

CHAPTER 6.00 – LAND DIVISION AND SUBDIVISION

SECTION 6.00 LAND DIVISION AND SUBDIVISION REGULATIONS

Section 6.01 Purpose

The purpose of this Ordinance is to promote the public health, safety, convenience and general welfare of the community. The regulations are designed to lessen congestion in the streets and highways; to further the orderly layout and use of land; to secure safety from fire, panic and other dangers; to provide adequate light and air, including access to sunlight for solar collectors and to wind for wind energy systems; to prevent the overcrowding of land; to protect the community's agriculture base; to avoid undue concentration of population; to facilitate adequate provision for transportation, water, sewerage, schools, parks, playgrounds and other public requirements; and to provide public oversight and facilitate the further land division of larger tracts into smaller parcels of land. The regulations are made with the reasonable consideration of, but not limited to: preserving the rural character of the Town of West Point and its environs, conserving the value of the land and improvements placed thereon, providing the most appropriate environment for human habitation, encouraging commerce, protecting farming and open spaces, protecting scenic vistas and providing for the most appropriate use of land in the Town of West Point in a manner consistent with the Town of West Point Comprehensive Plan.

Section 6.02 General Provisions

- (A) Title. This Ordinance shall be officially known, cited and referred to as the “Town of West Point Land Division Ordinance.”
- (B) Statutory Authority. This Ordinance is adopted pursuant to the authority granted under Wis. Stat. §§ 60.22, 61.34(1) and 236.45.
- (C) Public Provisions. This Ordinance is not intended to interfere with, abrogate, or annul any other ordinance, rule, regulation, statute or other provision of law except as provided in these regulations. Where any provision of this Ordinance imposes restrictions different from those imposed by any other ordinance, rule, regulation, statute or other provision of law, the provision which is more restrictive or imposes higher standards shall govern.
- (D) Private Provisions. This Ordinance is not intended to abrogate any easement, covenant or other private agreement or restriction, provided that where the provisions of this Ordinance are more restrictive than such easement, covenant or other private agreement or restriction, the requirements of this Ordinance shall govern. Where the provisions of the easement, covenant or other private agreement or restriction impose duties and obligations more restrictive than this Ordinance, and the private provisions are not

inconsistent with the provisions of this Ordinance, the private provisions shall be operative and supplemental to these regulations and any determinations made under these regulations.

- (E) Interpretation. In their interpretation and application, the regulations contained in this Ordinance shall be held to be the minimum requirements for the promotion of the public health, safety and general welfare. These regulations shall be construed broadly in favor of the Town to promote the purposes for which they are adopted.
- (F) Wisconsin Statutes and Administrative Code. References to the “Wisconsin Statutes” or “Wis. Stat.” mean the current Wisconsin Statutes at the time the provision with the reference was adopted and all amendments thereto. References to the “Wisconsin Administrative Code” or “Wis. Admin. Code” mean the current Wisconsin Administrative Code at the time the provision with the reference was adopted and all amendments or renumbering thereto.
- (G) Severability. If any part or provision of this Ordinance or the application of these regulations to any person or circumstance is adjudged invalid by any court of competent jurisdiction, the judgment shall be confined in its operation to the part, provision or application directly involved in the controversy in which the judgment shall be rendered. It shall not affect or impair the validity of the remainder of this Ordinance or its application to other persons or circumstances. The Town Board hereby declares that it would have enacted the remainder of these regulations even without any such part, provision or application that is adjudged to be invalid.
- (H) Repeal. All other chapters or ordinances or parts thereof of the Town of West Point inconsistent with or in conflict with the provisions of this Ordinance are hereby repealed.
- (I) Fees. Any person applying for a Land Division shall pay fees to the Town for costs related to administering this Ordinance, including inspections, legal review, engineering review, administrative costs, consulting fees, and any other costs incurred by the Town in processing an application under this Ordinance. All fees shall be established by the Town Board, from time to time, by resolution. A schedule of such fees shall be maintained by the Town Clerk and made available to any member of the public upon request.
- (J) Effective Date. This Ordinance shall become effective after a public hearing, adoption by the Town Board, and publication or posting as provided by law.
- (K) Compliance. No Owner shall divide any land located within the Town which results in a Land Division, and no such Land Division shall be entitled to be recorded, without compliance with all requirements of this Ordinance and the following:
 - (1) The provisions of Chapters 236 and 82 of the Wisconsin Statutes.

- (2) All other applicable Town Ordinances.
 - (3) Applicable provisions of the Columbia County Code of Ordinances.
 - (4) The Comprehensive Plan.
 - (5) All applicable state and local sanitary codes.
 - (6) The provisions of Wis. Admin. Code Chap. TRANS 233 for Land Divisions that abut a state trunk highway.
 - (7) The regulations of the Wisconsin Department of Natural Resources and Wisconsin Department of Commerce relating to floodplain management, wetlands, shorelands, sewers and septic systems and pollution abatement.
 - (8) All other applicable state and federal statutes and administrative rules.
 - (9) Any recorded Restrictive Covenants, easements or other recorded documents running with the property limiting, among other things, access, zoning or land division rights.
- (L) Jurisdiction. This Ordinance shall apply to all lands within the political boundaries of the Town. Pursuant to Wis. Stat. § 236.45(2)(a), this Ordinance, in so far as it applies to divisions of land of less than 5 parcels, shall not apply to:
- (1) Other Transfers. Transfers of interests in land by will, succession or court order;
 - (2) Lease Interests. Leases of less than ten (10) years, mortgages or easements; and
 - (3) Adjoining Property Transfer. The sale or exchange of parcels of land between owners of adjoining property if additional lots are not thereby created and the lots resulting are not reduced below the minimum sizes required by this chapter or other applicable laws or ordinances.
- (M) Building Permits. The Town or its designee shall not issue any building permit relating to any parcel of land forming all or any part of lands included in a Land Division originally submitted to the Town on or after the effective date of this Ordinance until the applicant has complied with all of the provisions and requirements of this Ordinance.
- (N) Applicability to Condominiums. This Ordinance is expressly applicable to Condominiums within the Town's jurisdiction, pursuant to Wis. Stat. § 703.27(1). A condominium unit shall be deemed to be equivalent to a Lot created by the act of a Land Division. For purposes of this Ordinance, a condominium plat prepared under Chapter 703 of the Wisconsin Statutes which creates four (4) or more new units, including any associated limited common elements, shall be reviewed by the Town in the same manner as a Major Land Division as set forth in this Ordinance and shall comply with all

applicable design standards and required improvements of this Ordinance. A condominium plat prepared under Chapter 703 of the Wisconsin Statutes which creates three (3) or fewer new units, including any associated limited common elements, shall be reviewed by the Town in the same manner as a Minor Land Division as set forth in this Ordinance and shall comply with all applicable design standards and required improvements of this Ordinance.

- (O) Land Suitability. No land shall be divided in any manner regulated by this Ordinance for any purpose which is held unsuitable for such use by the Town Board, upon the recommendation of the Plan Commission, for reasons of flooding, inadequate drainage, incompatible surrounding land use, adverse soil or rock formation, severe erosion potential, unfavorable topography including slopes greater than 15%, adverse impacts on water resources, despoiling the scenic beauty of the bluffs, inadequate septic or sewage disposal capabilities, inadequate or inappropriate driveway access or location, or any other feature likely to be harmful to the health, safety, or welfare of the future residents of the proposed Land Division or community. The determination of land suitability shall be evaluated based on the materials submitted to the Town by the applicant. This land suitability determination shall be made for Major Land Divisions and may be made, at the Town's discretion, for Minor Land Divisions. The Town Board, should it determine the land is unsuitable for division, shall in writing recite the particular facts upon which it bases its conclusion that the land is not suitable for the proposed use and afford the Land Divider an opportunity to present evidence regarding such unsuitability if the Land Divider so desires. Thereafter the Town Board may affirm, modify, or withdraw its determination of unsuitability.
- (P) Existing Flora. The Land Divider shall make every effort to protect and retain all existing trees, shrubs, vines, grasses and other non-noxious plants. Public roadways, drainageways, building foundations, private driveways, waste disposal areas, paths, trails and all other improvements shall be located so as to preserve existing vegetation. The Land Divider shall protect and preserve such trees and other flora in accordance with sound conservation practices.
- (Q) Endangered Species. The Land Divider shall make every effort to protect threatened or endangered species identified by the Wisconsin Department of Natural Resources.

Section 6.03 Permitted Land Divisions

- (A) For purposes of Section 6.03(B)(1), the following definitions apply:
 - (1) Building site. Land on which a dwelling unit may be located.
 - (2) Contiguous Single Ownership. Contiguous single ownership occurs when all lots or parcels under common ownership in the Town share a common boundary for a distance of at least 66 feet. A lot or parcel that is divided by a public road, whether an easement road or a fee title road, or by a navigable water body, or by a

private drive owned by an entity other than the entity that owns the abutting lands, or similar feature, shall be treated as contiguous.

- (3) Development right. An owner's right to divide land so as to create a new lot that includes a building site.
- (4) Parcel. Lands under contiguous single ownership.
- (5) Parent Parcel. An existing parcel as of the effective date of this Ordinance.

(B) Land Divisions. Pursuant to the Comprehensive Plan, the following Land Divisions (and no others) are permitted in the Town so long as they comply with the regulations set forth in this Ordinance:

- (1) Agricultural Land. The following standards apply for land designated as General Agriculture or Open Space or Agricultural Preservation Area in Map 8-3 Future Land Use 2030 of the Comprehensive Plan.
 - (a) If a Land Division involves the exercise of a development right, the following applies:
 - 1. Application. The number of development rights applicable to a Parent Parcel shall be determined as of the effective date of this Ordinance.
 - 2. Substandard. Parent Parcels smaller than 35 acres do not have development rights.
 - 3. Development Rights. For Parent Parcels 35 acres or greater, development rights are calculated based on the following scale:
 - (i) Contiguous single ownership of 35 acres to less than 80 acres = 1 development right.
 - (ii) Contiguous single ownership of 80 acres to less than 160 acres = 2 development rights.
 - (iii) Contiguous single ownership of 160 acres to less than 240 acres = 3 development rights.
 - (iv) Contiguous single ownership of more than 240 acres = 4 development rights.
 - 4. Acres. Acres are total property acreage not including road ownership or other public right-of-way.

