

# Preliminary Plat Pre-Application Request Information

A pre-application meeting is required prior to submission of a preliminary plat. This must be scheduled by the sub divider or his/her representative with the appropriate City staff. During pre-application proceedings of the general features of the subdivision, its layout, facilities and required improvements shall be determined to the extent necessary for preparation of the preliminary plat. Pre-application proceedings shall be properly documented in writing and copies of such documentation shall be furnished to the sub divider and the Planning and Zoning Commission with preliminary plat request provided by a licensed professional surveyor, architect or engineer.

The required pre-application meeting can be scheduled by contacting the Building Regulations Department or City Administrator. At the pre-application meeting the applicant shall:

1. He/she shall outline and describe the existing conditions of the site and the proposed development to supplement the drawings and sketches required in this Section.
2. A general location map shall be prepared and submitted and shall show the proposed subdivision and its relationship to existing community facilities. Such location map shall show the location and name of the subdivision, existing main traffic arteries, public transportation lines, schools, parks, playgrounds, high pressure gas lines, power lines and any other significant physical features.
3. A sketch plan shall be prepared and submitted showing the proposed layout of streets, lots and other features in relation to existing utilities and other conditions in a form that clearly illustrates the sub divider's request.
4. Within five (5) days of the review of the pre-application plan the sub divider shall be informed by City Staff whether such plans and the data submitted meet the objectives of these regulations. If City Staff finds the plans and data do not meet the objectives of these regulations, it shall express its reasons therefore.

After meeting the requirements set forth by City Staff in the pre-application meeting, a preliminary plat may be submitted to the Planning and Zoning Commission for their consideration.

*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 \_\_\_\_\_