

EXTRATERRITORIAL LAND DIVISION PROCEDURES

Plat Review Area. 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.

Land Division Regulations. The regulations to be followed concerning the division of land within the extraterritorial plat review area identified above will be Chapter 21 of the City of Platteville Municipal Code and the City and Town of Platteville Intergovernmental Agreement.

Local and County Approval. Any land division in the extraterritorial plat review area as defined above needs to get approval from the Joint Extraterritorial Committee and also from Grant County and the State of Wisconsin, following the provisions of Chapter 236 of the Wisconsin Statutes. There is no requirement as to the order in which the approvals are granted. The approval process for Grant County should be verified with the County Zoning Administrator.

Subdivision/Land Division Approval. The following review process shall be followed concerning requests to divide land within the extraterritorial plat review area, and requests to amend the text of the land division regulations that apply to this area.

Pre-Application.

It is recommended that, prior to the filing of an application for approval of a preliminary plat, the subdivider consult the Community Planning & Development Director and Director of Public Works for advice and assistance. This step does not require a formal application, fee, or filing of a plat, but is intended to explain to the subdivider the purpose and objectives of these regulations, the comprehensive plan, official map and zoning ordinance and to informally reach mutual conclusions regarding the general program and objectives of the proposed development.

Preliminary Plat

- 1) Before submitting a final plat for approval, the subdivider shall submit a preliminary plat, supplemental data and such copies thereof as shall be required, to the City's Department of Planning & Community Development and Town Clerk at least twenty-five (25) days prior to the meeting at which action is desired. The information will then be forwarded to the City and Town Plan Commissions.
- 2) The City Plan Commission and Town Plan Commission will each review the request and shall separately vote to recommend that the preliminary plat be approved as requested, modified, or denied. A majority of each Commission must vote in favor for the plat to receive a favorable recommendation.
- 3) The Joint Extraterritorial Committee shall hold a public hearing on the preliminary plat. Parties in interest and citizens shall have an opportunity to be heard. Notice of the public hearing shall be published as a class 2 notice. 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.
- 4) After review of the preliminary plat and negotiations with the subdivider on any changes deemed advisable, the Joint Extraterritorial Committee shall within forty (40) days of its submission, approve, approve conditionally, or reject the plat. A minimum of four (4) members of the 6-member Joint Extraterritorial

Committee must vote in favor for the amendment to pass, with at least two (2) of the three (3) members from the City Council and at least two (2) of the three (3) members from the Town Board voting in favor of the proposed request. The subdivider shall be notified in writing of any conditions of approval or the reason for rejection.

Final Plat

- 1) The Zoning Coordinator shall forward the final plat to the Joint Extraterritorial Committee. The Committee 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 Committee meeting and a copy thereof or other written statement of such reasons supplied to the subdivider.
- 2) 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 Committee 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.

Minor Subdivision

- 1) When it is proposed to divide land into two (2) parcels or building sites, any one of which is less than four (4) acres in size, or when it is proposed to divide a block, lot or outlot in a recorded subdivision into not more than four (4) parcels or building sites, or when the owner of two or more contiguous lots proposes to consolidate them into fewer lots, the subdivider may subdivide by use of a Certified Survey Map (CSM).
- 2) The Zoning Coordinator shall transmit copies of the map and letter of application to the City and Town Plan Commissions, and to all affected City boards, commissions, committees, or departments for their review and recommendations concerning matters within their jurisdiction. Their recommendations shall be transmitted to the City and Town Plan Commissions within fifteen (15) days from the date the Map is filed. The time limits set forth may be extended provided the applicant consents thereto.
- 3) The City Plan Commission and Town Plan Commission will each review the request and shall separately vote to recommend that the CSM be approved as requested, modified, or denied. A majority of each Commission must vote in favor for the CSM to be approved.
- 4) The Joint Extraterritorial Committee shall review this map to determine conformance with this ordinance and all other ordinances, rules, regulations, comprehensive plans and plan components that affect it. The Joint Extraterritorial Committee shall, within forty-five (45) days from the date of filing of the Map either approve, conditionally approve or reject said Map. A minimum of four (4) members of the 6-member Joint Extraterritorial Committee must vote in favor for the amendment to pass, with at least two (2) of the three (3) members from the City Council and at least two (2) of the three (3) members from the Town Board voting in favor of the proposed request.
- 5) If the Map is rejected, the reasons therefore shall be stated in the minutes of the meeting and a written statement thereof forwarded to the subdivider. If the Map is approved, the Joint Extraterritorial Committee shall cause the City Clerk to so certify on the face of the original Map and return same to the subdivider.
- 6) The subdivider shall record the Certified Survey Map with the County Register of Deeds within thirty (30) days of its approval by the Joint Extraterritorial Committee and shall file three (3) true copies of said Map with the City.