

Acct #PWZNIG

## APPLICATION FOR PRELIMINARY AND FINAL PLAT

Community Development Department

100 N. Appleton St. PH: 920-832-6468 Appleton, WI54911 FAX: 920-832-5994

Stamp date received	

TYPE OF SUBDIVISION (CHECK ONE)			
□ Preliminary Plat □ Final Plat □ City □ Extraterritorial			
SUBDIVISION PLAT TITLE			
Title			
PROPERTY OWNER	APPLICANT (owner's agent)		
Name	Name		
Mailing Address	Mailing Address		
Phone	Phone		
E-mail	E-mail		
PROPERTY INCOMATION			
PROPERTY INFORMATION Property Tax # (31-0-0000-00)			
Site Address/Location			
Legal Description of Land *Please submit an electronic copy of Plat Map and the legal description in Microsoft Word format.			
Current Zoning:	Proposed Zoning:		
Current Uses:	Proposed Uses:		
Number of Lots and Outlots:	Total Acreage:		
Average Lot Size:	Average Lot Width:		
Date Owner/Agent Signature (Agents must provide written proof of authorization)			
OFFICE USE ONLY			
Application Complete			
□ Preliminary Plat Review Fee \$500 + x \$25 (per lot/outlot) =			
□ Reapplication Preliminary Plat Fee \$50 □ Final Plat Review Fee \$250 + x \$25 (per lot/outlot) =			

Date Paid \_\_\_\_/\_\_\_/\_\_\_

Receipt # \_\_\_\_\_

## **Summary of Preliminary and Final Plat Requirements and Process**

The owner/applicant shall schedule a preplatting 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:

- 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.