

**TOWN OF BERRY
CHECKLIST FOR PRELIMINARY SUBDIVISION PLATS**

Date Received (Town) _____ by _____

Date Received (Engineer) _____ by _____

Name of Plat _____

Owner _____

Address _____ Phone No. _____

Subdivider _____

Address _____ Phone No. _____

Engineer/Surveyor _____

Address _____ Phone No. _____

NOTES:

ACTION ON A PRELIMINARY PLAT MUST BE TAKEN WITHIN NINETY (90) DAYS AFTER RECEIPT BY THE TOWN.

THE PRELIMINARY PLAT MUST BE RECEIVED BY THE PLAN COMMISSION EIGHTEEN (18) DAYS PRIOR TO THE PLAN COMMISSION MEETING AT WHICH IT WILL BE INITIALLY REVIEWED.

THE PLAN COMMISSION WILL THEN LIKELY REVIEW THE PRELIMINARY PLAT AGAIN BEFORE SUBMISSION TO THE TOWN BOARD FOR REVIEW.

WHERE THE PLAN COMMISSION, TOWN BOARD OR TOWN ENGINEER FINDS THAT IT REQUIRES ADDITIONAL INFORMATION RELATIVE TO A PARTICULAR PROBLEM PRESENTED BY A PROPOSED DEVELOPMENT IN ORDER TO REVIEW THE PRELIMINARY PLAT, IT SHALL HAVE THE AUTHORITY TO REQUEST IN WRITING SUCH INFORMATION FROM THE SUBDIVIDER.

THE TOWN OF BERRY RESERVES THE RIGHT TO REFUSE SUBMISSION OF A PLAT FOR NONCOMPLIANCE OF ANY OF THE FOLLOWING PROVISIONS. THE TOWN CLERK/TREASURER HAS THE AUTHORITY TO REVIEW APPLICATIONS FOR COMPLIANCE WITH THE REQUIREMENTS OF THE CHECKLIST AND TO REFUSE TO ACCEPT AN IMPROPER OR INCOMPLETE PRELIMINARY PLAT APPLICATION. NO PRELIMINARY PLAT IS CONSIDERED PROPERLY SUBMITTED TO THE TOWN UNTIL ALL OF THE FOLLOWING PROVISIONS HAVE BEEN MET. THE DATE OF

PROPER SUBMITAL SHALL BE AS NOTED ON THE PRELIMINARY PLAT BY THE TOWN CLERK/TREASURER.

TO COMPLETE THIS CHECKLIST, ENTER A CHECK MARK (X) TO INDICATE COMPLIANCE WITH THE REQUIREMENT. ENTER "N/A" FOR ANY ITEM THAT IS NOT APPLICABLE, AND LEAVE BLANK ANY ITEM WITH WHICH THE SUBMITTAL DOES NOT CONFORM.

CHECK LIST:

Yes No

- 1. Deposit of \$100 plus \$5 for each lot or parcel, paid at the time of application. Ordinance #2004-2 Article 17
- 2. Clearly marked "Preliminary Plat". Section 236.11 (1)(a) Stats.
- 3. Ten (10) copies of the preliminary plat and a written application for approval, submitted to the Town Clerk at least eighteen (18) days prior to the meeting of the Plan Commission at which action is desired.
- 4. The preliminary plat shall cover the entire area owned or controlled by the subdivider even though only a small portion is proposed for development at the time, and shall be prepared in accordance with applicable state and local law. The Plan Commission may waive the requirement that the preliminary plat cover the entire area where it is unnecessary to fulfill the purpose of the ordinance and undue hardship would result from strict application. Where a subdivider has control of lands equal to or in excess of 80 acres separated only by existing public roads or railroads, in lieu of a preliminary plat on the entire area, a comprehensive development plan may be submitted pursuant to this ordinance. Dane Co. Chap. 75.15 (2)(b)
- 5. Scale not more than one hundred (100) feet to an inch. Dane Co. Chap. 75.15 (3)
- 6. Title under which the proposed subdivision is to be recorded. Dane Co. Chap. 75.15 (3)(b)
- 7. Location of the proposed subdivision by government lot, quarter-quarter section, township, range, county and state; and a location map showing the relationship between the plat and its surrounding area and to existing, if any, streets. Dane Co. Chap. 75.15 (3)(d)
- 8. Date, Scale and North Point. Dane Co. Section 75.15 (3)(a)
- 9. Description of the material of which the corner marker is composed. Section 236.15 (1)(f) Stats.

