications are deemed accepted by the town, village, or city upon approval and recording of the plat.

### **Easements and Restrictions**

Any restriction or grant of easement shown on the plat becomes valid upon recording of the plat.

s. 236.293, Wis.  
Stats.

Restrictions or grants of easement required by a public body for plat approval, or which names a public body or public utility as grantee, gives said public body or utility the right of enforcement of such restrictions or grants of easement.

Such restrictions or grants of easement may be released in writing only by the public body or utility having the right of enforcement.

# Recording

Item B.

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# WISCONSIN PRELIMINARY SUBDIVISION PLAT CHECKLIST

(This form is NOT the statute. It is a guide to the statute)

## s. 236.16 LAYOUT REQUIREMENTS

### (1) MINIMUM LOT WIDTH AND AREA

- In counties of **40,000 or more**, lots shall have a minimum average width of 50' and a minimum area of 6,000 sq. ft.
- In counties of **less than 40,000** lots shall have a minimum average width of 60' and a minimum area of 7,200 sq. ft.
- Lot width and area may be reduced by subdivision control ordinance under [s.236.45](#) if lots are served by public sewers.

### (2) MINIMUM STREET WIDTH

- If the width is specified on Master Plan or Official Map, the streets must be the width specified in the map or plan.
- If there is no Official Map or Master Plan, the streets must be at least as great as existing streets but no less than 60' wide unless permitted by local ordinance.
- Town road widths shall comply with minimum standards prescribed by [s. 82.50](#).
- Frontage and service roads not less than 49.5' in width.

### (3) LAKE OR STREAM SHORE PLATS.

- A 60' wide public access is required at 1/2 mile intervals, as measured along shore, for navigable lakes and streams. The public access must be to the low water mark and connected to a public road.
- All subdivisions abutting a navigable lake or stream must provide public access except, where such access already exists or where greater intervals and wider access is agreed upon by the DNR and Plat Review.
- Public access can only be vacated by circuit court action and DNR approval. (see [NR 1.92](#)).

### (4) LAKE OR STREAM SHORE PLATS.

- If the subdivider has any interest in the land between the meander line and the water's edge or in other unplattable lands between the subdivision and the water's edge, they must be included in the plat.

## GENERAL REQUIREMENTS

### s. 236.20 (2) MAP AND ENGINEERING INFORMATION

The following information must be shown:

- (d) Blocks, if designated, must be consecutively numbered or lettered in alphabetical order.
- (e) Lots and outlots in each block must be consecutively numbered.
- (f) The Exact width of all easements, streets, alleys.

### s. 236.20 (3) SUBDIVISION NAME IN PROMINENT LETTERS, NOT A DUPLICATE WITHIN COUNTY OR MUNICIPALITY

- (a) Immediately under the plat name, show government lot, recorded private claim, 1/4 - 1/4 section, section, township, range and county.

### s. 236.20 (4) ROADS AND PUBLIC SPACES

- (b) All lands dedicated to public marked "Dedicated to Public" (including roads & streets).
- (d) Each lot must have access to a public street, unless otherwise provided by local ordinance.

### s. 236.20 (5) SITE CONDITIONS AND TOPOGRAPHY

- (a) All existing buildings must be shown.
- (b) Show all watercourses, drainage ditches, other pertinent features.
- (c) Water elevations of adjoining lakes or streams at date of survey, and approximate high water elevation must be shown and referenced to an established datum plane or benchmark.

