

**PLAN COMMISSION**  
of the City of Platteville



**AGENDA**

**TUESDAY, SEPTEMBER 6, 2022 – 7:00 P.M.**  
**COUNCIL CHAMBERS IN CITY HALL – 75 N. BONSON STREET**

1. ROLL CALL
2. APPROVE MINUTES – July 11, 2022
3. LOT DIVISION GUIDE

*Review draft information that will assist property owners with creating additional residential lots.*

4. ADJOURN

If you have concerns or comments related to an item on this agenda, but are unable to attend the meeting, please send the comments to [carrollj@platteville.org](mailto:carrollj@platteville.org) or call 608-348-9741 x 2235.

**PLAN COMMISSION**  
**Monday, July 11, 2022**

The regular meeting of the Plan Commission of the City of Platteville was called to order by Council President Barbara Daus at 7:05 PM in the Common Council Chambers of the Municipal Building.

**ROLL CALL:**

Present: Barbara Daus, Robert Vosberg, Todd Kasper, Bill Kloster, Kory Wein, Amy Seebboth-Wilson and Joie Schoonover.

Excused: Evan Larson

**APPROVAL MINUTES – May 2, 2022**

Motion by Kloster, second by Vosberg to approve the May 2, 2022, minutes as presented. Motion carried 5-0 on a roll call vote, Schoonover abstained.

**SIDEWALK INSTALLATION EXCEPTION** – The Plan Commission considered a request to the zoning rule that requires public sidewalks to be installed as part of new commercial development at 1601 Progressive Parkway. Motion by Seebboth-Wilson, second by Wein to recommend denial of the request for the exemption to the requirement that sidewalks be installed as part of new commercial development. Motion carried 5-1 on a roll call vote with Kasper voting against.

**DEED CITY-OWNED LAND – 275 LILY STREET/750 VALLEY ROAD** – The Plan Commission considered a request to transfer ownership of City-owned land to Lawinger Brothers Construction. Mark and Tom Lawinger spoke in favor. Motion by Wein, second by Kasper to recommend approval of transferring ownership of this property to Lawinger Brother, Inc through the use of a Quit Claim Deed.

**PLANNED UNIT DEVELOPMENT-GCP – 305 EASTSIDE ROAD** – The Plan Commission considered an application for a PUD to allow the construction of a building for Family Advocates that will include office space and a domestic shelter facility. Darlene Masters spoke in favor. Motion by Vosberg, second by Wein to recommend approval of the PUD at 305 Eastside Road as recommended by staff. Motion carried 4-2 on a roll call vote with Kloster and Kasper voting against.

**CERTIFIED SURVEY MAP AND ZONING AENDMENT – 6043 COUNTY ROAD D** – The Plan Commission considered an application for a Certified Survey Map to create a new lot and to rezone the lot for commercial storage use. Motion by Seebboth-Wilson, second by Kloster to recommend approval of the proposed Certified Survey Map and the request to rezone Lot 2 to C-1 General Commercial and Industrial District. Motion carried 6-0 on a roll call vote.

**CERTIFIED SURVEY MAP – CALHOUN DRIVE AND AMAR DRIVE** – The Plan Commission considered an application for a Certified Survey Map to reconfigure a portion of the undeveloped Golden Heights Subdivision. Scott Budd of 985 Calhoun Drive Lot 17 spoke in favor. Motion by Kasper, second by Vosberg to recommend approval of the proposed CSM to reconfigure the lots, with the following conditions: a. the approval is contingent upon the Council discontinuing Amar Drive and a portion of Calhoun Drive. b. the CSM shall be recorded with the Grant County Register of Deeds, and a copy shall be provided to the City. Motion carried 6-0 on a roll call vote.

**ADJOURN:**

Motion by Kloster, second by Seebboth-Wilson to adjourn. Motion carried 6-0 on a voice vote. The meeting was adjourned at 8:31 PM.

