

LOT DIVISION GUIDE

For Residential Properties



Across the country, many people are experiencing issues with housing affordability and availability. Much of the existing housing consists of large, single-family homes on large lots which may not be affordable, or practical, for many people. There is an increased interest in finding ways of creating smaller, cheaper, and more available housing options. To help address this situation, the City of Platteville is looking for creative ways to better utilize the developed land areas, and to encourage infill housing by creating lots in existing neighborhoods.

Creating additional lots within the developed areas utilizes the existing infrastructure – streets, sidewalks, and utilities – which reduces development costs and allows for more affordable housing construction. By increasing the density of housing in an existing area, the added housing increases the availability of housing for residents, increases the tax base for the City, all without increasing the maintenance expenses for the City.

This document is intended as a guide to assist property owners that have a large lot and desire to divide it to create an additional lot that can be sold or used as a site for new residential construction.

Step 1: Determine the zoning of your property. The minimum lot size requirements are slightly different depending on the zoning of the property and the intended type of housing for the lot. The zoning can be obtained from the Community Planning & Development office at City Hall (608-348-9741 x 2235 or carrollj@platteville.org) or on the City's website at the following link:



<https://platteville.maps.arcgis.com/apps/MapSeries/index.html>

Step 2: Verify property size and dimensions. Verify the area and width of your property to determine if you have enough land to divide the property into two or more legal lots. Consult your deed or abstract for the legal description of your property, which provides the details of your property's dimensions. A plat of survey for your property will indicate the location of each corner surveyed and list the dimensions of all surveyed lines. The plat may be included in the abstract of your property. The Community Planning & Development Department for the City (608-348-9741 x 2231) and the Grant County Real Property/Land Information (608-723-2666) should be able to help you obtain a copy of recorded plats, if available. General property maps can be viewed on the City and County websites via their Geographic Information Systems (GIS) and web portals. These maps are not accurate for locating specific boundaries but are helpful for providing a reference or starting point.



<https://platteville.maps.arcgis.com/home/index.html>



https://gis.co.grant.wi.gov/Parcel_Explorer/

Step 3: Determine if your property is eligible to be divided. Based on the zoning and intended use, verify that the minimum lot area and width requirements are met to allow for a land division.

Is there adequate lot size? Both lots would need to meet the minimum size.

R-1: Minimum Lot Area: 8,000 square feet

R-2: Single-Family - Minimum Lot Area: 6,000 square feet
Two-Family - Minimum Lot Area: 10,000 square feet

R-3: Single-Family - Minimum Lot Area: 6,000 square feet
Two-Family - Minimum Lot Area: 10,000 square feet
Multi-Family - Minimum Lot Area: 10,000 square feet

Is there adequate lot width? Both lots would need to meet the minimum width.

R-1: Single-Family - Minimum Lot Width: 70 feet

R-2: Single-Family – Minimum Lot Width: 60 feet
Two-Family – Minimum Lot Width: 90 feet

R-3: Single-Family - Minimum Lot Width: 60 feet
Two-Family – Minimum Lot Width: 90 feet
Multi-Family – Minimum Lot Width: 90 feet

Is there an adequate setback from the house to the proposed lot line? The proposed lot line between the two lots would have to meet the required distance from the house – 10 feet from the side and 25 feet from the rear.

Step 4: If you have a mortgage, determine if lender approval is required. Dividing your lot will impact the value of your property and the legal description, so your lender may need to approve the division.

Step 5: Hire surveyor to create a proposed Certified Survey Map (CSM). Certified Survey Maps are documents used for minor land divisions or the reconfiguration of lot lines. The map shows the size and dimensions of the new lots and provides a new legal description of the lots.

Step 6: Apply for land division approval. Submit a completed application form, the proposed CSM and a \$200 application fee to the Community Development Department. Upon receipt of the necessary materials, the item will be placed on the agenda for the next Plan Commission meeting. The application deadline for getting on the Plan Commission meeting agenda is twenty working days prior to the meeting. The Plan Commission meets on the first Monday of each month, at 7:00 p.m. in the council chambers of City Hall.

Step 7: Staff Review and Notice. City staff will provide a technical review of the request and the submitted information to identify any relevant issues. City Staff will provide written notice to owners of land within 100 feet of the subject property at least ten days prior to the Plan Commission meeting.

Step 8: Plan Commission review and approval. The proposed CSM will be reviewed by the Plan Commission for conformance with the City's ordinances. The owner or surveyor should attend this meeting and be prepared to present the request and answer questions. Public statements will be allowed at this meeting. The Plan Commission will either approve, conditionally approve, or reject the map.

Step 9: Record CSM. If approved, the land division is not legal until the approved Certified Survey Map is recorded with the Grant County Register of Deeds and a copy of the recorded map is provided to the City.

Step 10: List property for sale. The new lot is now available for sale or construction.

Common Questions:

Why would I want to divide my lot? Creating an additional lot from your property provides benefits for both you and the community. Sale of the additional lot would provide immediate income for you, plus having a smaller lot for your house would reduce your property taxes and maintenance. Creating additional lots in already developed areas would create additional tax base for the City without creating additional street or utility maintenance expenses. The additional lot would also create more housing opportunities for the community.

How do I determine if there is enough distance from my house to the lot line?