- ____ 10. Names and addresses of the owner, subdivider, the surveyor, the engineer, and the professional land planner involved in the plat preparation. Dane Co. Chap. 75.15 (3)(c)
- ____ 11. The present zoning and any proposed zoning change for the plat and all lands adjacent thereto. Dane Co. Chap. 75.15 (3)(L)
- ____ 12. No land shall be divided or subdivided for a use which is held unsuitable by the Plan Commission for reason of flooding or potential flooding, soil limitations, inadequate drainage, incompatible surrounding land use or any other condition likely to be harmful to the health, safety and welfare of the future residents or users of the area, or harmful to the community. Dane Co. Chap. 75.13
- ____ 13. Exact length and bearing of the exterior boundaries of the proposed subdivision referenced to a corner established in the U. S. Public Land Survey and the total acreage encompassed thereby. Dane Co. Chap. 75.15 (3)(e)
- ____ 14. Contours at vertical intervals of not more than two (2) feet where slope of the ground surface is less than five (5) percent, and five (5) feet where the slope of the ground surface is five (5) percent or more. Elevations shall be marked on such contours based on USGS data. Dane Co. Chap. 75.15 (3)(j)
- ____ 15. Water elevation of adjoining lakes and streams at the date of the survey and approximate high and low water elevations, based upon or established by the best available data. Dane Co. Chap. 75.15 (3)(i)
- ____ 16. Location, right-of-way width and names of all existing or proposed streets, alleys or other public ways, easements, railroad and utility rights-of-way and all section and quarter section lines within the exterior boundaries of the plat or immediately adjacent thereto. Dane Co. Chap. 75.15 (3)(g)
- ____ 17. Location and names of any adjacent subdivisions, parks and cemeteries, and owners of record of abutting unplatted lands. Dane Co. Chap. 75.15 (3)(f)
- ____ 18. Type, width and elevation of any existing street/road pavements within the exterior boundaries of the plat or immediately adjacent thereto, together with any legally established centerline elevations based upon or established by the best available data. Dane Co. Chap. 75.15 (3)(g)
- ____ 19. Locations of all existing property boundary lines, structures, drives, streams and water courses, marshes, rock outcrops, wooded areas, railroad tracks and other significant features within the tract being subdivided or immediately adjacent thereto. Dane Co. Chap. 75.15 (3)(h)

- _____ 20. Location and approximate dimensions of any sites to be reserved or dedicated for parks, playgrounds, drainage ways or other public use or which are to be used for group housing, shopping centers, church sites or other nonpublic uses not requiring lotting. Dane Co. Chap. 75.15 (3)(k)
- _____ 21. Existing zoning on and adjacent to the proposed subdivision when the plat is located within the extraterritorial plat approval jurisdiction of a Village. Dane Co. Chap. 75.15 (3)(L)
- _____ 22. Approximate dimensions and setback lines shall be shown for all lots and outlots together with proposed lot, outlot and block numbers. Dane Co. Chap. 75.15 (3)(m)
- _____ 23. The Town Plan Commission may require submission of a draft of protective covenants whereby the subdivider intends to regulate land use in the proposed subdivision and otherwise protect the proposed development. Dane Co. Chap. 75.15 (3)(n)
- _____ 24. An environmental assessment impact statement shall be furnished with the preliminary plat. Land Use Plan (LUP) Chap. 7 (B)(e)(1-15)
- _____ 25. Preservation of mature trees, stone rows, fence lines, tree lines, and agricultural structures such as farmsteads, barns and silos. LUP Chap. 7 (e)(4)
- _____ 26. Integrate natural resources into the subdivision design as aesthetic and conservation landscape elements. LUP Chap. 7 (e)(9)
- _____ 27. Uses stormwater management systems that focus on Best Management Practices (BMPs) rather than conventional engineering strategies. BMPs may include overland transfer, natural landscaping to increase infiltration and reduce runoff, bio-infiltration systems, residential roof runoff directed to pervious yard areas, and maximum impervious surface ratios for development sites. LUP Chap. 7 (e)(11)
- _____ 28. Provide vegetative buffers between building sites and wetlands and streams. LUP Chap. 7 (e)(12)

