

PRELIMINARY LAND DIVISION APPLICATION

Evansville, Wisconsin

Version: September 2023

General instructions. Complete this application as it applies to your project and submit 12 copies to the City Clerk along with the required application fee. Before you formally submit your application and fee, you may submit one copy to the Community Development Director, who will ensure it is complete. If you have any questions, contact the Community Development Director at 608.882.2263 or colette.spranger@ci.evansville.wi.gov You may download this file as off of the City's website at: www.ci.evansville.wi.gov.

1. Applicant information

Applicant name _____
 Street address _____
 City _____
 State and zip code _____
 Daytime telephone number _____
 Fax number, if any _____
 E-mail, if any _____

- Office Use Only -

	\$300 for CSM
Initial application fee	\$600+\$40/lot for Plat
Receipt number	_____
Date of pre-application meeting	_____
Date of determination of completeness	_____
Name of zoning administrator	_____
Date of Plan Commission review	_____
Application number	_____

2. Property owner information, if different than applicant.

	Property Owner 1	Property Owner 2	Property Owner 3
Name			
Street address			
City			
State and zip code			

3. Agent contact information Include the names of agents, if any, that helped prepare this application including the supplemental information. Agents may include surveyors, engineers, landscape architects, architects, planners, and attorneys.

	Agent 1	Agent 2	Agent 3
Name			
Company			
Street address			
City			
State and zip code			
Daytime telephone number			
Fax number, if any			
E-mail, if any			

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4. Subject property information

Parcel number(s)	6 – 27 – _____ . _____	6 – 27 – _____ . _____	6 – 27 – _____ . _____
	6 – 27 – _____ . _____	6 – 27 – _____ . _____	6 – 27 – _____ . _____
Note: The parcel number can be found on the tax bill for the property or may be obtained from the City.			
Current zoning classification(s)	Note: The zoning districts are listed below.		
	Agricultural District	A	
	Residential Districts	R-1 R-2 R-3 RR LL-R12 LL-R15	
	Business Districts	B-1 B-2 B-3 B-4	
	Planned Office District	O-1	
	Industrial Districts	I-1 I-2 I-3	

5. Proposed name of subdivision, if applicable.

6. Complete the following chart.

	Phase 1	Phase 2	Phase 3	Total
Developed areas (acres)	_____	_____	_____	_____
Common areas / parks (acres)	_____	_____	_____	_____
Stormwater management (acres)	_____	_____	_____	_____
Undevelopable areas (acres)	_____	_____	_____	_____
Total acres	_____	_____	_____	_____
Single-family residential lots	_____	_____	_____	_____
Duplex lots	_____	_____	_____	_____
Multi-family lots	_____	_____	_____	_____
Commercial lots	_____	_____	_____	_____
Industrial lots	_____	_____	_____	_____
Other lots	_____	_____	_____	_____
Total number of lots	_____	_____	_____	_____
Dwelling units	_____	_____	_____	_____
K – 12 school enrollment (dwelling units x 1.5)	_____	_____	_____	_____

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7. Project information

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Will your project, as designed, require the issuance of a variance?
<input type="checkbox"/>	<input type="checkbox"/>	Will your project require all or a portion of the subject property to be rezoned?
<input type="checkbox"/>	<input type="checkbox"/>	Currently, are there any restrictive covenants or deed restrictions on the property? If yes, be sure your project is consistent with them.
<input type="checkbox"/>	<input type="checkbox"/>	Will you impose restrictive covenants or deed restrictions on any portion of the property? If yes, attach a draft copy to this application.
<input type="checkbox"/>	<input type="checkbox"/>	Will all of the project's stormwater management needs be met on site?

8. Adjoining land uses. Generally describe the land uses that adjoin the subject property.

North
South
East
West	

9. Other information. You may provide any other information you feel will assist city staff, the City Council, and the Plan Commission with the review of this application.

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10. Attach 14 copies of the preliminary plat or CSM showing the information listed in the table at the end of this application.

11. Attach a preliminary land divider's agreement to this application.

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12. Applicant certification

<ul style="list-style-type: none"> ◆ I certify that the application is true as of the date it was submitted to the City for review. ◆ I understand that I may be charged additional fees (above and beyond the initial application fee) consistent with the Municipal Code. ◆ I understand that submission of this application authorizes City officials, plan commission members, employees, and other designated agents to enter the property to conduct whatever site investigations are necessary to review this application. This does not authorize any individual to enter any structure on the property. 	

Applicant Signature

Date

Governing Regulations The procedures and standards governing this application process are found in Chapter 110, Article 3, Division 2, of the Municipal Code.

Checklist for Contents of Certified Survey Map / Preliminary Plat	Complete ?	
	Yes	No
a. Location of the property and adjacent properties, with street addresses, and current and proposed zoning	<input type="checkbox"/>	<input type="checkbox"/>
b. Name and approximate location and width of all existing adjoining streets	<input type="checkbox"/>	<input type="checkbox"/>
c. Location and dimension of all boundary lines of the property, expressed in feet	<input type="checkbox"/>	<input type="checkbox"/>
d. Two-foot contour intervals (subdivision plats only)	<input type="checkbox"/>	<input type="checkbox"/>
e. Existing easements, water bodies, regional floodplain, wetlands, railroads, cemeteries, drainage ditches, bridges, outcroppings, areas in excess of 20 percent slope, and other information required by the plan commission or its designee	<input type="checkbox"/>	<input type="checkbox"/>
f. Approximate location and width of all proposed streets, alleys, and other public ways and proposed street rights-of-way, including proposed names	<input type="checkbox"/>	<input type="checkbox"/>
g. Approximate location of existing buildings	<input type="checkbox"/>	<input type="checkbox"/>
h. Approximate location, dimensions, and area of all proposed or existing lots and outlots. All lots and blocks shall be numbered for reference	<input type="checkbox"/>	<input type="checkbox"/>
i. Approximate location and dimensions of all property proposed to be set aside for park or playground use or other public or private reservation	<input type="checkbox"/>	<input type="checkbox"/>
j. The location of proposed easements for utilities, drainageways, pedestrian ways, etc	<input type="checkbox"/>	<input type="checkbox"/>
k. Name and address of the owner of land to be divided, the name and address of the developer if other than the owner, and the name, address, and telephone number of the land surveyor	<input type="checkbox"/>	<input type="checkbox"/>
l. Proposed name of the land division and signature of the owner or agent	<input type="checkbox"/>	<input type="checkbox"/>
m. Date of the map or preliminary plat, scale, and north arrow	<input type="checkbox"/>	<input type="checkbox"/>
n. Name and location of any existing or proposed lake, pond, or stream	<input type="checkbox"/>	<input type="checkbox"/>
o. Proposed use of lots other than single-family residential use	<input type="checkbox"/>	<input type="checkbox"/>