

LAND DIVISION AND DEVELOPMENT CONTROL

200 Attachment 6

Town of Vernon

APPENDIX F

Name _____ Submittal Date _____
 Review Date _____
 Location _____ Reviewer _____
 Plan Commission Meeting Date _____
 Tax Key No. _____

Town of Vernon Land Division Review Checklist

	Development Identification	Preliminary Plat (P)	Final Plat (F)	Preliminary Minor Land Division	Certified Survey Map	Comments
1	Development title					
2	Property location (¼ section, section, township, range, county)					
3	North arrow and graphic scale					
4	Location of map showing section or a government subdivision of section in which subdivision lies, oriented the same as main drawing					
5	Name and address, phone no. of owner and subdivider					
6	Surveyor' certificate signed, dated and sealed and revision dates on all pages					
7	Sheet numbers (total number of sheets notation)					
8	Project engineer, name, address and phone number					
9	Owner's signature certificates					
10	Surveyor's certificate, complete and follows map					
11	Mortgagee statement					
12	Ties to section corners					
	Development Identification	Preliminary	Final Plat	Preliminary	Certified	Comments

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		Plat (P)	(F)	Minor Land Division	Survey Map	
13	Basis for bearings stated					
14	Closure of survey description (exterior boundary)					
15	Plan Commission approval, date, Chairman, Secretary					
16	Town Board approval, date, Chairman, Secretary					
17	Extraterritorial review certificates					
Mapping Features						
18	100-year floodplain limits (elevation and contour) as made available by FEMA and SEWRPC					
19	Topographic contours (existing and proposed) not to exceed 2' interval if available, if not available 5' interval					
20	Soil types					
21	Ordinary high-water mark on any navigable water body					
22	Wetlands (P-identify source of delineation; F-field delineation), lakes, streams, channels, ditches on or adjacent to the site					
23	Delineated shoreland jurisdiction					
24	Designated primary and secondary environmental corridors (P-identify source of delineation; F-field delineation), isolated natural areas (P), woodland features (P)					
25	Bearings and length of all lines					
26	Right-of-way and street locations, name, width, bearing (F), elevation, grades and existing access drives (P), including existing and proposed street extensions from adjacent parcels					
27	Streets dedicated to correct width					
28	Structures existing on site and within 50 feet of adjoining property and use of structures to be retained					
	Development Identification	Preliminary	Final Plat	Preliminary	Certified	Comments

LAND DIVISION AND DEVELOPMENT CONTROL

		Plat (P)	(F)	Minor Land Division	Survey Map	
Mapping Features (cont'd)						
29	Existing easements, proposed easements (F)-type and dimensions, pre-planned building sites and other improvements and any preplanned waste disposal systems, when limited by existing physical features					
30	Vision corners and vision corner easement					
31	Lot numbers and dimensions (including outlots)					
32	Curve information on curve or in a table, street radius					
33	Public dedication parcels and right-of-way dedications					
34	Location of soil borings with numerical cross-reference to data (frequency, location and depth need to be determined) (See § 200-27C of Land Division and Development Control Ordinance)					
35	Building or setback lines from wetlands, floodplains, and state highways (when required by Ch. Trans 233, Wis. Adm. Code)					
36	Historic or cultural features (i.e., Indian mounds) as per State Historical Society of Wisconsin Division of Historian Preservation Archaeological Site Inventory					
37	Foundation limitations due to high groundwater, bedrock or stormwater management facilities					
38	Survey monumentation or other attributes as required by Ch. 236, Wis. Stats.					
39	Landfill, manure or other waste storage facility locations on site and consistent with existing administrative rules (Registry of Waste Disposal Sites of Wisconsin)					
	Development Identification	Preliminary Plat (P)	Final Plat (F)	Preliminary Minor Land Division	Certified Survey Map	Comments

VERNON CODE

Mapping Features (cont'd)						
40	Wells (on site and within 100 feet of septic or stormwater facilities or as required by DNR Well Code)					
41	Drain tile location disclosure and function (if known)					
42	Stormwater management facilities					
43	Access easements, limitations, restrictions to adjacent roads and access for stormwater facility and open space maintenance					
44	Designation of source documents for mapping features					
45	Property pipes found or set					
46	Net acreage shown					
47	Subdivider's contiguous land included					
Accompanying Documentation						
48	Letter of credit or other financial guarantee (verification from local municipality)*					
49	Erosion and sediment control measures (i.e., site stabilization)					
50	Covenants and restrictions (if required by other actions)					
51	Soil boring and testing data or sewer service availability letter					
52	Stormwater management and practice design computations					
53	Stormwater facility and open space maintenance agreement with schedule and responsibility identified					
54	Stormwater system as-built engineering certification (after construction)					
55	County or state road access permit					
	Development Identification	Preliminary Plat (P)	Final Plat (F)	Preliminary Minor Land Division	Certified Survey Map	Comments

LAND DIVISION AND DEVELOPMENT CONTROL

Accompanying Documentation (cont'd)						
56	Outlot ownership					
57	Sediment control practice delineations-separate maps					
58	Watershed delineations (before and after development-separate maps)					
59	Developer agreements*					
60	Other regulatory permits					
61	Approved construction plans*					
62	Stormwater management and erosion control permit*					
Planning and Zoning Document Consistency						
63	Town of Vernon Master Plan					
64	Consistency with land use patterns and density standards set forth in the County Development Plan					
65	Street and Highway Width Map					
66	Jurisdictional Highway Systems Plan					
67	Park and Open Space Plan					
68	Town of Vernon Official Map					
69	Local and county zoning					
70	Stormwater Management System Plans or Water Quality Management Plans					
71	Compliance with Article VII of the Land Division and Development Control Ordinance					

* As required by Town Ordinance or any applicable conditions of approval.

** Shaded areas not applicable.

*** Please refer to Chapter 200, Land Division and Control Ordinance, for more detailed requirements.