STREETS:

- _____ 29. The arrangement, character, extent, width, grade and location of all streets shall conform to all official maps, may be required to conform to master plans, and shall be related to: existing and planned streets; topographic conditions; existing natural features including streams, lakes and tree growth; public convenience and safety; existing and proposed uses of land served by such streets; and to the most advantageous development of adjoining uses. Ord. #2004-2 Article 13 (1)(a)
- _____ 30. The arrangement of streets in a subdivision shall provide, where possible, for the continuation or appropriate projection of existing or proposed collector and arterial streets in the area. Ord. #2004-2 Article 13 (1)(b)

- _____ 31. Local streets shall be laid out so as to discourage their use by through traffic.
Ord. #2004-2 Article 13 (1)(c)
- _____ 32. Where a subdivision abuts or contains an existing or proposed arterial street, the committee may require marginal access streets, reverse frontage lots with screen planting contained in a non-access reservation along the rear of the property line, or such other treatment as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic. Ord. #2004-2 Article 13 (1)(d)
- _____ 33. The number of intersections along arterial streets shall be held to a minimum. Wherever practicable the distance between such intersections shall be not less than 1200 feet. Ord. #2004-2 Article 13 (1)(e)
- _____ 34. Where a subdivision borders on or contains a railroad right-of-way or limited access highway right-of-way, the committee may require a street approximately parallel to and on each side of such right-of-way, at a distance suitable for the appropriate use of the intervening land. Such distances shall also be determined with regard to the requirements of approach grades and future grade separation. Ord. #2004-2 Article 13 (1)(f)
- _____ 35. Street jogs with centerline offsets of less than 150 feet shall be avoided.
Ord. #2004-2 Article 13 (1)(g)
- _____ 36. A tangent at least 100 feet long shall be introduced between reverse curves on arterial and collector streets. Ord. #2004-2 Article 13 (1)(h)
- _____ 37. Streets shall be laid out so as to intersect as nearly as possible at right angles, no street shall intersect any other street at less than 75 degrees, and not more than two streets shall intersect at one point. Ord. #2004-2 Article 13 (1)(i)
- _____ 38. Reserve strips controlling access to streets shall be prohibited except where their control is definitely placed in the committee under conditions approved by said committee. Ord. #2004-2 Article 13 (1)(j)
- _____ 39. All street rights-of-way shall be of the width specified on applicable official plans and official maps, or if not specified therein, they shall not be less than the width specified in this the ordinance. Ord. #2004-2 Article 13 (1)(k)
- _____ 40. The minimum radius of curvature on the centerline shall be as specified in this ordinance. Ord. #2004-2 Article 13 (1)(l)
- _____ 41. The maximum street grade shall be as specified in this ordinance. Ord. #2004-2 Article 13 (1)(m)

- _____ 42. The design of the vertical alignment of the centerline shall be based on the minimum safe stopping sight distance in accordance with the design standards of the American Association of State Highway Officials. Ord. #2004-2 Article 13 (1)(n)
- _____ 43. Streets shall meet the minimum standards of the ordinance. Refer to Ordinance #2004-2 Article 13 (1)(o)
- _____ 44. Cul-de-sacs and permanent dead end streets shall not be permitted unless specifically approved in writing by the Town Plan Commission. The traveled way, if permitted, within the cul-de-sac shall provide a minimum radius of 40 feet. Ord. #2004-2 Article 13 (1)(p)
- _____ 45. Temporary dead-end streets shall not be permitted without a suitable turn-around. Appropriate arrangements shall be made for those parts of temporary turn-arounds outside of street right-of-way to revert to the abutting property owners at such time as streets shall be extended. Ord. #2004-2 Article 13 (1)(q)
- _____ 46. In commercial and industrial zoning districts, alleys or other definite and assured provisions shall be made for off-street parking, loading and service access consistent with and adequate for the uses proposed. The width of alleys shall be not less than 21 feet. Alleys shall not be permitted in residential areas. Ord. #2004-2 Article 13 (1)(r)
- _____ 47. Half streets shall be prohibited except where necessary for continuity of the street plan in the area. Ord. #2004-2 Article 13 (1)(s)