Respectfully submitted,

Candace Klaas, City Clerk

# LOT DIVISION GUIDE

## For Residential Properties



This document is intended as a guide to assist property owners that have an “oversize” parcel 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 property zoning.** The minimum lot size requirements are slightly different depending on the zoning of the property and the intended use of the lot. The zoning can be obtained from the Community Planning & Development office at City Hall 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. Both lots would need to meet the minimum area and width requirements. The new property line between the lots would also need to meet the minimum setback distance from existing structures on the property.

**Step 3: Verify lot size and frontage requirements.** Based on the zoning and intended use, the below minimum lot size requirements would apply for the proposed lots.

R-1:	Single-Family: Lot Width: 70 feet	Lot Area: 8,000 square feet
R-2:	Single-Family: Lot Width: 60 feet	Lot Area: 6,000 square feet
	Two-Family: Lot Width: 90 feet	Lot Area: 10,000 square feet
R-3:	Single-Family: Lot Width: 60 feet	Lot Area: 6,000 square feet
	Two-Family: Lot Width: 90 feet	Lot Area: 10,000 square feet
	Multi-Family: Lot Width: 90 feet	Lot Area: 10,000 square feet

**Step 4: Hire surveyor to create a Certified Survey Map (CSM).** Certified Survey Maps are documents used for minor land divisions, the reconfiguration of lot lines, or the combination of existing lots of record. Certified Survey Maps are recorded in the Register of Deed’s office, following approval by the City.

**Step 5: Apply for land division approval.** Submit a completed application form, the proposed CSM and a \$150 application fee. 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 6: 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 one hundred feet of the subject property at least ten days prior to the Plan Commission meeting.

**Step 7: Plan Commission review and approval.** The proposed CSM will be reviewed by the Plan Commission for conformance with the subdivision ordinance, zoning ordinance, and the comprehensive plan. The owner 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 shall either approve, conditionally approve or reject the map.

**Step 8: Record CSM.** The land division is not legal until the owner records the Certified Survey Map with the County Register of Deeds and provides a copy of the recorded map to the City. The property is then available for sale or construction.

## **Common Questions:**

### **How do I determine my existing property size?**

Consult your deed or abstract for the legal description of your property, which provides the details of your property's boundaries and 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/](https://gis.co.grant.wi.gov/Parcel_Explorer/)

<http://www.grantcountylandrecords.com/GCSWebPortal/Search.aspx>

### **How do I find my property lines?**

To find your property boundaries, you can try the below actions. More information can be found in the City's "GUIDE TO LOCATING PROPERTY BOUNDARIES".

- Consult your deed or abstract for the property description and details of your property.
- Review your plat map or subdivision map.
- Use existing fence lines.
- Look for property pins.
- Ask your neighbor.
- Measure from public sidewalks.
- Measure from the centerline of the street.
- Contact a professional surveyor.

### **What is the cost of having a surveyor locate my property boundaries?**

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.

### **How long does the City approval process take?**

The process generally takes 1-1/2 to 2 months, depending on when the application and information is submitted in related to the meeting deadline.

### **What is the cost of the City approval?**

The application fee to the City is \$150. The City takes care of the required notices and mailings.

### **What is the cost of the 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.

### **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.

# GUIDE TO LOCATING PROPERTY BOUNDARIES



The City of Platteville does not locate private property boundaries or lot lines. To find the boundaries for your property without getting a survey, you can try the following:

## **CHECK YOUR DEED OR ABSTRACT.**

Consult your deed or abstract for the legal description of your property, which provides the details of your property's boundaries and dimensions.

## **OBTAIN A MAP OR PLAT OF YOUR PROPERTY.**

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/](https://gis.co.grant.wi.gov/Parcel_Explorer/)

<http://www.grantcountylandrecords.com/GCSWebPortal/Search.aspx>

## **USE EXISTING FENCE LINES.**

Existing fences are often located along property lines. If you are unsure of the property boundary, using an existing fence line is a good indicator of where an existing property line may be located. DO NOT rely solely on this method as it is only a guide and is not considered an accurate method to determine property boundaries.

## **LOOK FOR PROPERTY PINS.**

Property pins are thin iron bars or pipes, two to three feet long, and sometimes capped with plastic, which the original survey crew inserted on the property lines. If your property is a platted lot, or has been surveyed in the past, there will likely be property pins located at the corners of your property. The top of the cap should be at ground level, however, over time they may get pushed underground. Surveyors may also place a metal T-bar post at the property pin location. If you are not able to see the pins, you may be able to locate the pins by using a metal detector and removing the top layer of soil covering the pins. You should always be careful to not move or alter the location of the pins.

