

Preliminary Plat Request Information

On reaching conclusions as recommended in the Pre-Application Meeting, regarding his/her general program and objectives, the sub divider shall have prepared a Preliminary Plat, together with improvement plans and other supplementary requirements in conformance with Section [425.070](#) of these regulations.

All preliminary plats and supplementary materials specified below (Section 425.050) shall be submitted to City Staff at least ten (10) days prior to the next regular meeting of the Board of Alderman for referral to the Planning Commission as follows:

1. Five (5) copies shall be submitted to the Planning Commission.
2. Within sixty (60) days after the submission of a plat to the Commission, the commission shall approve or disapprove the plat; otherwise the plat is deemed approved by the Commission, except that the Commission, with the consent of the applicant for the approval, may extend the sixty (60) day period. The ground of disapproval of any plat by the Commission shall be made a matter of record. If approved, the Planning Commission shall express its approval as Conditional Approval and state the conditions of such approval, if any. If disapproved, the sub divider shall be notified of the reason for such action and what requirements shall be necessary to meet the approval of the Planning Commission. The action of the Planning Commission shall be noted on three (3) copies of the preliminary plat with any conditions attached. One (1) copy shall be returned to the sub divider and the other two (2) retained by the Planning Commission.
3. The Planning Commission shall forward copies of the Preliminary Plat to the Board of Aldermen for its review.
4. Conditional approval of the preliminary plat shall not constitute approval of the final plat, but rather it shall be deemed an expression of approval to the layout submitted on the preliminary plat as a guide to the preparation of the final plat which will be submitted for approval of the Planning Commission, and for recording upon fulfillment of the requirements of these regulations and the conditions of the conditional approval, if any.
5. Prior to the approval of the preliminary plat, the Planning Commission may require due consideration by the sub divider for dedication or reservation of suitable sites for schools, parks, playgrounds, or other public recreational areas or open spaces. Any areas so dedicated or reserved shall conform as nearly as possible to the recommendations of the Planning Commission in its Comprehensive Development Plan of the City.

Preliminary Plat Requirements as set forth in Sec. 425.050:

1. The scale of the preliminary plat shall not be less than one (1) inch equals one hundred (100) feet on a sheet of sufficient size.
2. The preliminary plat shall contain the following information:
 - a. Proposed name of subdivision. Names shall not duplicate or closely resemble names of existing subdivisions.
 - b. Location of boundary lines in relation to section, quarter section or quarter-quarter section lines and any adjacent corporate boundaries, comprising a legal description of the property.
 - c. Names and addresses of the developer and the surveyor or landscape architect making the plat.
 - d. Date, north point and scale.

(Preliminary Plat Continued)

3. Existing conditions which shall be shown.
 - a. Locations, width and name of each existing or platted street or other public way, railroad and utility right-of-way, parks and other public open spaces, and permanent buildings, within or adjacent to the proposed subdivisions.
 - b. All existing sewers, water mains, gas mains, culverts, or other underground installations within the proposed subdivision or immediately adjacent thereto, with pipe size, grades and locations shown.
 - c. Names of adjacent subdivisions and owners of adjacent parcels of unsubdivided land.
 - d. Topography with contour intervals of not more than five (5) feet; also the locations of water courses, ravines, bridges, lakes, wooded areas, approximate acreage, and such other features as may be pertinent to the subdivision of the property.
 - e. Subsurface conditions on the tract if deemed necessary by the Planning Commission.
4. Proposed development which shall be shown.
 - a. The location and width of proposed streets, roadways, alleys and easements.
 - b. The location and character of all proposed public utility lines, including sewers (storm and sanitary), water, gas and power lines.
 - c. Layout, numbers and approximate dimensions of lots.
 - d. Location and size of proposed parks, playgrounds, churches, or school sites or other special uses of land to be considered for dedication to public use, or to be reserved by deed of covenant for the use of all property owners in the subdivision and any conditions of such dedication or reservation.
 - e. Building lines with dimensions if required.
 - f. Indication of any lots on which use other than residential is proposed by the sub divider.
 - g. Any protective covenants proposed by the sub divider.
 - h. Front yard set-back lines according to this Title.

Supplementary Requirements. A copy of profiles shall be furnished for each proposed street, showing existing grades and proposed approximate grades and gradients on the centerline of the street. The location of proposed culverts and bridges shall also be shown.

After Preliminary Plat approval by the Planning Commission, a Final Plat may be submitted to the Planning and Zoning Commission for consideration.

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

Board of Aldermen meet the 2nd Thursday and the 4th 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 _____

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

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 _____