STREET NAMES:

- _____ 48. The committee may disapprove the name of any street shown on a plat which has already been used elsewhere in the area or which, because of similarity to the name of another street, may cause confusion. Ord. #2004-2 Article 13 (1)(t)(1)
- _____ 49. Where a street maintains the same general direction except for curvilinear changes for short distances, the same name shall continue for the entire length of the street. Ord. #2004-2 Article 13 (1)(t)(2)
- _____ 50. A name which is assigned to a street which is not presently a through street, due to intervening land over which a street extension is planned, shall be continued for the separate portions of the planned through street. Ord. #2004-2 Article 13 (1)(t)(3)
- _____ 51. The name of the projection of a street shall continue the same suffix as the street even if the projection terminates in a cul-de-sac. Ord. #2004-2 Article 13 (1)(t)(4)
- _____ 52. Access roads and highways served by them shall have the same street names and designation. Ord. #2004-2 Article 13 (1)(t)(5)

____ 53. Approval of street names on a preliminary plat will not reserve the street name nor shall it be mandatory for the committee to accept it at the time of final platting. Ord. #2004-2 Article 13 (1)(t)(6)

____ 54. All street names shall be consistent with chapter 76 of the Dane County Ordinances. Ord. #2004-2 Article 13 (1)(t)(7)

UTILITY EASEMENTS:

____ 55. Easements across lots or along rear or side lot lines shall be provided for utilities where necessary, shall be at least 6 feet wide on each side of lot lines, and shall be designated as “utility easement” on the plat or certified survey map. The committee shall solicit the recommendations of the utility companies regarding utility easement needs to service the subdivision. Ord. #2004-2 Article 13 (2)(a)

____ 56. In residential subdivisions, lots shall be served by underground electric, cable TV and telephone utility lines unless waived by the committee. Land disturbed by such installation shall be restored. Ord. #2004-2 Article 13 (2)(b)

____ 57. Where utility facilities are to be installed underground, the utility easements shall be graded to within six (6) inches of the final grade by the subdivider prior to the installation of such facilities, and earth fill, piles or mounds of dirt shall not be stored on such easement. Ord. #2004-2 Article 13 (2)(c)

____ 58. All utility lines for electric power and telephone service when carried overhead on poles shall be placed in utility easements unless waived by the committee. Ord. #2004-2 Article 13 (2)(d)

____ 59. Utility facilities when installed on utility easements, whether overhead or underground, shall not be closer than one (1) foot to a property line or three (3) feet to any monument. Ord. #2004-2 Article 13 (2)(e)

____ 60. Where a subdivision is served by an existing overhead facility, the facility may be utilized and improved with the approval of the committee. Ord. #2004-2 Article 13 (2)(f)

DRAINAGE EASEMENTS:

____ 61. Where a subdivision is traversed by a water course, drainage way, channel or stream, there shall be provided an adequate drainage way easement as required by the committee. The location, width, alignment and grading of such easements shall be of such a width and design to accommodate the anticipated discharge from the property being subdivided and also the anticipated runoff that will occur when property at a higher elevation in the drainage basin is developed. Ord. #2004-2 Article 13 (3)

SETBACKS:

- _____ 62. Where the lots abut navigable waters, building setback lines for all buildings and structures, except piers, marinas, boathouses and similar uses, shall be shown on the plan and shall not be less than 75 feet from the normal high water line. Ord. #2004-2 Article 13 (4)

BLOCKS:

- _____ 63. The length, width, and shape of blocks shall be suited to the planned use of the land, the applicable zoning requirements, the needs for convenient access, control and safety of street traffic, and the limitations and opportunities of topography. Block lengths in residential areas shall not, as a general rule, be less than 600 feet in length between street lines unless dictated by exceptional topography or other limiting factors of good design. Ord. #2004-2 Article 13 (5)(a)
- _____ 64. Blocks shall have sufficient widths to provide two tiers of lots of appropriate depth except where otherwise required to separate residential development from through traffic. Ord. #2004-2 Article 13 (5)(b)
- _____ 65. Pedestrian ways or cross walks, not less than ten (10) feet in width, shall be provided near the center and entirely across any block 900 feet or more in length where deemed essential to provide adequate pedestrian circulation or access to schools, shopping centers, churches, or transportation facilities. Ord. #2004-2 Article 13 (5)(c)

