



Village of

**Ashwaubenon**

2155 Holmgren Way • Ashwaubenon, WI 54304

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[www.ashwaubenon.com](http://www.ashwaubenon.com)

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## PRELIMINARY SUBDIVISION PLAT APPLICANT INFORMATION

### What is a preliminary plat?

A preliminary plat is the first step by which a property owner may create five or more parcels of land each five acres or less in area. The preliminary 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 preliminary plat must be submitted to Brown County Planning and Land Services for review as well.

### 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 subdivision plat in order to obtain background information regarding required improvements, zoning, dimensional requirements, procedure for dividing land, and potential issues that may need to be addressed. Meetings may be set up by calling the Ashwaubenon Village Hall at (920) 593-4405.

In order for the preliminary 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. Prior to the Planning Commission meeting, an Ashwaubenon village staff member may contact you regarding setting up a site visit to review the proposed preliminary plat on the property. The fee for review is \$100 plus \$50 per lot and must be submitted with the preliminary plat and application form.

### 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, the Village Board will review the recommendation from the Planning Commission and approve, approve with conditions, or deny the preliminary plat within 40 days from application. The Village Board typically meets on the fourth Tuesday of the month at 6:30 p.m. in the Village Hall Board Room. 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 final plat submittal.



Village of Ashwaubenon
Preliminary Subdivision Plat Review Application

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Date of Request: Located in: Ashwaubenon Extraterritorial Area

Petitioner/Owner - Please print

Surveyor/Agent for Petitioner/Owner - Please Print

Name

Name

Address:

Address:

City State Zip

City State Zip

Phone:

Phone:

Email:

Email:

Subdivision Plat Name:

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:

Please note that additional information may be requested by the Village of Ashwaubenon staff or Planning Commission.

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 preliminary plat and fees paid to the Village of Ashwaubenon.

Signature:

Please Print Name:

Please email a copy of the application, and a full-sized and 11x17 digital copy (PDF) of proposed preliminary plat to: aschuette@ashwaubenon.com.

Review fee may be hand delivered or mailed to: Village of Ashwaubenon Department of Community Development 2155 Holmgren Way Ashwaubenon, WI 54304