



## Summary of Preliminary and Final Plat Requirements and Process

The owner/applicant shall schedule a preplating conference with the City Engineer and the Department of Community Development prior to submittal of an application for the approval of a preliminary plat to review the process, purpose and objectives of Municipal Code regulations, the Comprehensive Plan, erosion control and stormwater management practices, neighborhood plans and fees.

The owner/applicant shall submit the following information to the Community Development Department:

For Preliminary Plat review:

1. A complete application form and fee of \$500.00 plus \$25 per lot, or a reapplication fee of \$50.00, check payable to City of Appleton.
2. Two (2) copies of the preliminary plat.
3. Two (2) copies of the preliminary drainage plan and feasibility study plan.
4. Digital copy of the Stormwater Management Plan.
5. Digital copies of above in PDF and AutoCAD (if applicable) format.

For Final Plat review:

1. A complete application form and fee of \$250.00 plus \$25 per lot, check payable to City of Appleton.
2. Two (2) copies of the final plat.
3. Two (2) copies of the final drainage plan
4. One (1) copy of the final engineering plans.
5. Digital copy of the stormwater management plan.
6. Digital copies of above in PDF and AutoCAD (if applicable) format.

The preliminary and final plat will be reviewed by City staff for compliance with all applicable local regulations including Chapters 4, 20 and 23 of the Municipal Code, any official mapping ordinances, the Comprehensive Plan for the area, City of Appleton Subdivision Development Policy, Engineering Division Standards Procedures and Chapter 236 of the Wisconsin Statutes.

The owner/applicant of a final plat shall be responsible for the following:

1. Submitting two copies of the final drainage plan to the Community Development Department for Department of Public Works review and approval within 30 days from the meeting date the Common Council approves the final plat, unless the time is extended by the Department of Public Works.
2. Special assessments and taxes, which must be paid to the City of Appleton Finance Department prior to the Finance Director signing the final plat.
3. All recording fees.
4. Recording of the final plat in the County Register of Deeds office within twelve (12) months from the approval date of the last approving authority and within thirty-six (36) months from the approval date of the first approving authority.
5. Providing a digital copy of the recorded final plat in PDF and AutoCAD format to the City Clerk, Community Development and Department of Public Works.