

## 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 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 60 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**

2155 Holmgren Way • Ashwaubenon, WI 54304  
P: 920.492.2309 F: 920.492.2311  
[www.ashwaubenon.gov](http://www.ashwaubenon.gov)

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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 final 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 digital copy (PDF) of the proposed final plat and all required fees to: [aschuetter@ashwaubenon.gov](mailto:aschuetter@ashwaubenon.gov)

Review fee may be delivered to: Village of Ashwaubenon

Department of Community Development  
2155 Holmgren Way  
Ashwaubenon, WI 54304