### DRAWING SIGNED, SEALED & DATED

## WISCONSIN FINAL SUBDIVISION PLAT CHECKLIST

*(This form is NOT the statute. It is a guide to the statute)*

### SURVEYING REQUIREMENTS

#### **s. 236.15 (1) MONUMENTS [show outside diameter of pipes]**

- (ac) Monuments required by this section are placed flush with the ground.  
-Where corners fall within a street or proposed future street, the monuments are placed on the side line of the street where practical.
- (ag) External boundaries of the subdivision shall be monumented by 2.375" O.D x 18" iron pipes or permitted equivalents with a minimum weight of 3.65 lbs./lin. ft.  
-Common permitted equivalents are: No. 10 rebar, 1-1/4" round iron bar.  
-Monuments are required at all corners, the ends of curves and points where a curve changes its radius, at all angle points of the external boundary line and at all angle points along a meander line.  
-Monuments set along meander lines must be set back 20' or more from the top of bank or ordinary high water mark.
- (b) Internal boundaries shall be monumented by 2.375" O.D. x 18" iron pipes or permitted equivalents with a minimum weight of 3.65 lbs./lin. ft.  
-Common permitted equivalents are: No. 10 rebar, 1-1/4" round iron bar.  
-Monuments are required at all block corners, the end of curves and points where a curve changes its radius, all angle points along public street right-of-ways and at all angle points along a meander line.  
-Monuments set along meander lines must be set back 20' or more from the top of bank or ordinary high water mark.  
-Blocks are defined by public street right-of-ways, external subdivision boundaries, public, and dedications.
- (c) All other lot, outlot, park and public dedication corners not monumented as above shall be monumented by 1" O.D. x 18" iron pipe or permitted equivalents with a minimum weight of 1.13 lbs./lin.ft.  
-Common permitted equivalents are: No. 6 rebar, 3/4" round iron bar.
- (d) Lot, outlot, park and public dedication boundaries that intersect meander lines shall be monumented at the intersection by 1" O.D. x 18" iron pipe or permitted equivalents with a minimum weight of 1.13 lbs./lin.ft.  
-Common permitted equivalents are: No. 6 rebar, 3/4" round iron bar.  
-Monuments must be set back 20' or more from the top of bank or ordinary high water mark.
- (f) In lieu of par. (c) and (d) above, any durable metal, stone or concrete monuments may be used if they are uniform throughout the plat and have a permanent magnet embedded near top of the monument.

**NOTE: Existing monuments found and accepted as archival should not be replaced to comply with the requirements of this section.**

## WISCONSIN FINAL SUBDIVISION PLAT CHECKLIST

### s. 236.15 (1) MONUMENTS (continued)

- (g) Plat Review may waive strict adherence to the requirements of (a), (b), (c) and (d) above provided:
- The Surveyor submits a written waiver request that describes conditions that prevent adherence to the monumentation requirements.
  - The request must outline an alternative to the monumentation requirements.
  - The alternate monumentation must provide for accurate retracement.
  - Plat Review commonly grants waiver requests for:
    - Corners occupied by trees or buildings; Corners that fall in wetlands, bedrock, concrete sidewalks and drives.
  - Common alternate monumentation: Offset monuments on line, witness monuments, chiseled marks (X) in concrete or bedrock.
  - Plat Review may make other reasonable monumentation requirements to accommodate unusual circumstances.
- (h) The primary approving authority may temporarily waive placing of interior monuments under par. (b), (c), and (d). A surety bond will be required.

### A-E 7.05 (4) PARCEL LOCATION

- Describe all monuments used for determining the location of the parcel and show by bearing and distance their relationship to the surveyed parcel and indicate whether such monuments were found or placed. (Including monuments from adjoiners and section split.)

### s. 236.15 (2) ACCURACY OF SURVEY

- The ratio of error in latitude and departure closure of any part of the survey shall not exceed 1'/3000'.
- The survey shall be performed by a Wisconsin Professional Land Surveyor.

### A-E 7.03 RESEARCH

- Every property survey shall be made in accordance with the records of the register of deeds as nearly as is practicable. The surveyor shall acquire data necessary to retrace record title boundaries such as deeds, maps, certificates of title and centerline and other boundary line locations...

### s. 236.16 LAYOUT REQUIREMENTS

- (1) MINIMUM LOT WIDTH AND AREA
- In counties of 40,000 or more, lots shall have a min. average width of 50' and a min. area of 6,000 sq. ft.
  - In counties of less than 40,000 lots shall have a min. average width of 60' and a min. area of 7,200 sq. ft.
  - Lot width and area may be reduced by local authority IF:
    - The Municipality or Town or County has enacted a subdivision control ordinance under [s. 236.45](#).
    - The ordinance specifically allows for reduced width and area, allows developments (such as PUD's, Cluster, Conservancy Districts, etc.) that incorporate reduced lot width and area, or permits waiving the above requirements.
    - The lots are served by public sewer.
  - Plat review must be provided with verification that local ordinance allows for reduced lot widths and areas (copy of ordinance, or letter from approving authority that cites ordinance).

