MAJOR SUBDIVISION (5 or MORE LOTS): FINAL PLAT SUBMITTAL

Final Plat Submittal to Town Clerk
- ❑ Preliminarily Verify Completeness of Submittal
- ❑ Stamp Date Received
- ❑ Accept Payment of Fees
- ❑ Place on agenda for Plan Commission Meeting in 30+ days

Town Clerk Transmits for Review
- ❑ Mail to Different Agencies (Must respond within 20 days)
- ❑ Mail to Town Plan Commission and Town Board for their Review Prior to Meeting
- ❑ Mail to Town Engineer for review and comment

Town Clerk transmits review comments to Plan Commission & Town Board

Town Plan Commission
- ❑ Complete Final Review Checklist Prior to Meeting
- ❑ Discuss Checklist at Meeting

Within 2 Days

Within 20 Days

After 30 days

Within 90 days

If submittal not complete, state so in the minutes. The time stamped on the application is then null and void. The time will officially start once the entire submittal has been submitted. No further action required.

Recommend to Approve – if conditions of approval, need to be stated.

Recommend to Reject/Deny – need to state from the code, what reasons the denial or rejection is based on.

Town Board
- ❑ Complete Final Review Checklist Prior to Meeting
- ❑ Discuss Checklist at Meeting

Approve as submitted or with Conditions

Approve w/ Variance Condition

Reject/Deny – need to state from the code reasons for denial

Send a letter to property owner stating reason

Variance/Board of Appeals Paperwork Submittal

Variance/Board of Appeals Public Hearing

Approve

Deny

Within 30 days

Within 30 days

Within 30 days

Record at County Register of Deeds (within 24 months of Preliminary Plat Approval)