

Major Land Division/ Subdivision Approval Process:

Step 1: Pre-application Staff Meeting

Although not required, it is recommended that the applicant meet with the Community Planning & Development Director to discuss the proposed request. This step is intended to explain to the applicant the purpose and objectives of the regulations and the comprehensive plan, and to informally reach mutual conclusions regarding the general program and objectives of the proposed development.

Step 2: File Application Materials – Preliminary Plat

The applicant submits a completed application form, the proposed preliminary plat, other necessary materials, and a \$250 application fee. Upon receipt of the necessary materials, the Zoning Coordinator will place the item on the agenda for the Plan Commission. The application deadline for getting on the Plan Commission meeting agenda is twenty (20) working days prior to the meeting. It is preferable to receive this information twenty-five (25) days prior to the meeting at which action is desired.

Step 3: Staff Review

City staff, including representatives of various city departments and divisions as needed, will provide a technical review of the request and the submitted information to identify relevant issues. If extensive changes are required or more information is needed to adequately review the application (e.g. additional plans or engineering studies), the application may not be scheduled for a meeting to allow time for the necessary work to be completed. If deficiencies are minor, the item will be scheduled for a meeting, subject to revised plans being submitted at a later date.

Step 4: Park Board Review

The proposed plat may be submitted to the Park Board for review concerning the possible location and dedication of parkland, and to determine any required park impact fees. The information and Park Board recommendation will then be forwarded to the Plan Commission.

Step 5: Public Notice

City Staff shall give written notice to owners of land within one-hundred (100) feet of the subject property at least ten (10) days prior to the Plan Commission meeting. Notice of the public hearing held by the Common Council shall be published as a class 2 notice under chapter 985.

Step 6: Plan Commission Review/ Recommendation

The plat shall be reviewed by the Plan Commission for conformance with the subdivision ordinance, zoning ordinance, the comprehensive plan, and all other ordinances that affect it. The applicant should attend this meeting and be prepared to present the request and answer questions from the Plan Commission. Public statements will be allowed at this meeting. The Plan Commission meets on the first Monday of the month, at 7:00 p.m. in the council chambers of City Hall.

After review of the preliminary plat and negotiations with the subdivider on any changes deemed advisable and the kind and extent of public improvements required, the Plan Commission shall within forty (40) days of its submission, approve, approve conditionally, or reject the plat. The subdivider shall be notified in writing of any conditions of approval or the reason for rejection.

Step 7: Council Information Meeting

The request will be placed on the Common Council agenda for information and discussion. The applicant is not required to attend this meeting, but it is an opportunity for the Council to ask questions and request additional information. The City Council meets the second and fourth Tuesdays of the month, at 7:00 p.m. in the council chambers of City Hall.

Step 8: Council Public Hearing and Action

The Common Council shall hold a public hearing on the preliminary plat. The applicant should be prepared to present the plat and answer questions from the Council. Parties in interest and citizens shall have an opportunity to be heard. Following such hearing and after careful consideration of the Plan Commission's recommendations and public comments, the City Council shall vote on the plat. Approval of the preliminary plat shall entitle the subdivider to final approval of the general layout shown by such plat if the final plat conforms substantially to such layout and conditions of approval have been met.

Step 9: File Application Materials – Final Plat

The applicant submits a completed application form, the proposed final plat, and a \$150 application fee. The final plat and such copies as shall be required shall be submitted within six (6) months of the approval of the preliminary plat. However, if approval of the preliminary plat must be obtained from another authority subsequent to approval by the Plan Commission, the final plat shall be submitted within six (6) months of such approval. The Plan Commission may waive failure to comply with this requirement. Upon receipt of the necessary materials, the Zoning Coordinator will place the item on the agenda for the Plan Commission. The application deadline for getting on the Plan Commission meeting agenda is twenty (20) working days prior to the meeting.

Step 10: Public Notice

City Staff shall give written notice to owners of land within one-hundred (100) feet of the subject property at least ten (10) days prior to the Plan Commission meeting.

Step 11: Plan Commission Review/ Recommendation

The Plan Commission shall vote on the final plat and refer the plat with its recommendations, to the Council within thirty (30) days of its submission, unless the time is extended by the Council.

Step 12: Council Information Meeting

The plat will be placed on the Common Council agenda for information/discussion. The applicant is not required to attend this meeting, but it is an opportunity for the Council to ask questions and request additional information.

Step 13: Council Review and Action

The Council shall approve or reject the final plat within sixty (60) days of its submission to the City unless time is extended by agreement with the subdivider. Reasons for rejection shall be stated in writing in the minutes of the Council meeting and a copy thereof or other written statement of such reasons supplied to the subdivider.

Step 14: Public Improvement Agreement

If the development of the plat includes the construction of streets, sidewalks, utilities or other public infrastructure, then the applicant shall be required to enter into an agreement with the City regarding the construction and maintenance of the improvements in the subdivision. This agreement will be drafted by City Staff, approved by the Common Council, and signed by both parties.

Step 15: Recording of Final Plat

The subdivider shall record the final plat with the County Register of Deeds and shall file a true copy of said plat with the City. If the original of the final plat has been filed with some other approving authority, the subdivider may file a true copy of such plat in lieu of the original. However, before approval of the Council will be inscribed on the original of the final plat, the surveyor or subdivider shall certify the respects in which the original of the final plat differs from the true copy, and all modifications must first be approved.

Plats Outside the Corporate Limits.

When the land to be subdivided lies within the extraterritorial plat approval jurisdiction of the City, the subdivider shall also receive approval from the Town of Platteville, as specified in the City and Town of Platteville Intergovernmental Agreement. This procedure is explained in the agreement, and in the Extraterritorial Land Division Procedures document. The City of Platteville’s extraterritorial plat approval jurisdiction is defined by Wis. Stats. Sec 236.02 as the area within 1-1/2 miles of the City’s municipal boundaries.