## **ASK YOUR NEIGHBOR.**

Your neighbor may be knowledgeable about the property lines that you share. If they know the location of any of their other property boundaries, you can also use the dimensions from the plat maps or property description to measure the approximate locations of your property boundaries. It's possible they know where the pins are or had a survey of their property performed.

### MEASURE FROM PUBLIC SIDEWALKS.

Pins are normally located within 12" of the sidewalk on the side closer to the house. If there is no sidewalk in front of the property, but there are sidewalks in front of the adjacent properties, those can also be used as a guide. Also examine the sidewalk itself to see if there are any cut lines or markers indicating a property corner or survey marker.

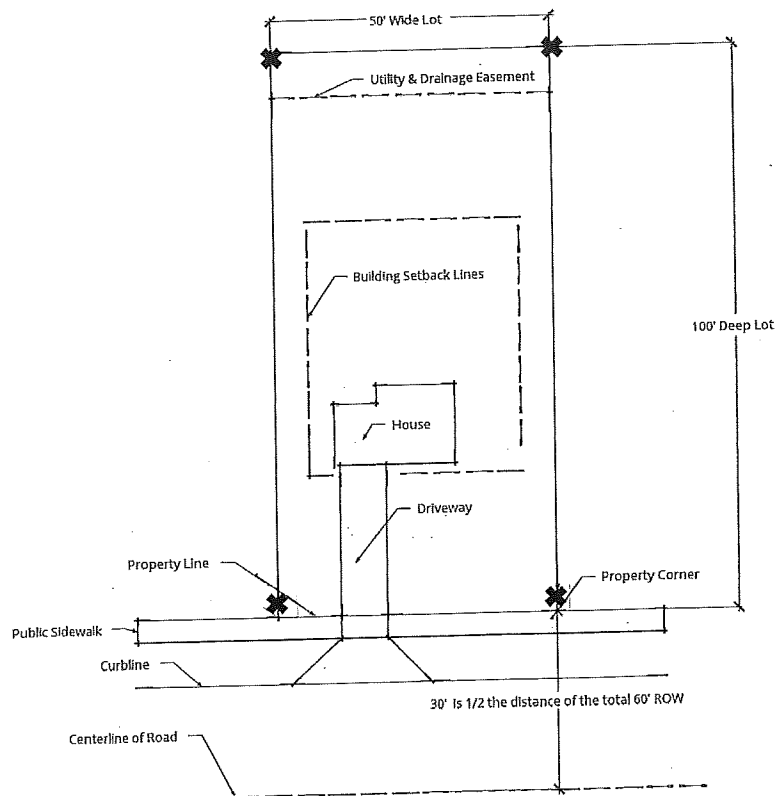
### MEASURE FROM THE CENTERLINE OF THE STREET.

Using your plat map as a guide, measure half the distance of the right-of-way (ROW) toward your property. The paved portion of the street along with any shoulders, ditches and sidewalks are all included within the ROW. Your property boundary should not be measured from the edge of the street: it should be measured from the center of the ROW. Refer to the copy of your plat map for the width of the ROW fronting your particular property or verify with City staff. The street is generally located in the center of the ROW, so you can use it as a starting point to find your front property boundary and possible location of your property pins.

### CONTACT A SURVEYOR.

If you cannot find any property markers, contact a professional surveyor to locate and/or stake your property pins for you. The most accurate way to verify your property lines is to obtain a survey from a licensed land surveyor. Most surveyors will provide an estimate for the cost of the survey. Names of licensed surveyors that do work in the Platteville area can be obtained from the Community Planning & Development Department.