5. Prior restrictions. For the purpose of calculating development rights applicable to a Parent Parcel under subsection 3., land on a Parent Parcel that may not be further divided pursuant to a deed restriction or other restrictive covenant shall not be counted when determining total number of acres under contiguous single ownership.
6. Existing Homes. An existing dwelling unit on a Parent Parcel counts as the use of a development right, and hence each existing dwelling unit reduces by one the number of development rights applicable to the Parent Parcel.
7. Deed Restriction.
 - (i) Upon exercising the last of the development rights applicable to a Parent Parcel, the Owner of the remainder of the Parent Parcel shall record a deed restriction with the Columbia County Register of Deeds, naming the Town as a beneficiary and in a form approved by the Town, stating that the remainder of the Parent Parcel may not be further divided.
 - (ii) When a lot is created as the result of a development right being exercised, the Owner of the newly-created parcel shall record a deed restriction with the Columbia County Register of Deeds, naming the Town as a beneficiary and in a form approved by the Town, stating that the newly-created lot may not be further divided.

Note: The Owner of the newly-created lot shall also seek the appropriate zoning change for the parcel from Columbia County.
 - (iii) When a Parent Parcel has multiple development rights, the development rights need not all be exercised at the same time. After each development right is exercised, the owner of the Parent Parcel shall record a deed restriction in the Columbia County Register of Deeds, in a form approved by the Town, identifying the number of development rights that remain for the Parent Parcel and identifying at least thirty (30) acres of the remaining Parent Parcel that may not be further divided. The location of each new Lot created upon the exercise of a development right, and the location of the Building Envelope on such Lot, shall be reviewed by the Town pursuant to the siting standards set

forth in Section 6.12(D)(3), taking into consideration that additional development rights may be exercised in the future. Where feasible, newly created Lots shall be adjacent to one another, even if not created at the same time. Parent Parcels with contiguous single ownership of more than 240 acres must exercise their development rights in a manner that will allow for a Conservation Subdivision pursuant to Section 6.14 to be achieved once all development rights have been exercised.

8. Lot Size.

- (i) The minimum lot size of a new lot(s) is one (1) acre.
- (ii) The maximum lot size of a new lot(s) is five (5) acres.

9. Siting. The siting of the Lot and the Building Envelope are subject to the standards set forth in Section 6.12(D)(3).

10. Conservation Subdivisions. All Major Land Divisions must be Conservation Subdivisions pursuant to Section 6.14.

- (b) If a Land Division involves the sale of land with development rights being transferred from the Parent Parcel to the newly-created Lot, but not exercised pursuant to subsection (B)(1)(a) at the time of sale, the Land Divider shall record a document in the Columbia County Register of Deeds, in a form approved by the Town, identifying the number of development rights transferred to the newly-created Lot and demonstrating that the Land Division has not increased the total number of building sites. A building site shall not be created on the new Lot unless a development right is transferred from the Parent Parcel.
- (c) If a Land Division does not involve the creation of a new building site, the Land Divider shall record a deed restriction with the Columbia County Register of Deeds, naming the Town as a beneficiary and in a form approved by the Town, demonstrating that the Land Division has not increased the total number of building sites.
- (d) If a Land Division involves the sale of land and the land sold contains a dwelling unit(s), the Land Divider shall record a document in the Columbia County Register of Deeds, in a form approved by the Town, identifying the number of development rights transferred to the newly-created Lot, identifying the number of development rights remaining with the Parent Parcel, and demonstrating that the Land Division has not increased the total number of building sites.

- (2) Conservation Residential. The following standards apply for land designated as Conservation Residential Area in Map 8-3 Future Land Use 2030 of the Comprehensive Plan.
- (a) For Major Land Divisions:
1. Lot Density. Except in cases where the Land Divider has purchased the right to create additional Lots through the Town's Purchase of Agricultural Conservation Easements program, the maximum number of Lots permitted in the conservation residential area is an average of one (1) Lot per every two (2) acres.
 2. Conservation Design. All Major Land Divisions must be Conservation Subdivisions pursuant to Section 6.14.
- (b) For Minor Land Divisions:
1. Lot Size. The minimum lot size of the new Lot(s) is two (2) acres.
 2. Covenant. The Owner of the newly-created Lot shall record a covenant with the Columbia County Register of Deeds stating whether or not the Lot may be subject to further division, if further division is permitted pursuant to this Ordinance.
- (3) Commercial Area and Multi-Family Residential. Land designated as Commercial Area or Multi-Family Residential may be divided pursuant to the regulations set forth in this Ordinance.

Section 6.04 Initial Application Process

- (A) Initial Conference. Before submitting an application for a Land Division, the Land Divider shall schedule an appointment and meet with the Plan Commission and Town Engineer to discuss the procedure for approval of a Land Division, including submittal requirements and design standards. The Plan Commission may designate one (1) of its members to participate in the initial conference with the Land Divider and the Town Engineer.
- (B) Initial Application. After the initial conference, the Land Divider shall submit ten (10) copies of an initial application checklist (prepared by the Town) and a series of maps and descriptive information to the Plan Commission according to the criteria set forth below. Mapping for the initial application can be done in any combination of features as long as individual map components can be distinguished and the relationship between map components can be determined.
- (1) Inventory and Mapping of Existing Resources. The Land Divider shall include the following mapped at a scale of no less than one inch = 50 feet:

- (a) Topographic contours at 2-foot intervals.
 - (b) United States Department of Agriculture, Natural Resource Conservation Service soil locations and identification of soil characteristics such as agricultural capability, depth to bedrock and water table as indicated in the soil survey, and suitability for wastewater disposal systems. Identification of hydric soils (wetland soils) should be mapped. Type and stability of bedrock should also be noted, particularly in areas with high potential for ground water contamination due to fractured bedrock or the presence of arsenic and mercury.
 - (c) Hydrologic characteristics, including surface water bodies, groundwater recharge and discharge areas (using existing data from local, state and federal sources; *i.e.*, no new field work is required), wetlands, natural swales, drainage ways, and slopes of 15% or greater.
 - (d) Land cover on the site, according to general cover type (pasture, woodland, farmland, etc.), and stand-alone trees with a caliper of more than 24 inches measured four feet off the ground. The inventory shall include comments on the health and condition of the vegetation. Woodlands shall be classified as deciduous, coniferous, or mixed. Use Wisconsin land or comparable cover type classifications and do on-site cover type analysis.
 - (e) Known critical habitat areas for rare, threatened or endangered species.
 - (f) Views of the site, including views onto the site from surrounding roads, public areas and elevated areas, including photographs with a map indicating the location where the photographs were taken.
 - (g) Mapping of offsite adjacent ecological, hydrological, recreational and cultural resources.
 - (h) Unique geological resources, such as rock outcrops, glacial features, hedgerows, or rock or boulder fences or walls.
 - (i) Other natural or cultural elements of the site that have enough significance or value to be spared from clearing, clearing, grading or development.
 - (j) Burial sites categorized under Wis. Stat. § 157.70, Indian Mounds, national and state register listed properties, and locally designated historic properties.
- (2) Development Analysis. The Land Divider shall identify the number of Lots and dwelling units in the proposed Land Division, including any additional Lots resulting from participation in the Town's Purchase of Agricultural Conservation

Easements program. The Land Divider shall also identify any deed restrictions or other covenants applicable to the land proposed to be divided.

- (3) Site Analysis and Concept Plan. Using the inventory provided in (B)(1) above, the development analysis provided in (B)(2) above, and applying the design standards specified in Section 6.12, the Land Divider shall submit a concept plan including at least the information set forth below at a scale of no less than one inch = 50 feet. The concept plan shall be submitted as an overlay to the inventory map.
 - (a) Open space areas indicating which areas are to remain undeveloped, areas for interior open space, and trail location.
 - (b) Boundaries of areas to be developed and proposed general street and lot layout.
 - (c) Number and type of housing units proposed.
 - (d) Proposed methods for and location of water supply, storm water management (*e.g.*, best management practices) and sewage treatment.
 - (e) Inventory of preserved and disturbed natural features and prominent views.
 - (f) Preliminary Building Envelopes showing areas for lawns, pavement, buildings, and grading.
 - (g) Proposed methods for ownership and management of open space.
 - (h) Formal open spaces indicating parks, easements, trail routing and drainage easements.
 - (i) Concepts for landscaping.
- (4) General Location Map. The Land Divider shall submit a map showing the general outlines of existing buildings, land use, and natural features such as water bodies or wooded areas, roads and property boundaries within 500 feet of the proposed land division. This information may be presented on an aerial photograph at a scale of no less than 1 inch: 400 feet.
- (5) Evidence of Ownership and Survey Required. The Land Divider shall submit a report of title from a title company acceptable to the Town showing current ownership of the property proposed to be developed and all encumbrances, together with copies of all easements, covenants, liens and any other encumbrances, defects or clouds on the title appearing in the public record or known to the Land Divider or owner of record and shall provide a land survey by

a registered land surveyor showing encumbrances of record. A copy of the report of title and survey shall be delivered to the Town Attorney and the Town Engineer.

(6) Phase I Environmental Site Assessment. The Land Divider shall have a Phase 1 Environmental Site Assessment in compliance with ASTM Standard E1527-00 “Standard Practice for Environmental Site Assessments: Phase 1 Environmental Site Assessment Process” and shall provide a copy of the assessment to the Town. All costs incurred for this assessment shall be the responsibility of the Land Divider.

(7) Reimbursement of Engineering, Planning, Legal and Administrative Costs.

(a) The Land Divider and the Town shall enter into a pre-development agreement requiring the Land Divider to pay to the Town all reasonable costs for engineering, planning, legal, consultant, administrative, and other expenses incurred by the Town in:

1. processing, reviewing, revising and approving conceptual, preliminary or final development plans, including certified survey maps, and preliminary and final plats; and
2. processing, reviewing, revising, drafting and approving any agreements, easements, deed restrictions or other documents associated with the proposed Land Division.

