

# City of Lodi Land Division Application

◆ 130 South Main Street, Lodi, WI 53555 ◆ Phone (608) 592-3247 ◆ Fax (608) 592-3271 ◆ [www.cityoflodi.us](http://www.cityoflodi.us) ◆

**Land Division Application:**

- Applicants are encouraged to present a preliminary sketch plan to the Plan Commission for discussion prior to commencing professional services for the creation of a Certified Survey Map or preliminary plat.
- Requires this form be submitted with the **application fee** to the City Clerk (*See Fee Schedule Outlined in Checklist Below*)
- Requires application be submitted at least **30 days prior to the Plan Commission Meeting** for public hearing notification (preliminary plat only), staff review and agenda placement (plat sketch plans may be submitted 10 days prior)
- Requires approval of the City of Lodi Plan Commission (meets second Tuesday of month/6:30 PM in Council Chambers)
- Requires one hard copy, and one digital version of the items listed in the checklist below
- Requires applicant or their agent to attend Plan Commission meeting to explain & to answer questions
- All land divisions shall comply with the requirements of Chapter 300 of the City Code

If you have questions, please contact Steve Tremlett, Zoning Administrator, at (608) 242-6621 or [stremlett@msa-ps.com](mailto:stremlett@msa-ps.com).

<b>Owner Name(s):</b>	
<b>Applicant Name (if different than above):</b>	
<b>Project Address:</b>	<b>Parcel #(s):</b>
<b>Applicant Address (if different than above):</b>	
<b>Applicant Email:</b>	<b>Surveyor:</b>
<b>Surveyor Phone:</b>	<b>Surveyor Email:</b>
<b>Current Zoning:</b>	<b>Existing Use of Property:</b>
<b>Development Size:</b> _____ acres and _____ lots	<b>Acres Remaining in Parent Parcel:</b>
<b>Proposed Zoning:</b>	<b>Plat Name:</b>

<b>Land Division Submittal Checklist:</b>	
Fee (see information at right)	<ul style="list-style-type: none"> <li>• Sketch Plan: No fee.</li> <li>• CSM: \$100 plus \$100 per lot over 2 lots.</li> <li>• Preliminary Plat: \$200 plus \$40/lot. (Requires Public Hearing)</li> <li>• Final Plat: \$150 plus \$40 per lot.</li> <li>• The City may, under §300-10, require establishment of an escrow fund to pay for review costs.</li> </ul>
Complete Application (this page)	
Sketch plan/CSM/Plat (one hard copy)	
Letter of Intent/Project Description (one hard copy)	
<small>Note: Prior to approval by the City Council, applicants must submit an electronic file compatible with the City's mapping software (acceptable file formats are .dwg, .dgn, or .dxf). If applicant does not submit an electronic file the City Engineer will determine the cost for updating the City's computerized maps, and require payment from the applicant.</small>	

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>For Staff Use Only</b>		
<b>Date Received:</b>	<b>Fee Amount:</b>	<b>Amount Paid:</b>
<b>Project to Appear before Plan Commission on:</b>		<b>PH Publication Dates (Prelim Plat Only):</b>
<b>Plan Commission Recommendation:</b> <input type="checkbox"/> Denied <input type="checkbox"/> Approved <b>Subject to:</b>		
<b>City Council Decision:</b> <input type="checkbox"/> Denied <input type="checkbox"/> Approved (Res # _____) <b>Subject to:</b>		

**Certified Survey Map (CSM) Procedure** (§300-12(A) through (D), (F), and (G))

- CSMs shall be submitted for staff review 30 days prior to the Plan Commission meeting the applicant wishes to appear at. The Plan Commission shall review the CSM for compliance with Chapter 300 and make a recommendation to the Common Council.
- The Common Council shall approve or deny the CSM.
- The applicant shall submit a copy of the recorded document to the City Clerk.
- Building permits may be issued only after all of the preceding requirements have been met.

CSMs must include the items listed in §300-12(E).

**Plat Sketch Plan** (§300-11)

Submittal of a plat sketch plan is recommended, but not required, prior to submittal of a Preliminary Plat. Plat sketch plans shall be submitted for staff review 10 days prior to the Plan Commission meeting the applicant wishes to appear at. Plat sketch plans will be reviewed by staff and the Plan Commission for concept feedback.

If a plat sketch plan is submitted, it shall contain the items listed in §300-11(B).

**Preliminary Plat Procedure** (§300-13)

- Preliminary plats shall be submitted for staff review 30 days prior to the Plan Commission meeting the applicant wishes to appear at.
- The Plan Commission shall review the Preliminary Plat for compliance with Chapter 300 and shall recommend approval, conditional approval, or denial and submit its recommendation to the Common Council within 30 days of completion of the public hearing. Reasons for recommending denial will be transmitted to the applicant.
- The Common Council shall approve or deny the Preliminary Plat.

Preliminary plats must include the items listed in §300-16.

**Final Plat Procedure** (§300-14)

- Not less than 36 months\* after the date of approval of the preliminary plat, the owner or subdivider shall submit the final plat to the City Clerk, in full compliance with Wis. Stats. 236.20; otherwise the preliminary plat will be considered void, unless an extension is requested, in writing, by the subdivider and for good cause granted by the City. The final plat may constitute a portion of the approved preliminary plat. An abstract of title or registered property report to show that the property is controlled by the applicant.
- Final plats shall be submitted for staff review 30 days prior to the Plan Commission meeting the applicant wishes to appear at.
- The Plan Commission shall review the Final Plat for compliance with Chapter 300 and make a recommendation to the Common Council. Reasons for recommending denial will be transmitted to the applicant.
- The Common Council shall approve or deny the Final Plat. Upon approval, the subdivider shall record the plat with the County Register of Deeds within 12 months after the date of the final approval and within 36 months after the first approval; otherwise, the approval shall be considered void. The subdivider shall furnish the City with a tracing and three prints of the final plat showing evidence of the recording.

Final plats must include the items listed in §300-17.