## WISCONSIN FINAL SUBDIVISION PLAT CHECKLIST

### s. 236.16 LAYOUT REQUIREMENTS (continued)

- (2) MINIMUM STREET WIDTH
- If the width is specified on a Master Plan or Official Map, the streets within the subdivision must be the width specified in the map or plan.
  - If there is no Official Map or Master Plan, the streets within the subdivision must be at least as great as existing connecting streets but no less than 60' wide unless permitted by local ordinance.
    - Plat review must be provided with verification that local ordinance allows for reduced street widths (copy of ordinance, or letter from approving authority that cites ordinance).
  - Town road widths shall comply with minimum standards prescribed by [s. 82.50](#).
    - The Town board may request from Department of Transportation a waiver of the minimum standards; Plat review must be provided with verification that said waiver has been granted prior to our certification of any plat containing non standard town roads.
  - Frontage and service roads may not be less than 49.5' in width.
  - Partial street dedications along a subdivision boundary may be less than 60' wide, provided a restriction is placed within the partial street that specifies the width of the full dedication (e.g. "Future 60' public street").
  - Partial street dedications less than 60' wide to the centerline of an existing street are permitted.
- (3) LAKE OR STREAM SHORE PLATS.
- A subdivision must provide a 60' wide public access at 1/2 mile intervals, as measured along the shore, to all navigable lakes and streams (i.e. no part of the subdivision along the shore may be more than 1/2 mile from a public access point).
    - The public access must be to the low water mark and connected to a public road.
    - The access must be dedicated to the public (easements, connections to private roads do not satisfy the requirements of this section).
  - A subdivision may forego providing access if there is existing access that complies with the above requirements.
  - A subdivision may forego providing access if there is existing access greater than 60' wide at more than a 1/2 mile interval as agreed upon by the DNR and Plat Review.
  - Public access can only be vacated by circuit court action and DNR approval. (see [NR 1.92](#))
- (4) LAKE OR STREAM SHORE PLATS.
- If the subdivider has any interest in the land between the meander line and the water's edge or in lands between the subdivision and the water's edge, such lands must be included in the plat or must be otherwise plattable.
  - Lands of the subdivider cannot be excluded from a plat to circumvent the requirements of (3), above.

### s. 236.20 (1) GENERAL REQUIREMENTS

- (a) & (c) Plats shall be prepared with a 1" binding margin on all sides; Drawing area is 20" x 28".
- Plats will be drawn at a graphic scale not over 100' to 1" on each sheet showing layout features.
- A graphic scale greater than 100' to 1" may be used IF:
    - The Surveyor submits a written scale waiver request.
    - All data is legible and clearly presented.
  - Plat Review may require detail drawings or other features to ensure the legibility of the plat.
- All sheets must be numbered as sheet \_\_\_\_ of \_\_\_\_ sheets if more than one sheet.
- The subdivision and county name must appear on each sheet.
- Submit Acrobat PDF created from CAD (please no scans) or paper copy of drawing on any material that is capable of legible reproduction.
- The recordable document shall be durable white media, 22" wide x 30" long, with a nonfading black image.

## WISCONSIN FINAL SUBDIVISION PLAT CHECKLIST

### s. 236.20 (2) MAP AND ENGINEERING INFORMATION

The following information must be legibly shown:

- (a) All exterior boundaries.
- (b) All monuments, corners, and other points established in the field (Lot, outlot and meander corners need not be shown).  
 -A description of the monuments, including the type of material, the size or diameter (outside diameter for pipe monuments); The length and weight per linear foot of set pipe or bar monuments.  
 -Monuments must be described as found (existing) or set (placed) per [A-E 7.05 \(4\)](#).  
 -Monument symbols shown in a LEGEND must match the corresponding symbol on the drawing (size, lineweight, etc.)
- (c) The exact length and bearing of all exterior boundaries, blocks, public grounds, streets, alleys, and lot lines. (Blocks are defined by public street right-of-ways, external subdivision boundaries, public dedications, and navigable waters.)  
 -A tier or row of lots with parallel lines or equidistant lengths may show only the outer bearings and/or lengths; The interior bearings and/or lengths may be represented by "ditto" marks.  
 -Incremental lengths shown along a common line must sum to the total line length shown.  
 -Incremental lengths shown on either side of a common line must sum the same.  
 -Easements must be described by boundary or center line distance and bearing and widths, or by widths when parallel to other survey lines.  
 -Easements that do not parallel other survey lines must be tied by bearing and distance to an adjacent monumented corner.  
 -Easements or restrictions created by the plat must be field retraceable as shown by the plat.  
 -Existing easements or restrictions affecting the subdivision must be described as above, or by reference to the record document.  
 -Easements or restrictions shown affecting lands beyond the subdivision boundary must be marked "existing" or "by other instrument".  
 -Previously recorded bearings and lengths must be shown "Recorded as \_\_\_\_\_".
- (d) Blocks, if designated, must be consecutively numbered or lettered in alphabetical order.  
 -Lot numbering may start with "1" within each *designated* block.
- (e) Lots and outlots must be consecutively *numbered* within each block **and** throughout the subdivision **and** throughout numbered additions to a subdivision where blocks are not designated.  
 -Blocks are defined by public street right-of-ways, external subdivision boundaries, and public dedications. (A block exists even if it is not designated as a block per (d), above.)  
 -Outlot numbering should follow the lot numbering pattern (i.e. lowest numbered outlot should be in the same block with lowest numbered lot) throughout the subdivision.
- (f) The Exact width of all easements, streets, alleys.
- (g) Lengths and bearings of all meander lines, with distances between intersections of meander lines and lot lines and ordinary high water mark or top of bank or thread of stream.  
 -Monuments must be set back 20' or more from the top of bank or ordinary high water mark.
- (h) The center line of all streets included within the plat.  
 -The center lines need not be dimensioned unless required by local ordinance.

## WISCONSIN FINAL SUBDIVISION PLAT CHECKLIST

### s. 236.20 (2) MAP AND ENGINEERING INFORMATION (continued)

- (i) The North point properly oriented; Bearings referenced to an identifiable direction (assumed, recorded, coordinates, etc.) and related to a boundary line of a quarter section, government lot, private claim or federal reservation in which the subdivision lies. (e.g. "The north line of the NE 1/4 Sec. 3, T14N, R23 E, assumed N 89d 15' 23" E".)  
 -Bearings referenced to state plane coordinates must identify the datum on which the coordinates are based.  
 -Bearings referenced only to "County coordinates", "recorded subdivision plat" or similar do not meet the requirements of this section.
- (j) The lot and outlot area in square feet.  
 -Meandered parcels must show approximate total area, and may also show area to meander line.
- (k) **CURVES**  
 -Main curve chords drawn as dotted or dashed lines.  
 -Both tangent bearings must be shown for all non-tangent main curves, either on drawing or in curve table. (Lines into and out of a curve are assumed tangent unless shown otherwise.)  
 -Arc length, chord bearing and length, radius, and central angle shown for main and sub (lot) curves.  
   -Data may be shown on the drawing, in a curve table, or a combination of both.  
   -Tangent bearings of sub (lot) curves need not be shown.  
 -Curves with a radius less than 30' must be tangent to street right-of-way lines; Only the radius and tangent length need be shown.
- (l) Strict compliance with the requirements of this section may be waived by Plat Review.

### s. 236.20 (3) SUBDIVISION NAME IN PROMINENT LETTERS, NOT A DUPLICATE WITHIN COUNTY OR MUNICIPALITY

- (a) Immediately under the plat name, show location of subdivision by government lot, recorded private claim, 1/4 - 1/4 section, section, township, range and county. (Note: private claims are land grants existing prior to the USPLS surveys.)  
 -If the subdivision contains all or part of a recorded plat or CSM, or vacated portion thereof, reference to such plat, CSM, or vacation should be included in the location description.
- (b) The subdivision must be tied by bearing(s) and length(s) to a boundary line of a 1/4 section, private claim, government lot or Federal Reservation in which the subdivision lies; The monuments at the ends of the line must be described by material, size, etc; The bearing and distance between those monuments must be shown.  
 -Plat review may accept ties to other established monuments if 1/4 section, p.c., gov't lot or reservation monuments **can not** be recovered.
- (c) A small drawing showing the location of the subdivision by complete 1/4 section(s), gov't lot(s) or private claim(s), oriented same as main drawing.  
 -Plat Review may accept drawing that shows the location of the subdivision in relation to existing streets in lieu of above.  
 -The location drawing need not be to scale.
- (d) The names of adjoining streets, state or county highways, subdivisions drawn in their proper location, underscored by dotted or dashed lines.  
 -Adjoining unplatted lands must be so labeled, and underscored by dotted or dashed lines