(b) Such costs shall include the costs of the Town’s engineers, attorneys, inspectors, agents, subcontractors and employees to be set, from time to time, by the Town Board pursuant to Section 6.02(I).

(C) Review of Initial Application.

(1) The Plan Commission, in consultation with the Town Engineer, shall make the determination of whether the initial application is complete. Within 60 days following the filing of a complete initial application, the Plan Commission shall meet with the Land Divider to review the initial application. As a condition of further review of the initial application, the Land Divider shall and hereby does grant permission for Town officials, employees and agents to enter upon the property sought to be developed in furtherance of their official duties.

(2) Staff from appropriate county and state agencies may also be requested by the Town to review the application.

(3) The Town Engineer shall schedule a visit to the property sought to be developed with the Land Divider. The Town Engineer shall notify the Plan Commission of the site visit and time. This visit shall be to review the existing features of the site

and the concept plan. The visit shall occur prior to or as part of the meeting referenced in paragraph (1).

- (4) Within 30 days following the meeting referenced in paragraph (1), the Plan Commission shall provide a written report informing the Land Divider of any additions, changes, or corrections to the concept plan submitted as part of the initial application. If no such additions, changes, or corrections are required, the Plan Commission shall approve, conditionally approve, or reject the initial application, and shall inform the Land Divider of its determination in writing.

Section 6.05 Preliminary Plat Review and Approval Procedure

- (A) Preliminary Plat Review and Approval. Following review and comment of the Plan Commission on the initial application and before submitting a Final Plat for approval, the Land Divider shall prepare a Preliminary Plat and an application. The Land Divider shall submit 20 copies of the Preliminary Plat and accompanying application materials, prepared in accordance with this Ordinance. The Land Divider shall file copies of the Preliminary Plat and the application with the Town Clerk at least 25 days prior to the meeting of the Plan Commission at which action is desired. The Town Clerk shall submit copies of the Preliminary Plat to the Plan Commission, Town Engineer and Town Attorney for review. The Town Engineer and Town Attorney shall promptly submit to the Plan Commission a written report of their recommendations and reactions regarding the proposed Preliminary Plat.
- (B) Preliminary Plat Requirements. The Preliminary Plat shall be prepared by a licensed land surveyor or engineer at a convenient scale not less than one (1) inch equals one hundred (100) feet. A preliminary plat shall be prepared in accordance with applicable state statutes, the Columbia County Code of Ordinances and this Ordinance, including this subsection and Section 6.10. More than one (1) sheet may be used to present the required information set forth below:
 - (1) Name of the Proposed Land Division. The proposed name of the Land Division shall not duplicate or be alike in pronunciation of the name of any plat previously recorded in the County.
 - (2) Project Ownership and Development Information.
 - (a) Name, address, and telephone number of the legal owner of the Parent Parcel and, if applicable, agent of the property.
 - (b) Name, address, and telephone number of the professional person(s) responsible for land division design, for the design of public improvements, and for surveys.
 - (c) Date of preparation.

- (3) Existing Site Conditions. Provide this information along with a property survey map.
- (a) Boundary line of the proposed site and all property to be subdivided. Include all contiguous land owned or controlled by the Land Divider.
 - (b) Location, width, and names of all existing platted streets and rights-of-way to a distance of 300 feet beyond the site.
 - (c) Show the type, width and condition of street improvements; railroad or major utility rights-of-way, parks and other public open spaces, location and widths of existing snowmobile or other recreation trails; and permanent buildings and structures to a distance of 300 feet beyond the site, if any.
 - (d) Location, widths, and names of all existing public and private easements to a distance of 300 feet beyond the site.
 - (e) Identify by name and ownership boundary lines of all adjoining lands within 100 feet of the proposed plat.
 - (f) A preliminary soils report, including a map, listing the types of soils in the proposed Land Division, their effect on the Land Division and a proposed soil testing and investigation program. Pursuant to the land suitability concerns described in Section 6.02(O), the Town Board may require that borings and soundings be made in specified areas to ascertain subsurface soil, rock and water conditions, including depth to bedrock and depth to ground water table. Where the proposed Land Division will not be served by public sanitary sewer, the Land Divider shall comply with Wis. Admin. Code Chap. COMM 85, delineating areas with three foot and six foot ground water and bedrock levels.
 - (f) Topographic data including contours at vertical intervals of not more than 2 feet. Elevation values shall be based on the National Geodetic Vertical Datum of 1929 (NGVD 29) or the North American Datum of 1988 (NAVD 88) or future adjustments to NAVD 88 as defined by the National Geodetic Survey, if applicable for that parcel, and should also be so noted on the plat.
 - (g) Significant natural resource features on the site, including: jurisdictional wetlands, floodplains, watercourses, existing wooded areas, slopes of 15% or greater, drainage ways, rare, threatened and endangered species, all environmental corridors as mapped by Columbia County and official mapping on file with Columbia County, and other natural resource features, views and other prominent visual features. Where steep slopes

may be present, the Town may require a survey by a Registered Land Surveyor of the areas containing slopes. This survey shall be referenced to the proposed cross-section of the adjacent road.

- (h) Burial sites categorized under Wis. Stat. § 157.70, Indian mounds, national and state register listed properties, and locally designated historic properties.
 - (i) Existing soil classifications including identification of poor, hydric soils.
 - (j) Legal description of the property.
 - (k) Existing zoning classifications for land in and abutting the Land Division. If any zoning changes are contemplated, the Land Divider shall submit the proposed zoning plan for the area, including dimensions.
 - (l) Total acreage of the proposed site.
 - (m) Provide graphic scale, north arrow, and date.
 - (n) Conservation Easements.
- (4) Preliminary Plat – Supporting Documents. Submit the following information, in preliminary form, with the Preliminary Plat.
- (a) Four (4) complete sets of engineering reports and preliminary plans for the construction of any public improvements required by this Ordinance, specifically addressing sewer and water service feasibility (size, location and grade), drainage facilities (size and location), traffic patterns, typical street cross sections, erosion control measures, pavement design and other improvements necessary in the Land Division.
 - (b) Layout of proposed streets, showing right-of-way widths, pedestrian walkways, types of improvements, street surface widths, proposed street names and proposed street grades, including extensions for a reasonable distance beyond the limits of the proposed Land Division when requested. All elevations shall meet the approval of the Town Board.
 - (c) Locations and type of proposed public easements (i.e., drainage, utility, pedestrian, public access to waterways, etc.); and all Conservation Easements.
 - (d) Layout of proposed Blocks and Lots within the plat.
 - (e) Basic data regarding proposed and existing (if applicable) Lots and blocks, including numbers, dimensions, area.

- (f) Minimum front, side and rear yard building setback lines for all lots.
- (g) A statement of the proposed use of Lots stating, as applicable, the type of residential buildings with number of proposed dwelling units and/or types of business or industry intended to reveal the effect of the development on traffic, fire hazards and congestion of population.
- (h) Location and size of all proposed and existing sanitary sewer lines and water mains, proposed community sewer and water system, or individual on-site septic systems and potable water sources.
- (i) Location and size of all proposed and existing storms sewers (lines, drain inlets, manholes), culverts, retention ponds, swales, infiltration practices and areas, and other storm water facilities within the plat and to a distance of 100 feet beyond the site.
- (j) Common Open Space areas, other than pedestrian ways and utility easements, intended to be dedicated or reserved for use by the residents of the development, including the size of such area or areas in acres. Provide information on the conditions, if any, of the dedication or reservation.
- (k) Proposed preservation, if any, of historical buildings and structures.
- (l) Building Envelopes showing areas for grading, lawns, pavement and buildings.
- (m) Maintenance Plan and management plan for restoration and long-term management of the Common Open Space areas. If the Land Divider proposes that common property or common elements within a Land Division would be owned or maintained by an organization of property owners or a subunit of the Town pursuant to Wis. Stat § 236.293, the Land Divider shall submit a draft of the legal instruments and rules for the proposed Homeowner's Association.
- (n) A draft of any proposed Restrictive Covenants, deed restrictions or other covenants.
- (o) Where the Land Divider owns or has a contract to purchase property adjacent to that proposed for the Land Division which may be developed in the future, the Plan Commission or Town Board may require that the Land Divider submit a Preliminary Plat for the remainder of the property to show the possible relationships between the proposed Land Division and future Land Division. In any event, all Land Divisions must be shown to relate with existing or potential adjacent Land Divisions.

- (p) A preliminary erosion control and storm water management plan which complies with the Town's Erosion Control and Storm Water Runoff Ordinance and Wis. Admin. Code Chapter NR 216.
 - (q) The Land Divider shall provide an owner's policy of title insurance on a current ALTA form issued by an insurer licensed to write title insurance in Wisconsin, dated within thirty (30) days of the Preliminary Plat application. After review by the Town Attorney, the Town Attorney may require further title evidence as determined necessary.
- (5) Site Plan. The Land Divider shall provide a preliminary site plan that details the Building Envelope, including the location and approximate footprint of structures on the site.
 - (6) Affidavit. The surveyor preparing the Preliminary Plat shall certify on the face of the Plat that it is a correct representation of all existing land divisions and features and in full compliance with the provisions of this Ordinance.
 - (7) Draft of Development Agreement. The Land Divider shall provide a preliminary draft of a development agreement between the Land Divider and the Town.
- (C) Referral to Other Agencies
- (1) Clerk Submissions to Agencies. The Town Clerk shall, within two days of filing, transmit two copies to any sanitary or utility district, four copies to the County PZ, two copies to the Wisconsin Department of Administration [WI DOA], as well as two additional copies to the WI DOA for each of the state agencies required to review the Plat including, but not limited to, two copies for the Wisconsin Department of Transportation [WI DOT] if the Land Division abuts a state trunk highway or connecting highway, the WI Department of Commerce if the Land Division is not served by public sanitary sewer or provision for such service has not been made, and the WI Department of Natural Resources [WI DNR] if the lands included within the Land Division lie within 500 feet of the OHWM of any navigable stream, lake or other body of navigable water or if land in the proposed Land Division involves lake or stream shore lands referred to in Wis. Stat. § 236.16. The County PZ, the WI DOA, the WI DOT, the WI DOC and, if applicable, the WI DNR, and any other state agency having jurisdiction over the proposed Land Division, shall hereafter be treated as objecting agencies under Wis. Stat. § 236.12. The Land Divider shall transmit to the Town Treasurer all fees required for state agency reviews at the time of application, and the Town Treasurer shall retransmit the fees to the proper state agency. If the Plat lies within the extraterritorial plat approval jurisdiction of another municipality, the Land Divider shall be responsible for providing copies to said municipality and to take all steps necessary to obtain the municipality's approval.