Measure from your lot line to your house on the side where the new lot will be created. You will need enough area to create a lot that has enough width and area, plus meet the 10 or 25 feet of setback from your house to the lot line. If it is questionable if there is enough distance, you can try to find the property markers to obtain a more accurate measurement. If you cannot locate the markers, or if the distance is very close to the minimums, you will likely need to contact a professional surveyor. The City has a list of surveyors that do work in the Platteville area.

What is the cost of having a surveyor locate or set my property markers?

A professional surveyor will typically charge an hourly rate to locate property markers. This amount will vary from surveyor to surveyor but will likely be in the \$150 to \$200 per hour range.

What is the cost of the Certified Survey Map (CSM) creation?

There are many variables that impact the surveyors time and cost with creating the CSM, including the size and shape of the property, if the existing property markers are present, the distance from section survey markers, and the amount of research needed to verify the property description. For most simple land divisions, the cost will range from \$1,800 to \$2,500. The recording fee is typically around \$30.

What if my lot isn't large enough? If your lot is close to meeting the minimum requirements but is a little too small in the width or area requirements, you could apply for a variance. The Zoning Board of Appeals can provide a variance to allow the creation of a lot that doesn't meet the ordinance requirements, if the legal standards for a variance are met. A \$150 application fee is required to apply for a variance. The Board of Appeals meets on the 3rd Monday of each month, at 7:00 p.m. in the council chambers of City Hall.

How long does the City approval process take for the CSM?

The process generally takes 1-1/2 to 2 months, depending on when the application and information is submitted in relation to the deadline to get on the Plan Commission agenda.

How much will the new lot be worth?

The assessed value of residential lots in the City of Platteville in established neighborhoods ranges from \$15,000 to \$60,000, depending on the size and location. A minimum size lot in the City would be 6,000 to 10,000 square feet, depending on the zoning, which would be valued toward the lower end of that range. Local real estate agents can provide an estimate of the value based on current property sales.

What will be the impact of the lot division on my taxes?

Most of the value in your property is in the house and other improvements, but the land value is typically 15% to 30% of your total value. This can be determined by checking your tax bill. Reducing the size of your property will result in a decrease in the land value and the resulting taxes proportionately.

APPLICATION FOR
CERTIFIED SURVEY MAP
 CITY OF PLATTEVILLE, WISCONSIN



General Information (please type or print clearly)

	Applicant/Agent	Owner
Name		
Address		
Phone		
Email		

Property Information (Attach additional sheets if necessary)

This application is for approval of a: Certified Survey Map

This property is located in the: City of Platteville Town of Platteville Town of _____

Present Legal Description: _____

Change Requested, or New Description: _____

Zoning of Property: _____

Comprehensive Plan Designation: _____

Current Use of Property: _____

Proposed Use of Property: _____

Signatures

The undersigned understands and agrees with the following conditions: No building permits will be issued until the certified survey map or plat has been recorded with the Register of Deeds of Grant County, Wisconsin, and the approval conditions (if any) have been complied with.

APPLICANT: _____ DATE: _____

APPLICANT: _____ DATE: _____

OFFICE USE ONLY File Number: _____
 Date Application Filed: _____ Fee Paid/Receipt #: _____
 Plan Commission Action & Date: _____
 Conditions of Approval: _____

PROFESSIONAL LAND SURVEYORS



The City of Platteville does not locate private property boundaries or lot lines. The most accurate way to verify your property lines is to obtain a survey from a licensed land surveyor. Below is a list of licensed surveyors that do work in the Platteville area. This list should not be construed as an endorsement and the City of Platteville assumes no liability for the quality of work for any individuals on this list.

Austin Engineering LLC
4211 Hwy. 81
Lancaster, WI 53818
608-723-6363
austinengr@yousq.net

Benzing Surveying LLC
808 5th Avenue SW
Waukon, IA 52172
563-568-2136
ryland@benzingsurveying.com

Bowden Surveying Ltd.
619 W. Merrimac Street
Dodgeville, WI 53533
608-935-5513
brbowden@mhtc.net

Buesing and Associates Inc.
1212 Locust Street
Dubuque, IA 52001
563-556-4389
jchermsen@buesing.com

Delta 3 Engineering Inc.
875 S. Chestnut Street
Platteville, WI 53818
608-348-5355
mail@delta3eng.biz

Full Circle Engineering & Surveying
3462 Spring Valley Road
Dodgeville, WI 53533
608-935-0294
mrochon@fullcircleES.com

Halverson Land Surveying
501 Oak Street
Arena, WI 53503
608-753-2498
john@halversonsurveying.com

Hasse Surveying
W5820 Iliff Road
Monroe, WI 53566
608-325-5321
hassesurveying@wekz.net

Jewell Associates Engineers Inc.
560 Sunrise Drive
Spring Green, WI 53588
608-588-7484
www.jewellassoc.com

KD Engineering
2600 County Road Y
Dodgeville, WI 53533
608-935-3310
kdengineering@mhtc.net

MSA Professional Services Inc.
400 Ice Harbor Drive, Suite 110
Dubuque, IA 52001
563-582-3973
Msa-ps.com
cschley@msa-ps.com

Niles Surveying
Joe Niles
563-513-1755
nilessurv@lagrant.net

Origin Design

137 Main Street, Suite 100

Dubuque, IA 52001

563-556-2464

hello@origindesign.com

Schmit Engineering & Surveying

215 Grace Street

Dodgeville, WI 53533

608-935-2721

lschmit@schmitengineering.com

Talarczyk Land Surveys

517 2nd Avenue

New Glarus, WI 53574

608-527-5216

bob@talarczyksurveys.com