✖ Marks the area to check for pins



APPLICATION FOR  
**CERTIFIED SURVEY MAP**  
 CITY OF PLATTEVILLE, WISCONSIN



**General Information** (please type or print clearly)

	Applicant/Agent	Owner
<b>Name</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Email</b>		

**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**

Date Application Filed: \_\_\_\_\_ File Number: \_\_\_\_\_  
 Plan Commission Action & Date: \_\_\_\_\_ Fee Paid/Receipt #: \_\_\_\_\_  
 Conditions of Approval: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Minor Land Division/ Certified Survey Map 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

The applicant submits a completed application form, the proposed CSM, other necessary materials, and a \$150 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. The Plan Commission meets on the first Monday of the month, at 7:00 p.m. in the council chambers of City Hall.

## 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 be rescheduled to a later Planning Commission meeting date to allow time for the necessary work to be completed. If deficiencies are minor, the item will be scheduled for a Planning Commission meeting, subject to revised plans being submitted at a later date.

## Step 4: 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 5: Plan Commission Action

The Map 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 shall, within forty-five (45) days from the date of filing of the Map either approve, conditionally approve or reject said Map. If the Map is rejected, the reasons therefore shall be stated in the minutes of the meeting and a written statement forwarded to the subdivider. If the Map is approved, the Plan Commission shall cause the City Clerk to so certify on the face of the original Map and return same to the subdivider.

If the Certified Survey Map includes the dedication of land for a street right-of-way, park, or other public purpose, then the map will also need to be approved by the Common Council.

## Step 6: Recording of CSM

The subdivider shall record the Certified Survey Map with the County Register of Deeds within thirty (30) days of its approval by the Plan Commission and shall file three (3) true copies of said Map with the City.





Department of Planning  
& Community Development  
75 N Bonson St, Platteville, WI 53818  
[aulikl@platteville.org](mailto:aulikl@platteville.org) or 608.348.9741

## Professional Land Surveyors

### **Austin Engineering LLC**

4211 Hwy 81  
Lancaster, WI 53813  
PH: 608.723.6363  
[austinengr@yousq.net](mailto:austinengr@yousq.net)

### **Bowden Surveying Ltd**

619 W Merrimac St  
Dodgeville, WI 53533  
PH: 608.935.5513  
[brbowden@mhtc.net](mailto:brbowden@mhtc.net)

### **Buesing and Associates, Inc**

1212 Locust St  
Dubuque, IA 52001  
PH: 563.556.4389  
[jchermsen@buesing.com](mailto:jchermsen@buesing.com)

### **Delta 3 Engineering Inc**

875 S Chestnut St  
Platteville, WI 53818  
PH: 608.348.5355  
[mail@delta3eng.biz](mailto:mail@delta3eng.biz)

### **Full Circle Engineering & Surveying**

3462 Spring Valley Rd  
Dodgeville, WI 53533  
PH: 608.935.0294  
[mrochon@fullcircleES.com](mailto:mrochon@fullcircleES.com)

### **Halverson Land Surveying**

501 Oak St  
Arena, WI 53503  
PH: 608.753.2498  
[john@halversonsurveying.com](mailto:john@halversonsurveying.com)

### **Hasse Surveying**

W5820 Iliff Rd  
Monroe, WI 53566  
PH: 608.325.5321  
[hassesurveying@wekz.net](mailto:hassesurveying@wekz.net)

### **IIW, P.C.**

4155 Pennsylvania Ave  
Dubuque, IA 52002  
PH: 563.556.2464  
[c.geiser@iiwengr.com](mailto:c.geiser@iiwengr.com)

### **Jewell Associates Engineers, Inc**

560 Sunrise Dr  
Spring Green, WI 53588  
PH: 608.588.7484  
[www.jewellassoc.com](http://www.jewellassoc.com)

### **K D Engineering Consultants**

2600 County Rd Y  
Dodgeville, WI 53533  
PH: 608.935.3310

### **Niles Surveying**

Joe Niles, PLS  
PH: 563.513.1755  
[nilessurv@lagrant.net](mailto:nilessurv@lagrant.net)

*This list is intended to assist you in locating a Wisconsin Registered Land Surveyor and is a partial listing of individuals. Appearance of any name should not be construed as an endorsement and the City of Platteville assumes no liability for the quality of work of individuals on this list. Any licensed professional land surveyor may request to be added to this list by contacting the Platteville Community Development Department.*