- (2) Additional Clerk Submissions. The Town Clerk shall, within two days of filing, transmit two (2) copies to the Fire District, Ambulance or EMS district, Lake District, School district or other jurisdictions that may be affected by the development.
- (3) Objecting Agencies. Within 20 days of the date of receiving the copies of the Plat, any state or county agency having authority to object under Wis. Stat. § 236.12 shall notify the Land Divider and all approving or objecting authorities of any objection based upon failure of the Plat to comply with the statutes or rules which its examination is authorized to cover, or, if all objections are satisfied, it shall so certify on the face of a copy of the Plat and return that copy to the approving authority from which it was received. The Plat shall not be approved or deemed approved until any objections are satisfied. If the objecting agency fails to act within the 20-day limit, it shall be deemed to have no objection to the Plat except that the WI DOA has 30 days to object. Sanitary districts within the Town may file objections with the Plan Commission or Town Board at any time prior to, and including, the Board's public hearing on the Land Division.
- (4) Alternative Referral Procedure. In lieu of the procedure identified in paragraphs (a), (b) and (c) above, the Land Divider or the Land Divider's agent may submit the original Plat to the WI DOA which shall forward 2 copies to each of the agencies authorized to object. The WI DOA shall have the required number of copies made at the Land Divider's expense. Within 20 days of the date of receiving the copies of the Plat, any agency having authority to object under shall notify the Land Divider, and all agencies having the authority to object, of any objection based upon failure of the Plat to comply with the statutes or rules which its examination is authorized to cover, or, if there is no objection, it shall so certify on the face of a copy of the Plat and return that copy to the WI DOA. After each agency and the WI DOA have certified that they have no objection or that their objections have been satisfied, the WI DOA shall so certify on the face of the Plat. If an agency fails to act within 20 days from the date of the receipt of copies of the Plat, and the WI DOA fails to act within 30 days of receipt of the original Plat it shall be deemed that there are no objections to the Plat and, upon demand, it shall be so certified on the face of the Plat by the WI DOA.

(D) Plan Commission Review.

- (1) The Plan Commission shall review the Preliminary Plat and give its recommendation to approve, conditionally approve or reject the Plat to the Town Board in as prompt a manner as practicable to give the Town Board sufficient time to review the Plat and take action within the time period prescribed in paragraph (E) of this subsection. If the Plan Commission fails to make a recommendation within sixty (60) days from filing of the Preliminary Plat, the Town Board may take action on the Preliminary Plat without the Plan Commission's recommendation.

- (2) Prior to making its final recommendations to the Town Board, the Plan Commission shall instruct the Town Clerk to schedule a public hearing on the Preliminary Plat and, if rezoning is required, the proposed rezoning before the Plan Commission. The Town Clerk shall give notice of the Plan Commission's review and public hearing on the preliminary plat and/or rezoning by listing it as an agenda item in the Plan Commission's meeting notice published in the official Town newspaper and by separate box notice. The notice shall include the name of the applicant, the address of the property in question and the requested action. Property owners within 500 feet of the proposed Land Division shall receive written notice of the public hearing, a short description of the Plat, any change in the zoning, and instructions on where to acquire additional details regarding the proposal.

(E) Town Board Action.

- (1) The Town Board shall, after receiving the recommendation of the Plan Commission, conduct its own review of the Preliminary Plat, and negotiate with the Land Divider on any changes deemed advisable and the kind and extent of public improvements which are necessary. The Town Board shall, within 90 days of the date the Town Clerk acknowledges receipt of the Preliminary Plat and all completed application documents including but not limited to those identified in Section 6.04 of this Ordinance, approve, conditionally approve, or reject the Preliminary Plat. The Town Clerk shall provide written notice to the Land Divider of any conditions for approval or the reasons for rejection. Failure of the Town Board to act within 90 days of filing, or within the agreed upon extended review period, shall constitute approval of the Preliminary Plat, unless an objecting agency files an objection or unless the review period is extended by mutual written agreement between the Land Divider and Town Board. Notwithstanding that public hearings have been conducted by the Plan Commission, the Town Board shall have the right to hold another public hearing as part of its review process if deemed necessary and in the best interests of the Town.
- (2) Effect of Preliminary Plat Approval. Approval or conditional approval of a Preliminary Plat shall not constitute automatic approval of the Final Plat, except that if the Final Plat is submitted within twenty-four (24) months of Preliminary Plat approval, conforms substantially to the Preliminary Plat, meets the conditions of Preliminary Plat approval, and conforms to all applicable ordinances, the Final Plat shall be entitled to approval with respect to such layout. The Preliminary Plat shall be deemed an expression of approval or conditional approval of the layout submitted as a guide to the preparation of the Final Plat, which will be subject to further consideration by the Plan Commission and Town Board at the time of its submission.

Section 6.06 Final Plat Review and Approval Procedure

- (A) Final Plat Submission. The Land Divider shall file 20 copies of the Final Plat to allow it to be reviewed, approved, and recorded within twenty-four (24) months of the final approval date of the Preliminary Plat. If the Final Plat is not recorded within said twenty-four (24) months, the Preliminary Plat approval is deemed void. The following additional items shall be filed with the Final Plat:
- (1) A certified abstract of title or title insurance commitment current to within one week prior to filing, showing title or control in the Owner or Land Divider. The Town Attorney may require further title evidence as deemed necessary.
 - (2) Six (6) copies of the final plans and specifications of public improvements required by this ordinance.
- (B) Referral to Other Agencies.
- (1) Clerk Submission to Agencies. The Town Clerk shall, within two days of filing, transmit copies as required for Preliminary Plats under Section 6.04(C). The Town Clerk shall also refer the Final Plat to the Town Engineer, and a copy each to the telephone and power and other utility companies. The abstract of title or title insurance commitment shall be referred to the Town Attorney for examination and report. The Town Clerk shall also refer the final plans and specifications of public improvements to the Town Engineer for review. The recommendations of the Plan Commission and Town Engineer shall be made within 30 days of the filing of the Final Plat. The Town Engineer shall examine the Final Plat and final plans and specifications of public improvements for technical details and, if found satisfactory, shall so certify in writing to the Plan Commission. If the Final Plat or the plans and specifications are unsatisfactory, the Town Engineer shall return them to the Land Divider and so advise the Plan Commission.
 - (2) Objecting Agencies. The objecting agencies shall, within 20 days (30 days for the WI DOA) of the date of receiving their copies of the Final Plat, notify the Land Divider and all other approving and objecting agencies of any objections in the same manner noted for Preliminary Plats under Section 6.05(B)(5)(c) of this Ordinance.
- (C) Notice to Municipality. If the Final Plat lies within 1,000 feet of any incorporated municipality, the Town Clerk shall give at least 15 days prior written notice to such municipality of the meeting at which the Final Plat is scheduled for final action by the Town Board.
- (D) Town Board Final Action. The Town Board shall, within 60 days of the date of the filing the Final Plat with the Town Clerk, approve or reject the Final Plat unless the time is

extended by written agreement with the Land Divider. If the Final Plat is rejected, the reasons shall be stated in the minutes of the meeting and a written statement of the reasons sent to the Land Divider by the Town Clerk. The Town Board may not inscribe its approval on the Final Plat unless the Town Clerk certifies on the face of the Plat that the copies were forwarded to objecting agencies as required herein, the date thereof and that no objections have been filed within 20 days (30 days for the WI DOA) or, if filed, have been met. Failure of the Town Board to act within 60 days of filing, unless the time has been extended and/or unsatisfied objections have been filed, shall be deemed approval of the Final Plat.

- (E) Certification. If the original of the Final Plat has been filed with another approving authority, the Land Divider may file a true copy of the Final Plat in lieu of the original. However, before approval of the Town Board will be inscribed on the original of the Final Plat, the surveyor or the Land Divider shall certify the respects in which the original of the Final Plat differs from the true copy, and all modifications must first be approved.
- (F) Additional Clerk Notification. The Town Clerk shall, within two days of the Final Plat approval, notify the Fire District, Ambulance or EMS District, Lake District, School District and Utility or Sanitary District of the Final Plat approval.
- (G) Execution of Plat. After the Town Board approves the Final Plat and required improvements are either installed or a contract and sureties insuring their installation is filed, the Town Clerk shall execute the certificate inscribed upon the Final Plat attesting to such approval and return the Final Plat to the Land Divider for recording with the county register of deeds.

Section 6.07 Replat Procedure

- (A) Dedication. Except when an assessor's plat is ordered pursuant to Wis. Stat. § 70.27(1), when it is proposed to Replat a recorded Land Division, or part thereof, so as to alter areas dedicated to the public, the Land Divider or person wishing to Replat shall vacate or alter the recorded Plat as provided in Wis. Stat. §§ 236.40 through 236.45 or 66.1003, as applicable. The Land Divider, or person wishing to Replat, shall then proceed as specified in Sections 6.05 and 6.06 of this Ordinance.
- (B) Public Hearing. The Town Clerk shall schedule a public hearing before the Plan Commission when a Preliminary Plat of a Replat of lands within the Town is filed, and shall mail notices of the proposed Replat and public hearing to the Owners of all properties within the limits of the exterior boundaries of the proposed Replat and to the Owners of all properties within 500 feet of the exterior boundaries of the proposed Replat.

