

# Final Plat Request Information

An application for a Final Plat may be submitted to Building Inspector after fulfilling the requirements of Section 425 of the City of Marshfield Municipal Code and any set forth in the Preliminary Plat meeting with the Planning Commission. At least five (5) copies of the final plat shall be submitted to the Planning Commission at least ten (10) days prior to the meeting at which it is to be considered.

## Final Plat requirements as set forth in Sec. 425.060:

1. The name of subdivision (not to duplicate or closely approximate the name of any existing subdivision).
2. Location by section, township, range, County and State, and including descriptive boundaries of the subdivision, based on an accurate traverse, giving angular and linear dimensions which must mathematically close. The allowable error of closure on any portion of a final plat shall be one (1) foot in five thousand (5,000).
3. The location of monuments shall be shown and described on the final plat. Locations of such monuments shall be shown in reference to existing official monuments or the nearest established street lines, including true angles and distances to such reference points or monuments. Monuments shall be located at the corners of all blocks and shall be of a material and size specified by the City.
4. Location of lots, streets, public highways, alleys, parks, and other features, with accurate dimensions in feet and decimals of feet, with the length of radii and/or arcs of all curves, and with all other information necessary to reproduce the plat on the ground. Dimensions shall be shown from all angles, points and points of curve to lot lines.
5. Lots shall be numbered clearly and in the center of each lot. If blocks are to be numbered or lettered, these should be shown clearly in the center of the block.
6. The exact locations, widths, and names of all streets to be dedicated.
7. Location and width of all easements to be dedicated.
8. Boundary lines and description of boundary lines of any areas other than streets and alleys which are to be dedicated or reserved for public use.
9. Setback lines on front and side streets with dimensions.
10. Name and address of developer and (or) owner and surveyor making the plat.
11. Scale of plat (the scale to be shown graphically and in feet per inch), date and north point.
12. Statement dedicating all easements.
13. Statement dedicating all streets, alleys and other public areas not previously dedicated.
14. Certification by registered engineer or surveyor that details of the plat are correct.
15. Certificate of approval by Planning Commission.
16. Such other certificates, affidavits, endorsements or dedications as may be required by the Planning Commission in the enforcement of this Chapter.
17. Certificate of approval of the Board of Aldermen.
18. Reference to protective covenants on subdivision or property, if any.

**Supplementary Requirements.** In addition to the final plat, such cross-sections and profiles of streets and drainage, showing grades, as required by the Planning Commission or Board of Aldermen shall be submitted.

See Section 425.070 for design standards, Sec. 425.080 for required improvements, and Sec. 425.090 for variations and exceptions.

## **(Final Plat Continued)**

The Planning Commission will make its recommendation to the Board of Aldermen whether of approval, modification or disapproval. At the Board of Aldermen's next scheduled meeting the Board will approve, modify or disapprove the Final Subdivision Plat.

See Section 425.100 for recording instructions.

*Planning and Zoning Commission meet the Tuesday prior to the 2<sup>nd</sup> Board of Aldermen meeting of the month at 6:00 PM*

*Board of Aldermen meet the 2<sup>nd</sup> Thursday and the 4<sup>th</sup> Thursday of the month at 6:30 PM*

# City of Marshfield Planning and Zoning Amendment Request Form

Please choose the box that describes your project/request for the Planning and Zoning Commission or the Board of Aldermen.

**Project Type and Application Fee:**

- Annexation = \$150
- Conditional Use Permit = \$25
- Special Use = \$25
- Planned Community Unit Development = \$25
- Preliminary Plat Pre-Application
- Preliminary Plat
- Final Plat = Lessor of \$1.00 per lot or \$75.00. Minimum Fee of \$25
- Home Occupation = \$25
- Rezoning Request = \$25
- Other \_\_\_\_\_

**Information:**

Applicant's Name \_\_\_\_\_

Applicant Address \_\_\_\_\_

Phone/Fax/Mobile \_\_\_\_\_

Project Location \_\_\_\_\_

Existing Use \_\_\_\_\_

Proposed Use \_\_\_\_\_

Existing Zoning \_\_\_\_\_ Requested Zoning \_\_\_\_\_

Proposed name of subdivision \_\_\_\_\_

The following property owner agrees to pay application fees x \_\_\_\_\_

(Owner)

Legal Description of Property (May be attached)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Interested Parties:**

Property Owners \_\_\_\_\_

Surveyors/Engineers \_\_\_\_\_

Consultants/Attorneys \_\_\_\_\_

Date/Time and Signature received at City \_\_\_\_\_

# Statement of Understanding

By signing below, I, \_\_\_\_\_, certify that the information contained in this application is true and accurate to the best of my knowledge, and understand that a deliberate misrepresentation of information may be grounds for denial or reversal of this application, and/or revocation of any approval already awarded based on this application.

I also authorize City of Marshfield staff permission to view and enter the subject property for the purpose of reviewing and investigating this request.

I understand that submittal of this application and payment of the proper fees does not mean that approval of a request is imminent or guaranteed.

I understand that approval of this request does not qualify as, nor replace the necessity for proper permitting for the proposed project.

Signature of Applicant \_\_\_\_\_

Title \_\_\_\_\_

Printed Name of Applicant \_\_\_\_\_

Date \_\_\_\_\_

# Supporting Documentation Checklist for Request

*This document is to help you track your progress on the requested items by the Planning and Zoning Commission and/or Board of Aldermen. You should receive a checklist similar to this from the Building Inspector that has the required information marked in the corresponding box. Please contact the Building Inspector so that he/she can hear the scope of your proposal and send you a completed version of this checklist indicating the information you will need to provide for your project. Contact information for the City of Marshfield Building Inspector is located on the bottom of the next page.*

Incomplete, inaccurate, or non-submittal of any of the above items may be grounds for rejection of the application, or denial of the request.

- A Project Site Map sheet which includes the following information (*more than one sheet may be used to include this information*):
  - Total ownership area
  - Accurate (to scale) map of the project area including its relationship to surrounding properties, existing topography, and key natural features
  - Existing and workable proposed grades (contour lines at two foot contour interval minimum) and surface drainage. Supplement the contour lines with spot elevations along drainage swales where necessary. If the project is adjacent to an existing improved street, elevation of the top of curb, road, and sidewalk shall be indicated at 50 foot stations. If the street and/or sidewalk is not existing, proposed elevations shall be shown.
  - Complete existing and proposed storm sewer, water and sanitary sewer information including pipe sizes, invert elevation of manhole, inlets, etc.
  - Property lines, building sizes, locations and distance between both existing and proposed
  - Location of all easements, existing or proposed
  - Location, type and size of all existing trees, utility poles, fire hydrants and other structures, etc., both on-site and in all street terraces adjacent to the site
  - Parking lot information:
    - A scaled drawing plot plan of 1" = 20' or larger of all on-site surface, structure or underground parking
    - Location of driveway approaches -- existing, proposed and adjoining rate of slope or grade or approaches and driveways
    - Indicate number, arrangement and size of parking stalls and drive aisles
    - Vehicular access to inner courts for emergency servicing of buildings
    - Pedestrian walks connecting buildings, other buildings, and on-site parking areas and with public sidewalks. (Walks should be kept separate from drive aisles and driveways.)
  - Underground electric and telephone service
  - Building/dwelling unit information:
    - Number of buildings per parcel
    - Number of dwelling units per building
    - Average square feet of lot area per dwelling unit provided
    - Usable open space per dwelling unit provided
    - Total usable open space provided