## WISCONSIN FINAL SUBDIVISION PLAT CHECKLIST

### **s. 236.20 (3) SUBDIVISION NAME IN PROMINENT LETTERS, NOT A DUPLICATE WITHIN COUNTY OR MUNICIPALITY (continued)**

- (e) Adjoining street and state or county highway right-of-way widths and boundaries must be drawn with dotted or dashed lines in their proper location.
- Adjoining right-of-way widths that vary may be so marked; The minimum width adjoining the subdivision should then be shown.
  - The boundaries of large width right-of-ways (such as Interstate Highways) need not be shown to scale.

### **s. 236.20 (4) ROADS AND PUBLIC SPACES**

- (a) The name of each road and street within the subdivision.
- Unnamed public streets must be marked "public street" or "public road".
  - Right-of-way islands shown as separate parcels must be labeled as outlots and dimensioned on the plat drawing.
- (b) ALL Lands dedicated to the public, including streets, roads, alleys, parks, trails, access to waters, greenspace, etc. must be clearly marked "Dedicated to Public" on the drawing.
- The use of the dedicated land should be shown (e.g. "Dedicated to the public for park")
- (c) All roads **not** dedicated to the public must be clearly marked "Private Road", "Private Street", or "Private Way" on the drawing.
- Private roads, streets, or ways must be further labeled as outlots on the plat drawing.
- (d) Each lot must have direct access to a public street, unless otherwise provided for by local ordinance.
- If access to a public street is via easement or private road or drive, Plat Review must be provided with verification that local ordinance allows for such access (copy of ordinance, or letter from approving authority that cites ordinance).

### **s. 236.20 (5) SITE CONDITIONS AND TOPOGRAPHY**

- (a) All existing buildings must be shown (drawn with dashed or dotted lines) and identified.
- (b) Show and identify all navigable watercourses, intermittent streams and drainage ditches, wetlands, overhead utility towers, quarries, and other pertinent features.
- (c) Water elevations of adjoining or included navigable lakes and streams at date of survey, and the approximate high water elevation, must be shown and referenced to a permanently established datum plane.

### **s. 236.20 (6) PUBLIC TRUST INFORMATION**

- A subdivision plat that includes lots/outlots that extend to the water's edge per s. 236.16 (4) shall include the following note on the drawing:
- "Any land below the ordinary high water mark of a lake or a navigable stream is subject to the public trust in navigable waters that is established under article IX, section 1, of the state constitution".

## WISCONSIN FINAL SUBDIVISION PLAT CHECKLIST

### **s. 236.025 ORDINARY HIGH WATER MARKS (OHWM)**

“Ordinary high water marks” that are required to be shown when meander corners and meander lines are established and shown on a plat/map. Surveyors may do one of the following:

- (1) (a) Show an ordinary high water mark on plat/map that has been determined by the DNR or otherwise determined pursuant to law.
- (1) (b) “Approximate” the ordinary high water mark and show its location on the plat/map.
- (2) If the mark is approximated, it must be the point on the bank of a navigable stream or on the shore of a lake up to which the presence and action of surface water is so continuous as to leave a distinctive mark by erosion, destruction of terrestrial vegetation, or other easily recognized characteristics. If the approximate location of the ordinary high water mark is difficult to determine, a professional land surveyor may consider other points on the bank or shore for purposes of approximating the location of the ordinary high water mark.
- (3) If a plat/map shows an “approximate” ordinary high water mark, it shall state on the plat/map that the “approximate ordinary high water mark is shown for reference only.”