Section 6.08 Lot Line Adjustment Procedure

- (A) A Lot Line Adjustment Survey prepared by a registered land surveyor shall be required to accomplish the alteration of existing property boundaries which does not result in the creation of additional Lots from what was originally platted or mapped.
 - (1) The Lot Line Adjustment Survey shall show the information required by Wis. Stat. § 236.34, in addition to the following:
 - (a) All existing structures, fences, driveways, and encroachments.
 - (b) Utility and drainage easements.
 - (c) Legal descriptions of the existing parcels and the parcels to be created upon on the lot line adjustment.
 - (d) The survey shall include the entirety of all parcels involved in the lot line adjustment.
 - (e) Map date and any revision dates.
 - (f) Graphic scale and north arrow.
 - (g) Name and addresses of Owners and surveyor.
 - (h) Monumentation of new lot corners in accordance with Wis. Stat. § 236.15.
- (B) The Town Clerk may require that the following additional information be provided, when necessary, for the proper review and consideration of the Lot Line Adjustment:
 - (1) Drainage Plan, including elevations at all proposed and existing lot corners and first floor elevation of proposed and existing structures.
 - (2) Setbacks or building lines in accordance with the major street setbacks established in the Columbia County Zoning Ordinance or required by the Wisconsin Department of Transportation.
- (C) The surveyor shall certify on the face of the survey or CSM compliance with the provisions of this Ordinance.
- (D) Upon written approval by the Town Clerk, the petitioner shall record the survey or CSM in conjunction with a deed with the Columbia County Register of Deeds.

Section 6.09 Minor Land Division Procedure

- (A) When Permitted. When a Land Divider proposes to divide land into two (2), or no more than three (3), Lots, Outlots, or parcels, or when a Land Divider proposes to divide a

Block, Lot or Outlot into not more than three (3) Lots, Outlots, or parcels within a recorded Plat without changing the boundaries of said Block, Lot or Outlot, the Land Divider may subdivide by use of a Certified Survey Map, prepared in accordance with Wis. Stat. § 236.34 and this Ordinance. For purposes of this Subsection (1), any remnant parcel regardless of size not included within the certified survey map shall be deemed a parcel for determining whether the Minor Land Division procedures apply.

(B) Submission and Review.

(1) Before submitting an application for a Minor Land Division, the Land Divider must follow the procedures identified in Section 6.04 (Initial Application Process). If the Plan Commission determines that certain maps and descriptive information required under Section 6.04 are not applicable to the Minor Land Division, the Land Divider will not be required to provide said maps or descriptive information.

(2) Once the initial application process is completed, 20 copies of the final map in the form of a certified survey map shall be submitted to the Town Clerk along with all of the other required information and documents required by Section 6.05. The certified survey map shall be reviewed and approved, conditionally approved or rejected pursuant to the procedures used for preliminary plats in Section 6.05, including notice and hearing requirements; provided, however, the Plan Commission may waive, in its sole discretion, the informational hearing.

(C) Driveways. A CSM shall not be finally approved unless a driveway access permit has been issued to or will be issued to the Land Divider for each Lot or parcel without an existing private access pursuant to the Town's Roads and Driveways Ordinance. The Land Divider shall submit a copy of the permit or permits necessary for each driveway, or a letter from the Town Engineer that permits are issuable for the Lots or parcels at such time as the CSM is submitted for final approval. Unless a shared private access and driveway are permitted, the driveway serving each Lot or parcel must be constructed in such a manner as to begin at the Lot or parcel's required public road frontage, shall at all times remain within the mapped boundaries of the Lot or parcel, and must otherwise be developable in conformity with this and all other Town Ordinances.

(D) Board Action. As required by Wis. Stat. § 236.34(1)(f), the Town Board shall approve, approve conditionally, or reject the CSM after following the procedures of Section 6.05.

Section 6.10 Technical Requirements for Plats and Certified Survey Maps

(A) Preliminary Plat.

(1) General. The Preliminary Plat shall be based upon a survey by a registered land surveyor and the Plat prepared on Mylar, tracing cloth or paper of good quality at a scale of not more than 100 feet to the inch and shall show correctly on its face

the following information:

- (a) Plat Name. Title under which the proposed Major Land Division is to be recorded, which shall not duplicate the name of any Plat recorded in Columbia County.
- (b) Location of Plat. Location of proposed Major Land Division by government lot, recorded private claim, quarter-quarter section, section, township, range, county and state noted immediately under the name of the proposed Major Land Division.
- (c) Survey Requirements. Date, scale and north point referenced to a magnetic, true or other identifiable direction and related to either the nearest exterior line, east-west quarter line or north-south quarter line of a section in which the Major Land Division is situated.
- (d) Information. Names, addresses and phone numbers of the Owner, Land Divider and land surveyor preparing the Plat.
- (e) Contiguous Land. Entire area contiguous to the Plat owned or controlled by the Owner or Land Divider, even if only a portion of said area is proposed for immediate development. The Plan Commission may waive this requirement where it is unnecessary to fulfill the purposes and intent of this Ordinance.

(2) Plat Data. All Preliminary Plats shall show the following:

- (a) Benchmarks. Exact location of the proposed Major Land Division indicated by distances and bearing with reference to the nearest exterior line, north-south quarter line or east-west quarter line of a section in which the Land Division is situated and a corner established in U.S. Public Land Survey that establishes one end of this line and a description of the material of which the corner marker is composed and exact distances and bearing of the exterior boundaries and the total acreage encompassed thereby. At least two permanent benchmarks shall be located in the immediate vicinity of the Plat.
- (b) Contour Information. Contours at vertical intervals of not more than two feet. Areas where the slope exceeds 15% should be appropriately shaded. Elevations shall be marked on such contours based on U.S. Geological Survey datum.
- (c) High Water Elevations. OHWM elevation of all lakes, streams, ponds, flowages and wetlands at the date of the survey and approximate high and low water elevations, all referred to U.S.G.S. datum, within the exterior boundaries of the Plat or located within 100 feet therefrom.

- (d) Rights-of-Way. Location, right-of-way width and names of all existing 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.
- (e) Adjoining Land Information. Location and names of any adjacent Major Land Divisions, parks, and cemeteries, and Owners of record of abutting unplatted lands.
- (f) Elevations. Type, width and elevation of any existing street pavements within the exterior boundaries of the Plat or immediately adjacent thereto together with any legally established centerline elevations, all to U.S.G.S. datum.
- (g) Public Improvement Information. Location, size and invert elevation of any existing sanitary or storm sewers, culverts and drain pipes, the location of manholes, catch-basins, hydrants, electric and communication facilities, whether overhead or underground, and the location and size of any existing water and gas mains within the exterior boundaries of the Plat or immediately adjacent thereto. If no sewers or water mains are located on or immediately adjacent to the tract, the nearest such sewers or water mains which might be extended to serve the tract shall be indicated by their direction and distance from the tract, size and invert elevations.
- (h) Boundaries and Features. Locations of all existing property boundary lines, structures, drives, streams and watercourses, marshes, rock outcrops, wooded areas, railroad tracks and other similar significant features within the tract being subdivided or immediately adjacent thereto.
- (i) Streets. Location, width and names of all proposed streets and Public Ways. Street names shall not duplicate names of existing streets within the Town.
- (j) Lots. Approximate dimensions and area in square feet of all Lots together with proposed Lot and Block numbers.
- (k) Parks. Location and approximate dimensions of any sites to be reserved or dedicated for parks, playgrounds, drainageways, or other public use or which are to be used for group housing, shopping centers, church sites, or other nonpublic uses not requiring lotting.
- (l) Curve Data. Approximate radii of all curves.
- (m) Zoning Information. Existing zoning on and adjacent to the proposed Major Land Division.

- (n) Boundary Limits. Town and corporate limit lines within the exterior boundaries of the Major Land Division or immediately adjacent thereto.
- (o) Water Access. Any proposed lake and stream access with a small drawing clearly indicating the location of the proposed Major Land Division in relation to the access.
- (p) Water Improvements. Any proposed lake and stream improvement or relocation, and notice of application for Wisconsin Department of Natural Resources approval, where applicable.
- (q) Flood/Shoreland Boundaries. Floodland and shoreland boundaries and the contour line lying a vertical distance of two feet above the elevation of the 100 year recurrence interval flood or, where such data is not available, two feet above the elevation of the maximum flood of record within the exterior boundaries of the Plat or within 100 feet therefrom.
- (r) Soil Types. Soil types and their boundaries, as shown on the operational soil survey maps prepared by the U.S. Department of Agriculture, Natural Resources Conservation Service.
- (s) Building Envelope. The Building Envelope and its distance to property lines, if a building location was approved by the Town Board. Include the approximate footprint and location of all structures that will be constructed on the site.

(B) Final Plat.

- (1) General. A Final Plat prepared by a registered land surveyor shall be required for all Major Land Divisions. It shall comply in all respects with the requirements of Wis. Stat. § 236.20 and this Ordinance.
- (2) Additional Information. The Final Plat shall also show the following information correctly on its face:
 - (a) Streets Centerline. Exact length and bearing of the centerline of all streets.
 - (b) Street Width. Exact street width along the line of any obliquely intersecting street.
 - (c) Railroads. Railroad rights-of-way within and abutting the Plat.
 - (d) Building Envelope. The Building Envelope and its distance to property lines, if a building location was approved by the Town Board. Include the approximate footprint and location of all structures that will be constructed on the site.