LOTS:

- _____ 66. The size, shape and orientation of the lots shall be appropriate for the location of the subdivision and for the type of development and use contemplated. Lots should be designed to provide an esthetically pleasing building site and a proper architectural setting for the buildings contemplated. Ord. #2004-2 Article 13 (6)(a)
- _____ 67. Every lot or parcel shall front or abut a public street. Conventional lots shall maintain a minimum frontage of 66 feet to facilitate the possible development of a public right-of-way that could service additional lots. Cul-de-sac lots shall provide a minimum of 30 feet of frontage on a public street. Ord. #2004-2 Article 13 (6)(b)
- _____ 68. Lot width as measured from the building setback line and lot area for residential development shall conform to the requirements of the county zoning ordinance but shall not be less than specified below: Ord. #2004-2 Article 13 (6)(c)

	Type 2 Subdivision (Served by Public Sewer)		Type 1 Subdivision (Not served by Public Sewer)	
	Area in Square Feet	Width in Feet	Area in Square Feet	Width in Feet
Lots located in shoreland areas	10,000	75	43,560	100
Lots not located in shoreland areas	8,000	60	43,560	100

Note: 1 acre = 43,560 sq. ft.

- ___ ___ 69. Side lot lines shall be substantially at right angles or radial to street lines.
Ord. #2004-2 Article 13 (6)(d)
- ___ ___ 70. Corner lots shall have an extra width of 10 feet over the minimum requirement to permit adequate building setbacks from side streets. Ord. #2004-2 Article 13 (6)(e)
- ___ ___ 71. In case a parcel is subdivided into smaller parcels, such parcels shall be arranged as to allow the resubdivision of any such parcels into normal lots in accordance with the provisions of this chapter. Ord. #2004-2 Article 13 (6)(f)
- ___ ___ 72. Lot lines shall follow political and zoning boundary lines rather than cross them.
Ord. #2004-2 Article 13 (6)(g)
- ___ ___ 73. Double frontage, or reverse frontage lots, shall be avoided except where essential to provide separation of residential development from traffic arteries or to overcome specific disadvantages of topography and orientation. A planting screen easement of at least 10 feet shall be provided along the line of lots abutting such a traffic artery or other disadvantageous use. Ord. #2004-2 Article 13 (6)(h)
- ___ ___ 74. Depth and width of properties reserved or laid out for commercial or industrial use shall be adequate to provide for the off-street parking and service facilities required by the type of use and development contemplated. Ord. #2004-2 Article 13 (6)(i)

REQUIRED IMPROVEMENTS:

- ___ ___ 75. *Survey monuments.* The subdivider shall install survey monuments in accordance with the requirements of Section 236.15, of the Wisconsin Statutes. Ord. #2004-2 Article 14 (1)

- ____ 76. *Public water supply.* If public water service is available, water mains shall be installed so as to provide service to each lot within the subdivision. Ord. #2004-2 Article 14 (2)
- ____ 77. In Type I subdivision, provision for private sewage disposal systems shall be as specified by the Wisconsin Administrative Code COMM 83 and the Dane County Sanitary Ordinance, chapter 46. Ord. #2004-2 Article 14 (3)(a)
- ____ 78. In Type II subdivisions where public sanitary sewers are available at the time of platting, sanitary sewers shall be provided to each lot within the subdivision. Ord. #2004-2 Article 14 (3)(b)
- ____ 79. In Type II Subdivisions where public sanitary sewers are not available at the time of platting, provision for private sewage disposal systems shall be as specified by the Wisconsin Administrative Code chapter COMM 83 and the County Sanitary Ordinance, chapter 46. In addition, the sanitary sewers shall be provided to each lot within the subdivision. Ord. #2004-2 Article 14 (3)(c)
- ____ 80. For purposes of this chapter, determinations of whether sewer facilities will not be available to the subdivision within a period of two (2) years shall be made by the committee after review of sewer facilities, plans and programs affecting the area in which the subdivision is located. Ord. #2004-2 Article 14 (3)(d)
- ____ 81. All streets shall be graded and surfaced in accordance with plans, specifications and requirements of the Department of Transportation and the Wisconsin State Statutes. Surfacing is to include asphalt paving. Ord. #2004-2 Article 14 (4)
- ____ 82. Storm water drainage facilities of a size and design that will adequately accommodate design volumes of flow and that will present no hazard to life or property shall be installed in accordance with plans and specifications approved by the committee. Ord.# 2004-2 Article 14 (5)
- ____ 83. The subdivider shall cause all grading, excavations, open cuts, side slopes and other land surface disturbances to be mulched, seeded, sodded or otherwise protected so that erosion, siltation, sedimentation and washing are prevented. The committee may request the subdivider to submit an erosion control plan that specifies measures that will be taken to assure the minimization of erosion problems. The erosion control plan may be reviewed by the soil conservation district to determine the adequacy of the proposed measures. Guidelines, standards and specifications contained within the publication “Minimizing Erosion in Urbanizing Areas” will provide a framework for the development, review and implementation of the erosion control plan. Ord. #2004-2 Article 14 (6)
- ____ 84. Street lights shall be provided in accordance with applicable town specifications. Ord. #2004-2 Article 14 (7)

