

Big Flats Land Division Procedure

PRELIMINARY CONSULTATION

It is recommended that, prior to filing an application for land division approval, the land divider shall attend a preliminary consultation with the Plan Commission. Information on meeting dates may be obtained from the Town Clerk. This consultation is not mandatory, but is intended to inform the land divider of the objectives of this Ordinance, the Comprehensive Plan, and to otherwise assist the land divider in planning development. In so doing, both the land divider and the Plan Commission may reach mutual conclusions regarding the general objectives of the proposed land division and its possible effects on the neighborhood and community.

In order to facilitate the consultation, the land divider is asked to submit five copies of a conceptual plan drawn to a reasonable scale depicting the proposed general lot layout, exterior boundaries, roadways, known easements, approximate location of existing or proposed improvements, approximate location of existing land uses, and any other information to fully and clearly represent the proposed land division. The concept plan shall be submitted at least (10) days prior to the scheduled meeting. A Zoning Map can be found in the Land Use and Zoning Ordinance. The complete Land Division Ordinance can be found at www.bigflatswi.com.

LOT SIZES & PROPORTIONS

- (A) Residential (R1): No land shall be divided if any lot created by the land division is smaller than 2 (two) acres within the area designated as "Residential".
- (B) Rural Residential (R2): No land shall be divided if any lot created by the land division is smaller than 5 (five) acres within the area designated as "Rural Residential. Conservation subdivisions are acceptable if the resulting net density does not exceed one lot per five acres of land.
- (C) Forestry/Recreation (F1): No land shall be divided if any lot created by the land division is smaller than 20 (twenty) acres within the area designated as "Forestry/Recreation."
- (D) Lot Proportions. All land division must be deemed "proportional", that is length of lot being no more than 2 (two) times its width. Exceptions will be decided by the Plan Commission.

CERTIFIED SURVEY MAP (CSM) PROCEDURE

(1) General: A Certified Survey Map prepared by a land surveyor registered in this state along with an application fee set forth in the Big Flats Fee Schedule, shall be required for all land divisions that create any lots 20 acres or less. All required CSMs shall comply in all respects with sec. 236.34 of the Wisconsin Statutes and state survey standards. The applicant shall submit 5 (five) copies no larger than 11" x 17" of the proposed CSM to the Planning Commission. The Plan Commission may require additional information in order to make its decision on the land divider's application. The Town Board shall have the authority to accept, reject, or require modification of a proposed CSM. Any extraordinary costs such as necessary engineering, inspection and legal costs incurred by the Town in reviewing each Land Division Application will be borne by the applicant.

(2) Information Required on the Signature Page: The CSM shall include in its certifications, in addition to the information required by sec. 236.34 of the Wisconsin Statutes, the following:

- (a) A legal description of the parcel; the surveyor's name, address, and signature.
- (b) The owner's name, address and signature.
- (c) Signature lines and dates for approval by the Town Chairperson and Town Clerk.

(3) Certified Survey Map Approval, Rejection or Reapplication:

(a) Within 60 days of submission, the Plan Commission shall make a recommendation to the Town Board regarding the approval or denial of the proposed CSM or request modification of the proposed CSM based upon all relevant factors including but not limited to its compliance with all Town ordinances and the Town of Big Flats Comprehensive Plan.

(4) Recording. The land divider shall record the CSM with the Adams County Register of Deeds after it has been approved, and shall file a certified copy of the recorded map with the Town Clerk within 14 days after the map is recorded.

SUBDIVISION PROCEDURE

Please see the full procedure in the Land Division Ordinance at www.bigflatswi.com.