- (e) Reserved Land. All lands reserved for future public acquisition or reserved for the common use of property owners within the Plat.
 - (f) Planting Strips. Special restrictions required by the Town Board relating to access control along Public Ways or to the provision of planting strips.
 - (g) Streetlights. Exact location and description of street lighting and lighting utility Easements.
 - (h) Drainage Arrows. Drainage arrows at all Lot Lines showing the direction of all drainage upon final grading of the land.
- (3) Supporting Documents. The Land Divider shall submit the following documents in final form when filing the Final Plat:
- (a) Covenants and Restrictions. All Restrictive Covenants and deed restrictions for the proposed Major Land Division.
 - (b) Homeowner's Association. The legal instrument(s) creating a homeowner's association for the ownership and/or maintenance of common lands in the Major Land Division.
 - (c) Certificates. All certificates required by Wis. Stat. § 236.21; in addition, the surveyor shall certify full compliance with all of the provisions of this Ordinance.
 - (d) Title Evidence. Endorsement of previously submitted title evidence, certified within seven (7) days, to establish current ownership interests and required signators on the Plat.
 - (e) Plans. Six (6) copies of final plans and specifications of public improvements required by this Ordinance.
 - (f) Development Agreement. Six (6) copies of the Development Agreement executed between the Land Divider and the Town.
 - (g) Storm Water Management Plan. Three (3) copies of the storm water management plan.
- (4) Survey Requirements
- (a) Examination. The Town Board shall examine all Final Plats within the Town and may check for the accuracy and closure of the survey, the proper kind and location of monuments, and legibility and completeness of the drawing.

- (b) Maximum Error of Closure. Maximum error of closure before adjustment of the survey of the exterior boundaries of the Major Land Division shall not exceed, in horizontal distance or position, the ratio of one part in ten thousand (1:10,000), nor in azimuth, four second of arc per interior angle. If field measurements exceed this maximum, new field measurements shall be made until a satisfactory closure of the field measurements is obtained; the survey of the exterior boundary shall be adjusted to form a closed geometric figure.
- (c) Street, Block and Lot Dimensions. All street, Block and Lot dimensions shall be computed as closed geometric figures based upon the control provided by the closed exterior boundary survey. If checks disclose an error for any interior line of the Plat greater than the ratio of one part in five thousand (1:5,000), or an error in measured angle greater than one minute of arc for any angle where the shorter side forming the angle is 300 feet or longer, necessary corrections shall be made. Where the shorter side of a measured angle is less than 300 feet in length, the error shall not exceed the value of one minute multiplied by the quotient of 300 divided by the length of the shorter side; however, such error shall not in any case exceed five minutes of arc.
- (d) Plat Location. Where the Plat is located within a quarter section, the corners of which have been relocated, monumented and coordinated by the Town, the tie required by Wis. Stat. § 236.20(3)(b) shall be expressed in terms of grid bearing and distance; and the material and Wisconsin state plane coordinates of the monument marking the relocated section or quarter corner to which the Plat is tied shall be indicated on the Plat. The grid bearing and distance of the tie shall be determined by a closed survey meeting the error of closure herein specified for the survey of the exterior boundaries of the Land Division.
- (e) Surveying and Monumenting. All Final Plats shall meet all the surveying and monumenting requirements of Wis. Stat. § 236.15.

(C) Certified Survey Map.

- (1) General. When a Land Divider proposes a Minor Land Division, the Land Divider shall submit a certified survey map prepared by a registered land surveyor in accordance with Wis. Stat. § 236.34 and this Ordinance.
- (2) Additional Information. The CSM shall also show the following information correctly on its face:
 - (a) Land Features. All existing buildings, watercourses, drainage ditches and other features pertinent to property division, including the location of

water wells, dry wells, drain fields, and pipes, culverts and existing roads.

- (b) Building Envelope. The Building Envelope and its distance to property lines, if a building location was approved by the Town Board. Include the approximate footprint and location of all structures that will be constructed on the site.
 - (c) Future Land. All lands reserved for future acquisition.
 - (d) Date. Date of the CSM.
 - (e) Scale. Graphic scale of 1" = 100'.
 - (f) Directory Information. Name, address, and phone number of the Owner, Land Divider and surveyor.
 - (g) Zoning. Existing zoning on and adjacent to the proposed Land Division.
 - (h) Lot Size. Square footage for each Lot or Parcel.
 - (i) Elevations. Elevation markings of the parcel, in 2' intervals, with areas with gradients greater than 20% shaded, utilizing U.S.G.S. datums.
- (3) Information Required on the Signature Page. A Certified Survey Map shall include in its certifications, in addition to the information required by Wis. Stat. § 236.34, the following:
- (a) A legal description of the Parcel; surveyor's signature; and a statement from the surveyor that the surveyor has fully complied with all of the provisions of this Ordinance.
 - (b) The Owner's name, address and signature.
 - (c) Signature lines and dates for approval by the Town Chairperson and Town Clerk.
- (4) Certificates.
- (a) The surveyor shall certify on the face of the CSM full compliance with all of the applicable provisions of this Ordinance. The Town Board, after a recommendation by the reviewing agencies, shall certify its approval on the face of the CSM.
 - (b) In addition, dedication of streets and other public areas shall require the Owner's certificate and the mortgagees' certificate in substantially the same forms required by Wis. Stat. § 236.21 (2)(a).

- (5) Supporting Documents. The Land Divider shall submit the following documents when filing the CSM.
- (a) Covenants and Restrictions. All Restrictive Covenants to be recorded for the proposed CSM.
 - (b) Title Evidence. In the discretion of the Town, endorsement to previously submitted title evidence, certified within seven (7) days, to establish current ownership interests and required signatures on the CSM.
 - (c) Recordation. The Land Divider shall record the CSM with the Columbia County Register of Deeds within six (6) months of its approval by the Town Board and any other approving agencies, and shall file a certified copy of the recorded CSM with the Town Clerk within ten (10) days after the CSM is recorded. Failure to do so shall necessitate a new review and reapproval of the CSM by the Town Board.
 - (d) Additional Documents. The Town Board, Town Plan Commission or Town Engineer may require additional supporting documents as are required for preliminary plats pursuant to Section 6.05(4).
- (D) Land Division Created by Successive Divisions. When it is not practicable to require that a Final Plat of a Major Land Division created by successive divisions be filed in accordance with this Section, the Town Board may in lieu thereof order an assessor's Plat to be made under Wis. Stat. § 70.27, and may assess the cost thereof as provided in such section, or to the Land Divider. Regardless of the type of Plat filed, any such Major Land Division shall comply with all provisions of this Ordinance to the extent that they may reasonably apply.

Section 6.11 Required Improvements

- (A) In General.
- (1) Improvements Required. The improvements prescribed in this Ordinance are required as a condition of approval of any Land Division. The required improvements described in this Ordinance shall be installed, furnished and financed at the sole expense of the Land Divider. In the case of required improvements in a commercial or industrial area, the cost of such improvements may, at the sole discretion of the Town Board, be financed through special assessments.
 - (2) Non-Specified Standards. The following required improvements in this Ordinance shall be installed in accordance with the engineering standards and specifications which have been adopted by the Town Board. Where standards and specifications have not been adopted, the improvements shall be made in

accordance with good engineering practices, approved prior to the start of construction by the Town Engineer.

- (3) Street Improvements in Minor Land Divisions. For a Minor Land Division, the Town Board shall determine, after considering the recommendation of the Town Engineer, whether the street improvements set forth herein are necessary for public health, safety, and welfare. If the Town Board determines that street improvements are not necessary, the Land Divider is still subject to, and must comply with, the Town's Roads and Driveways Ordinance.

(B) Development Agreement.

- (1) Contract. Prior to installation of any required improvements and prior to approval of the Final Plat or CSM, the Land Divider shall enter into a written contract with the Town requiring the Land Divider to furnish and construct said improvements at the Land Divider's sole cost and in accordance with plans and specifications and usual contract conditions, which shall include a provision for inspection of construction details by the Town Engineer.

(2) Financial Guarantees.

- (a) Prohibition on Construction of Improvements. No construction or installation of improvements shall commence in a Land Division until the Preliminary Plat or CSM has been approved by the Town Board, the Town Engineer has given written authorization, a development agreement has been entered into, if necessary, and any and all other conditions for the approval of the Preliminary Plat or CSM have been met.

- (b) Surety. Prior to commencing construction, the Land Divider shall supply the Town with cash, or an irrevocable letter of credit approved by the Town Board and the Town Attorney in an amount equal to 125% of the Town Engineer's estimate of the cost of such improvements and other fees, including the Town's cost of inspection. No security or performance bonds will be accepted as financial security. The Town Engineer may, from time to time, adjust the amount of estimated costs of and reasons for said improvements and within thirty (30) days of written notice of said change, the Land Divider shall increase the financial security by that amount or any other amount acceptable to the Town Board. Reduction of the financial security for any purpose shall only be made after the written recommendation of the Town Engineer and approval of the Town Board. As the required improvements are installed and accepted, upon recommendation of the Town Engineer, the Town Board may authorize reductions of the financial security and the amount deemed appropriate. If the required improvements are not completed within the specified period, the financial guarantee shall be turned over and delivered to the Town and

applied to the cost of the required improvements. Any balance remaining after completion of such improvements shall be returned to the Land Divider. The Town Board, at its sole option, may extend the time to complete the required improvements and the financial guarantee for additional periods not to exceed one year for each period.

- (c) Form of Surety. In addition to any other requirements that the Town Board or the Town Attorney may require, the letter of credit may not contain language indicating that the letter of credit is subject to the Uniform Customs and Practices for Documentary Credits International Chamber of Commerce Publication No. 500, must provide for reasonable notification to the Town before its expiration, must not require the Town to pay bank charges under any circumstances, and must otherwise conform to the terms and conditions of the development agreement and this Ordinance. In the event that any financial institution fails to pay the letter of credit upon demand subject to its terms and conditions, in whole or in part, the Town shall be empowered, in addition to any and all other remedies, without notice or hearing, to impose the amount due or to become due for completion costs onto the tax rolls of each and every Lot in the Land Division and collect such as a special charge pursuant to Wis. Stat. § 66.0627.
- (d) Completion of Improvements. The time for completion of the work and the several parts thereof shall be determined by the Town Board upon the recommendation of the Town Engineer after consultation with the Land Divider. The completion date shall form part of the development agreement.

(C) Construction Plans: Inspections.

