

**-SUBDIVISION PLATTING REQUIREMENTS-**  
**(Preliminary Plat)**  
**-WAUSHARA COUNTY-**  
(Revised 3-14-2007)

The criteria and requirements listed below apply to any major subdivision done in the unincorporated areas of Waushara County.

**A major subdivision is defined as:**

"Five or more lots, parcels or building sites of 5 acres each or less in area; or five or more lots, parcels or building sites of 5 acres each or less in area by successive divisions within a period of 10 years. All area calculations are to be exclusive of any dedications, public right-of-way easements for ingress-egress, or reservations. For the purposes of enforcement, no parcel of land existing at the time of the adoption of this amendment (regardless of ownership) may be further divided into five or more lots, parcels or building sites as described above without meeting the requirements of this and other applicable sections of this ordinance." Major subdivisions shall be created by means of a plat.

Creating a major subdivision is a fairly lengthy, complicated, and sometimes confusing process. Consequently, prior to filing any paperwork, it is strongly encouraged that a meeting be arranged with our office so that a representative can explain the necessary steps that must be undertaken. It is also strongly encouraged that a registered land surveyor be contacted early on. They are very familiar with these procedures and can assist or even represent you through the process. In most instances, the creation of a major subdivision follows a three-part process:

1. ***A zone change*** - In Townships which have adopted the Zoning portion of the Waushara County Code (and within the shoreland areas of those that have not), if the present zoning is not one of the residential classifications, a zone change is required. An application fee of \$225.00, concept plan and preliminary soils information is obtained and filed, a public hearing is held, and if approved, is then forwarded to the Waushara County Board, and finally the Town Board for their consideration. Approvals must be obtained from all three entities to have the zoning classification changed.
2. ***A preliminary plat*** - An application fee of \$100.00 + \$10.00/lot is paid, along with filing a preliminary plat drawn by a registered land surveyor which meets all State and County requirements. Another public hearing is held by the County Planning and Zoning Committee. Depending on the number and size of the lots proposed, state approval may also be needed.
3. ***A final plat*** - If the preliminary plat is approved, a final plat can be drawn by the registered land surveyor and submitted to the Township, County, and possibly City (in ETZA areas) for the appropriate signatures. The Planning and Zoning Committee can authorize the Chairman to sign the final plat, provided there are no substantial changes from the preliminary plat. Substantial changes may require the Planning and Zoning Committee to review the final plat at a business meeting before the Chairman can sign. The application fee for a final plat is \$50.00 + \$105.00/lot. Any required improvements, such as public roads are required to be completed prior to recording of the final plat, or financial surety (in a form acceptable to County legal counsel) shall be provided.

The submittal and design criteria necessary for the proper processing of a plat for a major subdivision is too lengthy to cover in detail in a simple hand out such as this. Landowners, developers and surveyors are encouraged to obtain a copy of the Waushara County Code, and particularly note Chapter 42 regarding subdivisions and Chapter 58 pertaining to Zoning, which explain application procedures, plat and data submission requirements, design standards, and required improvements. The County Code is available from the Waushara County Zoning office or by visiting Waushara County's website at [www.co.waushara.wi.us](http://www.co.waushara.wi.us) If you have any questions, contact the Zoning Office at (920) 787-0453.

**WAUSHARA COUNTY PRELIMINARY  
PLAT CHECKLIST**

| <u>YES</u> | <u>NO</u> | <u>N/A</u> |  |
|------------|-----------|------------|--|
| ( )        | ( )       | ( )        | 1. Complies with Section 236 of the Wisconsin Statutes, and includes the date, a graphic scale, and a north arrow.   |
| ( )        | ( )       | ( )        | 2. Complies with COMM 83-85, Wisconsin Administrative Code, if not served by public sewer, including documentation of soil conditions in format and quantity acceptable to the Zoning Administrator. Note that creating new lots, which can only be served by holding tanks, is prohibited.  |
| ( )        | ( )       | ( )        | 3. Complies with requirements of Wisconsin DOT if abutting a state highway or connecting street.   |
| ( )        | ( )       | ( )        | 4. Name of the proposed subdivision.   |
| ( )        | ( )       | ( )        | 5. Name, address and telephone number of the person to be contacted regarding the plat.  |
| ( )        | ( )       | ( )        | 6. Location of the proposed subdivision by government lot, quarter section, township, range and county.  |
| ( )        | ( )       | ( )        | 7. A scaled drawing to 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.   |
| ( )        | ( )       | ( )        | 8. Location and names of adjacent subdivisions, parks, and cemeteries.   |
| ( )        | ( )       | ( )        | 9. Location, right-of-way width and names of any existing or proposed streets, alleys or other public ways; easements, and railroad and utility rights-of-way included within or adjacent to the proposed subdivision. A statement of acceptance from the appropriate municipality is required when lands are being dedicated, and names of public roads shall be in accordance with the uniform address code rules. |
| ( )        | ( )       | ( )        | 10. Location of existing property lines, buildings, drives, streams and water courses, lakes, marshes, rock outcrops, wooded areas, and other similar significant features within the parcel being subdivided.   |
| ( )        | ( )       | ( )        | 11. Water elevations of adjoining lakes or streams at the date of the survey and approximate high and low water elevations are noted.  |
| ( )        | ( )       | ( )        | 12. Floodplain and shoreland boundaries and the contour lines lying at a vertical distance of 2 feet above the elevations of the regional flood elevation as established by the DNR.   |
| ( )        | ( )       | ( )        | 13. Contours at vertical intervals of not more than 4 vertical feet.   |
| ( )        | ( )       | ( )        | 14. Existing and proposed land use and zoning included within or adjacent to the proposed subdivision.   |
| ( )        | ( )       | ( )        | 15. Approximate dimensions of all lots, and proposed lot and block numbers.  |
| ( )        | ( )       | ( )        | 16. If applicable, a draft of any protective covenants or deed restrictions.   |

- 17. Is the proposal advantageous/conducive to development of adjoining lands?
- 18. Public street names proposed conform to County Road Naming Ordinance.
- 19. Preliminary uniform property address numbers (based on the center of each lot) must be shown on preliminary plat.
- 20. Public street and proposed driveways meet spacing requirements.
- 21. Public street jogs are not less than 150 feet.
- 22. Tangent of at least 100 feet between reverse curves of public streets.
- 23. Streets intersect at an angle of at least 75 degrees.
- 24. Public street minimum right-of-way width is at least 66 feet.
- 25. Public street minimum roadway width (town) is 26 feet.
- 26. Public street minimum surface width (town) is 20 feet.
- 27. Public street minimum radius of curvature (centerline) is 150 feet.
- 28. Public street maximum grade is 10%.
- 29. Cul de sacs do not exceed 1000 feet in length and have a minimum 60 foot total Radius ROW, with a traveled way width minimum 45 foot radius at the end.
- 30. Subdivision does not cause pyramiding.
- 31. All applicable water, wetland, and highway setbacks indicated (narrative preferred because locating OHWM's and wetland boundaries can be difficult).
- 32. Lots meet minimum area and width requirements, and have adequate road frontage.
- 33. Property is properly zoned for proposed uses, or a zone change has been applied for.
- 34. All applicable reviewal fees have been paid.