- ____ 85. Street signs shall be provided in accordance with applicable town specifications.
Ord. #2004-2 Article 14 (8)
- ____ 86. The improvements specified herein shall be installed and approval of a final plat shall be given only after the work has been completed or there shall have been filed with the appropriate governmental jurisdiction or with the committee, one of the following:
Ord. #2004-2 Article 14 (9)
- ____ 87. A duly completed and executed continuing surety bond in an amount sufficient to complete the work with surety satisfaction to the appropriate governmental jurisdiction or with the committee. Ord. #2004-2 Article 14 (9)(a)
- ____ 88. A certified check, in an amount sufficient to complete the work, drawn on an approved bank and available to the appropriate governmental jurisdiction or the committee. As the work progresses the governmental jurisdiction or the committee may permit the exchange of said check for another check of sufficient amount to complete the remaining improvements agreed upon. If the improvements are not completed within the specified time, the governmental jurisdiction or the committee may use the bond or the certified check to complete the remaining work provided for. Ord. #2004-2 Article 14 (9)(b)
- ____ 89. Other collateral satisfactory to the appropriate governmental jurisdiction or the committee in an amount sufficient to complete the work.. Ord. #2004-2 Article 14 (9)(c)
- ____ 90. Areas of archaeological and/or historical interest shall be designated by the State Historical Society.
- ____ 91. Areas of geological interest shall be designated by the State Geological and Natural History Survey.
- ____ 92. Suitability of land for private sewerage systems shall be determined in accordance with COMM 83, Wisconsin Administrative Code.

MISCELLANEOUS:

- ____ 93. The subdivider shall act as the transmitting authority in accordance with Section 236.12 Stats. and furnish copies as required to all other regulatory authorities to which the plat must be submitted, and the plat shall be accompanied by such additional fees and copies as are necessary. *(Needs to be added to our ordinance)*
- ____ 94. The Plan Committee shall require the dedication of land or monies in lieu of land for public recreation as follows; and shall determine whether the dedication of land for parks or monies in lieu thereof will better serve the public interest. Ord. #2004-2 Article 10 (1)(a)(b)(c)

The Town Clerk/Treasurer's determination that the requirements of the checklist have been satisfied is preliminary only and does not preclude or stop the Town Plan Commission or Town Board from making a finding that the preliminary plat does not comply, nor is the Town precluded from requesting additional information from the subdivider.

This checklist is intended as a summary or a guide to assist in determining whether the requirements of the Wisconsin Statutes, County and Town ordinances are met. The specific statutory provisions and Town ordinance provisions always control over the checklist. Refer to the Town, County and/or state statutes in the event of specific questions.

Compliance with the checklist does not in any way entitle the developer to receive ultimate Town approval of the plat.

The Owner/Subdivider understands that if any of the above required information is not submitted and an acceptable explanation is not given in an attached letter of intent as to why the required information is not submitted, the preliminary plat and related information will be returned to the Owner/Subdivider for resubmittal.

_____	_____
Owner	Date
_____	_____
Subdivider	Date