- (1) Engineering Reports, Constructions Plans and Specifications. As required by Sections 6.04 and 6.05, preliminary engineering reports and plans shall be submitted with the initial application and the filing of the Preliminary Plat or CSM. At the Final Plat stage, construction plans for the required improvements conforming in all respects with the standards of the Town Engineer and the ordinances of the Town shall be prepared at the Land Divider's expense by a professional engineer registered in the State of Wisconsin under said engineer's seal. Such plans, together with the quantities of construction items, shall be submitted to the Town Engineer for approval and for estimation of the total cost of the required improvements; upon approval, they shall become a part of the required contract. Simultaneously with the filing of the Final Plat with the Town Clerk, or as soon thereafter as practicable, the Land Divider shall furnish copies of the construction plans and specifications for the following public improvements, with a copy sent to the appropriate sanitary district:

- (a) Street Plans. Street Plans and Profiles showing existing and proposed grades, elevations and cross sections of required improvements.
 - (b) Sewer Plans. If applicable, sanitary sewer plans and profiles showing the locations, grades, sizes, elevations and materials of required facilities. Where public sewer is not provided, results of percolation tests and any other information required by the Town Engineer to ensure each Lot can properly dispose of expected wastewater discharges.
 - (c) Storm Sewer Plans. Storm sewer and open channel plans and profiles showing the locations, grades, sizes, cross sections, elevations and materials of required facilities.
 - (d) Water Main Plans. If applicable, water main plans and profiles showing the locations, sizes, elevations and materials of required facilities. Where public water is not provided, any information required by the Town Engineer to ensure each Lot has clean drinking water available to it and that the development will have no adverse effects on groundwater quality.
 - (e) Erosion Control and Storm Water Management Plans. Erosion and sedimentation control plans showing those structures required to retard the rate of runoff water and those grading and excavating practices that will prevent erosion and sedimentation. Such plans shall comply with the Town's Erosion Control and Storm Water Runoff Ordinance.
 - (f) Steep Slope Plans. Plans showing that buildings are set back 100 feet from slope gradients steeper than 15% where the length of the slope is greater than 50 feet, and showing that buildings are set back 75 feet from slope gradients steeper than 15% where the length of the slope is less than 50 feet, to minimize erosion.
 - (g) Planting Plans. Planting Plans showing the locations, age, caliper, species and time of planting of any required grasses, vines, shrubs and trees.
 - (h) Additional Plans or Information. Additional special plans or information as required by Town officials.
- (2) Action by the Town Engineer. The Town Engineer shall review or cause to be reviewed the plans and specifications for conformance with the requirements of this Ordinance and other pertinent Town ordinances and design standards recommended by the Town Engineer and approved by the Town Board. If the Town Engineer rejects the plans and specifications, the Town Engineer shall notify the Land Divider, who shall modify the plans or specifications or both accordingly. When the plans and specifications are corrected, the Town Engineer shall approve the plans and specifications for transmittal to the Town Board. The

Town Board shall approve the plans and specifications before the improvements are installed and construction commenced.

(3) Construction and Inspection.

(a) Authorization to Commence Work. Prior to starting any of the work covered by the plans approved above, the Land Divider shall obtain written authorization to start the work from the Town Engineer upon receipt of all necessary permits and in accordance with the construction methods of this Ordinance. The Town shall issue no building permits until all improvements required by this Ordinance are satisfactorily completed.

(b) Required Completion Date. Construction of all improvements required by this Ordinance shall be completed within two years from the date of approval of the Preliminary Plat by the Town Board, unless the Land Divider demonstrates good cause for the Town Board to grant an extension.

(c) Inspection of Work. During the course of construction, the Town Engineer shall make such inspections as the Town Board deems necessary to insure compliance with the plans and specifications as approved. The Land Divider shall pay the actual cost incurred by the Town for such inspections. This fee shall be the actual cost to the Town of inspectors, engineers and other parties necessary to insure satisfactory work.

(4) “As Built” Plans. After completion of all public improvements and prior to final acceptance of said improvements, the Land Divider shall make or cause to be made three copies of record plans showing the actual location of all valves, manholes, stubs, sewers and water mains and such other facilities as the Town Engineer shall require. These plans shall bear the signature and seal of a professional engineer registered in Wisconsin. The Land Divider’s presentation of the as built plans shall be a condition of final acceptance of the improvements and release of the financial security assuring their completion. The Town shall retain two copies and forward one copy of such record plans to the appropriate sanitary district.

(D) Street Improvements. The Land Divider shall construct streets, roads and alleys as outlined on the approved plans based on the requirements of this Ordinance:

(1) Street Construction Standards. The design and construction of all roads, streets and alleys in the Town shall fully comply with the requirements and specifications of Sections 6.12(B) and (C) of this Ordinance.

- (2) Grading.
- (a) Final Drawings. With the submission of the Final Plat, the Land Divider shall furnish drawings which indicate the existing and proposed grades of roads, streets and alleys shown on the Plat.
 - (b) Grade Review. Proposed grades will be reviewed by the Town Engineer for conformance with Town standards and good engineering practice. Street grades require the approval of the Town Board after receipt of the Town Engineer's recommendations.
 - (c) Grading Requirement. After approval of the street grades, the Land Divider shall grade the full width of the right-of-way of the streets and alleys proposed to be dedicated, including the vision clearance triangle on Corner Lots.
 - (d) Existing Right-of-Way Grading. In cases where an existing street right-of-way is made a part of the Plat or abuts the Plat, the Land Divider shall grade that portion of the right-of-way between the existing pavement and the property line.
 - (e) Subgrade Elevation Grading. The Land Divider shall grade the bed for the roadways in the street rights-of-way to subgrade elevation.
 - (f) Preservation of Grade. The Town Engineer shall approve all grading within rights-of-way and said grading shall extend for a sufficient distance beyond the right-of-way to insure that the established grade will be preserved.
 - (g) Public Utilities. Where electric and other communications or utilities facilities are to be installed underground, the Land Divider shall grade the utility Easements to within six inches of the final grade prior to the installation of such facilities; earth fill piles or mounds of dirt or construction materials shall not be stored on such Easement areas.
- (3) Street Construction. After sanitary sewer, storm sewer, water, and other necessary utilities have been installed, the Land Divider shall construct and dedicate as part of the Land Division, streets and curbs and gutters. The Land Divider shall surface roadways to the widths prescribed by Sections 6.12(B) and (C). Construction shall meet Town standard specifications for street improvements.
- (4) Completion of Street Construction.
- (a) Completion of Improvements before Building Permit. Prior to issuance of any building permits by the Town for lands adjacent to streets, all street

construction except final surfacing shall be completed by the Land Divider in accordance with Section 6.12, approved by the Town Engineer and accepted by and dedicated to the Town Board. A surety bond, in accordance with Section 6.11(B)(2), will be required to secure the cost of final road repairs and paving.

- (b) Waiver. The Town Board may issue a waiver of these requirements in unusual or special circumstances such as excessively severe weather conditions, heavy construction temporarily in area or construction material shortages (such as cement or asphalt). The issuance of a waiver shall be at the sole discretion of the Town Board.
 - (c) Procedure for Waiver. The Land Divider requesting a waiver shall do so in writing, presenting such information and documentation as required by the Town Board. The waiver shall detail which improvement requirements are temporarily waived and for what period of time.
 - (5) Curb and Gutter. After the installation of all utility and storm water drainage improvements, the Land Divider shall construct concrete curbs and gutters in accordance with plans and standard specifications approved by the Town Board. Wherever possible, provision shall be made at the time of construction for driveway access curb cuts.
 - (6) Bicycle and Pedestrian Pathways. The Town Board may require bicycle and pedestrian pathways, upon the recommendation of the Town Engineer, in locations where necessary for safe and adequate bicycle and pedestrian circulation. Whenever possible, pathways shall be planned for possible connection with pathways outside of the Plat.
- (E) Sanitary Sewage.
- (1) Requirement of Sanitary Sewer. The Land Divider shall provide a sanitary sewage system in conformity with the master plan of sewers as approved by the Town Board and/or sanitary or utility district, if any. The size, type, and installation of all sanitary sewers proposed to be constructed shall be in accordance with plans and specifications approved by the appropriate sanitary district.
 - (2) Waiver of Sanitary Sewer. If public sewer facilities are not available (within 1,000 feet), the Land Divider shall assure that adequate sewage disposal systems will be available to each Lot within the Land Division as specified or allowed in applicable ordinances, statutes, or regulations including, but not limited to, Wis. Adm. Code Chapters COMM 83 and 85, and the Columbia County Sanitation Ordinance. Private sewage disposal on a centralized basis is encouraged. The Land Divider shall be required to include the following provision in a Declaration

of Covenant and Restriction which will run with the Lots, or on the face of the CSM:

If municipal waste water treatment services are ever made available to the Land Division, each Lot Owner may be required, pursuant to the then existing state law and ordinances, to abandon his or her septic system, connect to the municipal treatment system and pay any costs and assessments in connection therewith.

- (3) Cost of Sanitary Sewer System. The Land Divider shall pay all the costs of all sanitary sewer work including the bringing of the sanitary sewer from where it exists to the Land Division in question as well as providing all sanitary sewer work within the Land Division. The size, type and installation of all sanitary sewers proposed to be constructed shall be in accordance with plans and standard specifications approved by the appropriate sanitary district serving the area.
- (4) Size of Sewer Pipe. The minimum size for public sanitary sewers shall be eight inches in diameter.

(F) Water Supply.

- (1) Adequate Water Supply. The Land Divider shall make adequate domestic water supplies available, and pay for such improvements, for each Lot within the Land Division.
- (2) Design of System. The Land Divider shall construct water mains in such a manner as to make adequate water service available to each Lot within the Land Division. The size, type, and installation of all public water mains proposed to be constructed shall comply with plans and specifications approved by the appropriate sanitary district. Water service laterals shall be provided to all Lots.
- (3) Size of Water Main. The minimum size for public water mains shall be six inches in diameter.
- (4) Waivers of Water Service. In the event public water service is not available, the Land Divider shall make provisions for adequate private water systems as specified or allowed in applicable ordinances, statutes or regulations. One or more centralized private water systems is encouraged.