### **A-E 7.08 U.S. PUBLIC LAND SURVEY MONUMENT RECORD.**

- (1) A U.S. public survey monument record shall be prepared and filed with the county surveyor’s office as part of any land survey which includes or requires the perpetuation, restoration, reestablishment or use of a U.S. public land survey corner, and,
  - (a) There is no U.S. public land survey monument record for the corner on file with the county surveyor; or
  - (b) The land surveyor who performs the survey accepts a location for the U.S. public land survey corner which differs from that shown on a U.S. public land survey monument record file with the county surveyor’s office; or
  - (c) The witness ties or U.S. public survey monument referenced in an existing U.S. public survey monument record have been destroyed or disturbed.

### **s. 236.21 (1) PROFESSIONAL LAND SURVEYOR'S CERTIFICATE:**

The Professional Land Surveyor's Certificate must state:

- (a) Who directed the Professional Land Surveyor to make the survey, subdivision and plat.
- (b) A clear, concise description of the subdivision location, by government lot, recorded private claim, 1/4 - 1/4 section, section, township, range and county.
  - A metes and bounds description is required for all previously unplatted lands, commencing with a USPLS corner of the 1/4 section (not center of section), recorded private claim, or Federal Reservation in which the subdivision lies. (Note: private claims are land grants existing prior to the USPLS surveys.)
  - A subdivision plat that contains only a lot or lots, an outlot or outlots, or a designated block within a recorded subdivision or Certified Survey Map that has been previously tied to the USPLS, in their entirety, or a recorded subdivision in it’s entirety, must be described by reference to said lot(s), outlot(s), block(s), subdivision, or CSM number; a metes and bounds description is not required.
- (c) That the plat is a correct representation of all the exterior boundaries of the land surveyed and the subdivision of it.
- (d) That the Professional Land Surveyor has fully complied with the provisions of Chapter 236.
  - The certificate must be signed and dated.
  - All sheets of the plat must be signed, dated, and sealed by the Professional Land Surveyor who prepared or directed the preparation of the plat.



# WISCONSIN FINAL SUBDIVISION PLAT CHECKLIST

## APPROVAL CERTIFICATES

The following Approval Certificates are required on the plat:

Subdivision Location:

Town  
Town, within extraterritorial approval jurisdiction of municipality  
Village or City  
Village in Brown County

Approval Certificate(s):

Town, County  
Town, County, municipality  
Village or City  
Village, County

-Additional approvals may be required by local government (plan commissions, etc), but do not replace those shown above.

-Approval authorities must be listed in the owner's certificate.

-Approval certificates should be in the format required by the approval authorities.

## MISCELLANEOUS

-A 2-1/4" x 4" clear space must be provided on each sheet for the certificate of no objection stamp that Plat Review is required to place on the plat. (The stamp can be imported into the drawing from the Plat Review web site.)

Objecting agencies that must be shown in the owner's certificate:

All plats with state review  
All plats with state review adjoining a state hwy  
Plats in Village or City in County with objecting authority  
Plats in Village or City in County with objecting authority, adjoining state hwy

Objecting Agencies:

DOA  
DOA, DOT  
DOA, CPA  
DOA, DOT, CPA

DOA = Department of Administration    DOT = Department of Transportation

CPA = County Planning Agency with objecting authority in municipalities

## COUNTIES WITH OBJECTING AUTHORITY IN MUNICIPALITIES

Brown County Planning Commission (objecting in cities only, approving in villages)  
Calumet County Planning and Zoning Committee  
Dodge County Planning & Development Department  
Door County Planning Department  
Fond du Lac County Planning Agency  
Jefferson County Planning & Zoning Department  
Juneau County Zoning Administrator (except city of Mauston)  
Manitowoc County Planning & Park Commission  
Milwaukee County Department of Public Works  
Oconto County Planning & Zoning Committee  
Outagamie County  
Racine County Planning & Development  
Rock County Planning & Development Agency  
St. Croix County Zoning Office  
Sheboygan County Planning & Resources Department (except City of Sheboygan)  
Waukesha County Parks & Land Use Department  
Winnebago County Planning & Zoning Committee

**NOTE:** This checklist is a broad guide to platting requirements, and is not meant to cover all requirements. Please contact Plat Review to discuss unusual circumstances or any other platting issues.