

APPLICANT INFORMATION



What is a final subdivision plat?

A final plat is the second step by which a property owner may create five or more parcels of land each one and one-half acres or less in area. The final plat must meet the requirements of Chapter 20 of the Village of Ashwaubenon Municipal Code, Chapter 21 of the Brown County Code of Ordinances, and Chapter 236 of the Wisconsin State Statutes. A final plat must be substantially similar to the approved preliminary subdivision plat.

Where do I start?

Prior to starting the process, it is recommended that a property owner request a meeting during normal village hall business hours to meet with village staff to review the proposed final plat in order to review any conditions of preliminary plat approval and any other issues that need to be addressed. Meetings may be set up by calling the Ashwaubenon Village Hall at (920) 593-4405.

In order for the final plat to be processed, the completed application form, fee, and all accompanying information must be received in the Ashwaubenon Village Hall at least 14 days prior to the regularly scheduled Planning Commission meeting, which is typically held on the first Tuesday of the month at 5:30 p.m. in the Village Hall Board Room. The fee for review is \$100 plus \$50 per lot and must be submitted with the final plat and application form. A park impact fee will be calculated as part of the review process and be payable as a condition of approval of the final subdivision plat.

What's next?

At a regularly scheduled meeting, the Planning Commission will generally make a recommendation to the Village Board based upon the information from the application, Ashwaubenon Comprehensive Plan, as well as other pertinent plans, studies, and information. It is strongly recommended that you attend all meetings in order to answer any questions that come up.

Following the Planning Commission recommendation, at a separate regularly scheduled board meeting, the Village Board will review the recommendation from the Planning Commission and approve, approve with conditions, or deny the final plat within 40 days of application. However, it should be noted that if the final plat is "substantially similar" to the preliminary plat it is entitled to approval or approval with conditions. The applicant/agent will be provided a letter from the Village stating the action as well as any conditions of approval that must be met prior to the Village signing the final plat. Following Village, State, and Brown County signatures of approval, the final plat may be recorded with the Brown County Register of Deeds Office.

Please note that additional information may be requested by the Village of Ashwaubenon staff or Planning Commission for review of the proposed final subdivision plat.



Village of Ashwaubenon

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www.ashwaubenon.com

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Date of Request: _____

Located in: Ashwaubenon

Extraterritorial Area

Petitioner/Owner – Please print

Name _____

Address: _____

City State Zip

Phone: _____

Email: _____

Surveyor/Agent for Petitioner/Owner – Please print

Name _____

Address: _____

City State Zip

Phone: _____

Email: _____

Subdivision Plat Name: _____

Phase (If applicable): _____

Parent Parcel Number(s) of Properties for Plat: _____

Existing Zoning District and/or CUP for Parent Parcels: _____

Current Use of Property: _____

Legal description of the property being divided: _____

Total Number of Lots: _____ Total Number of Outlots: _____

Acreage Dedicated to the Public: _____ Total Acreage: _____

I, _____, as owner owner's designated agent (check one) for the above preliminary plat, hereby file this request with the Village of Ashwaubenon for processing and agree to pay any fees associated with processing the application. I understand that the above request will not be processed until all the required information is provided with the final plat and fees paid to the Village of Ashwaubenon.

Signature: _____

Please Print Name: _____

Please submit an 11x17 digital copy (PDF) and one full-size paper version of the proposed final plat and all required fees to: aschuette@ashwaubenon.com

Review fee and paper version may be delivered to: Village of Ashwaubenon Department of Community Development 2155 Holmgren Way Ashwaubenon, WI 54304