(G) Storm Water Drainage.

- (1) Adequate Facilities. The Land Divider shall provide storm water management facilities designed in conformity with the Town's Erosion Control and Storm Water Runoff Ordinance, any other applicable ordinances and Wis. Admin Code Chapters NR 151 and 216, which may include curb and gutter, catch basins and inlets, storm sewers, infiltration devices, ponds and detention basins, road ditches and open channels, as are necessary.

(2) Sizing Facilities. Storm sewers shall be of adequate size and grade to hydraulically accommodate the ten year frequency storm; culverts shall be designed to accommodate the ten year frequency storm and shall be sized so that the 25 year frequency storm does not cause flooding of the adjacent roadway. Upon the approval of the Town Engineer, storm water swales and ditches may be sized for from 25 to 100 year frequency storms, depending upon the estimated amount of damage that would be incurred by adjacent properties if flooding did occur. Storm drainage facilities shall be designed to minimize hazards to life or property, and the size, type and installation of all storm water drains and sewers proposed to be constructed shall comply with the plans and specifications approved by the Town Board, upon the recommendation of the Town Engineer. Storm sewers oversized to handle runoff from offsite properties will be installed by the Land Divider; however, the cost of oversizing above a 24 inch diameter storm sewer shall be paid by other users connecting to the system by special assessment. The Town Board may, upon recommendation of the Town Engineer, require the Land Divider to construct a storm water pond or detention basin large enough to handle runoff from offsite properties, if necessary for public safety and health reasons to protect the Land Divider's proposed development.

(H) Other Utilities.

(1) Installation of Required Utilities. The Land Divider shall cause gas, electric power, telephone and cable facilities to be installed in such a manner as to make adequate service available to each Lot in the Land Division. Easement for such purposes shall be no less than ten (10) feet in width directly adjacent to, but not within the public right-of-way. All new electrical distribution, television cables and telephone lines from which Lots are individually served shall be underground unless the Town Board specifically allows overhead poles for the following reasons:

(a) Physical Land Limitations. Topography, soil, water table, solid rock, boulders, or other physical conditions would make underground installation unreasonable or impractical; or

(b) Existing Overhead Lines. The Lots to be served by said facilities can be served directly from existing overhead facilities.

(2) Public Improvement Plans. Plans indicating the proposed location of all gas, electric power, cable and telephone distribution and transmission lines required to service the Plat shall be approved by the Town Board and such map shall be filed with the Town Clerk.

(I) Street Signs. The Land Divider shall install at the intersections of all streets proposed to be dedicated a street name sign of a design and installation specified by the Town Engineer.

- (J) Erosion Control During Construction. To minimize erosion during construction, the Land Divider shall cause all gradings, 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 Land Divider shall submit an erosion control plan that specifies measures that will be taken to assure the minimization of erosion problems and complies with the Town's Erosion Control and Storm Water Runoff Ordinance.
- (K) Fences Adjacent to Agricultural Lands. When the land included in a Land Division abuts upon or is adjacent to land used for farming or grazing purposes, the Land Divider shall, unless written agreement is reached with the adjoining landowner in a form satisfactory to the Town, erect, keep, and maintain partition fences, satisfying the requirements of the Wisconsin Statutes for a legal and sufficient fence, between such land and the adjacent land. A covenant binding the Owner and the Land Divider, their grantees, heirs, successors, and assigns to erect and maintain such fences, without cost to the adjoining property Owners, so long as the land is used for farming or grazing purposes, shall be included upon the face of the final Plat or CSM.
- (L) Easements.
- (1) Utilities Easements. The Town Board, on the recommendation of appropriate agencies serving the Town, shall require utility Easements for poles, wire, conduits, storm and sanitary sewers, gas, water and head mains or other utility lines. It is the intent of this Ordinance to protect all established Easements so as to assure proper grade, assure maintenance of the established grade, prohibit construction of permanent fences or retaining walls over underground installation and prevent the planting of trees in the Easement area.
- (2) Drainage Easements. Where a Land Division is traversed by a watercourse, drainage way, channel or stream:
- (a) Watercourse.
1. The Land Divider shall provide a stormwater Easement or drainage way conforming substantially to the lines of such watercourse and such further width or construction, or both, as will be adequate for the purpose and as may be necessary to comply with this Section; or
 2. The watercourse, drainage way, channel or stream may be relocated in such a manner that the maintenance of adequate drainage will be assured and the same provided with a stormwater Easement or drainage way conforming to the lines of the relocated watercourse, and such further width or construction, or both, as

will be adequate for the purpose and may be necessary to comply with this Section.

- (b) Design Features. Wherever possible, it is desirable that drainage be maintained by an open channel with landscaped banks and adequate width for maximum potential volume flow. In all cases, such watercourse shall be of a minimum width established at the high-water mark or, in the absence of such specification, not less than 30 feet. If, in the opinion of the Town Engineer, the Easement will be for a major drainage swale, the Easement shall be of sufficient width to contain a 100 year frequency storm. If the drainage Easement is located in an established floodway or flood fringe district, the entire floodplain area shall be included within the drainage Easement.
- (3) Easement Locations. Such Easements shall be at least twelve feet wide, or wider where recommended by the Town Engineer, and may run across Lots or alongside of rear Lot Lines. Such Easements should preferably be located along rear Lot Lines. Evidence shall be furnished to the Town Board that Easements and any Easement provisions incorporated in the Plat or in deeds have been reviewed by the individual utility companies or the organization responsible for furnishing the services involved.
- (M) Streetlights. The Town Board may require streetlights, after considering the recommendation of the Town Engineer, in locations where necessary. Such lights shall be compatible with the neighborhood and type of development proposed. Such lights shall be placed at each street intersection and at such interior Block spacing as the Town Board requires. Streetlights shall be “sharp cutoff luminaries” designed to limit light pollution.
- (N) Sidewalks. The Town Board may require sidewalks, after considering the recommendation of the Town Engineer, in locations where necessary for safe and adequate pedestrian circulation.

Section 6.12 Design Standards

- (A) Purpose and Requirements.
 - (1) Purpose.
 - (a) The purpose of Land Division design is to create a functional and attractive development, to minimize adverse effects on persons, land and the environment, and to ensure that a Land Division will be an asset to the community.
 - (b) To promote this purpose, all Land Divisions shall conform to the standards of this section.

(2) General Design Standards.

- (a) Design shall comply with the Comprehensive Plan and shall take into consideration existing and proposed developments in the surrounding areas.
- (b) Design shall be based on a site analysis. To the maximum extent practicable, as determined by the Town, the design shall:
 - 1. Preserve the natural features of the site.
 - 2. Avoid areas of environmental sensitivity.
 - 3. Avoid adverse effects on ground water and aquifer recharge.
 - 4. Avoid unnecessary impervious cover.
 - 5. Prevent flooding.
 - 6. Minimize adverse effects of shadow, noise, odor, traffic, drainage, artificial light and utilities on the site and on neighboring properties.
 - 7. Minimize negative impacts on and alteration of natural features and adverse effects of cutting and filling.
 - 8. Avoid risk of harm to persons and land.
 - 9. Provide adequate access to lots.
- (c) Topsoil stripped from within the Land Division may not be removed until final land contours, topsoil finishing and seeding is successfully completed.
- (d) A soil evaluation shall be done to determine suitability for an on-site wastewater treatment system for a dwelling on a single lot, or a complete site and design evaluation for suitability of state approved common on-site wastewater treatment systems that serve more than one dwelling.
- (e) The Town may require that sensitive areas of the proposed Development Area be placed within non-buildable portions of lots and must be either offered for dedication or protected by Conservation Easements, deed restrictions or covenants dealing with use and management of these areas.

(B) Street Design

- (1) Compliance with Statutes. In laying out a Land Division, the Land Divider shall conform to the provisions of Chapter 236 and all applicable Town regulations. All streets and roads shall comply with Wis. Stat. § 86.26. In all cases where the requirements of this Ordinance are different from the requirements of Chapter 236 or Section 86.26, the more restrictive provision shall apply.
- (2) Dedication. The Land Divider shall dedicate land and improve streets as provided in this Ordinance. Streets shall be located with due regard for topographical conditions, natural features, existing and proposed streets, utilities and land used and public convenience and safety. The Land Division shall be designed to provide each Lot with satisfactory access to a public street or road.
- (3) Compliance with Comprehensive Plan. The arrangement, character, extent, width, grade and location of all streets shall conform to the Comprehensive Plan and to this Ordinance and shall be considered in their relation to existing and planned streets, to reasonable circulation of traffic, to topographical conditions, to run-off of storm water, to public convenience and safety, and in their appropriate relation to the proposed uses of the land to be served by such streets. The arrangement of streets in the Land Divisions shall make provision for the appropriate continuation at the same width of the existing streets in adjoining areas.
- (4) Areas not Covered by Comprehensive Plan. In areas not covered by the Comprehensive Plan, the layout of streets shall conform to the plan for the most advantageous development of adjoining areas of the neighborhood. Streets shall be designed and located in relation to existing and officially planned streets, topography and natural terrain, streams and lakes and existing tree growth, public convenience and safety and in their appropriate relation to the proposed use of the land to be served by such streets.
- (5) Street Classifications. Streets shall be classified as indicated below:
 - (a) Arterial Streets. Arterial Streets shall provide through traffic for a heavy volume of vehicles.
 - (b) Collector Streets. Collector Streets shall provide ready collection of traffic from commercial and residential areas and conveyance of this traffic to the Arterial Street and Major Thoroughfare system. Collector Streets shall relate property to special traffic generators such as schools, churches and shopping centers and other concentrations of population and to the major streets into which they feed.

- (c) Local Streets. Local streets shall conform to the topography, discourage use by through traffic, permit the design of efficient storm and sanitary sewage systems and require the minimum street area necessary to provide safe and convenient access to abutting property.
- (d) Proposed Streets. Proposed streets shall extend to the boundary lines of the tract being subdivided unless prevented by topography or other physical conditions or unless, in the opinion of the Town Board, such extension is unnecessary or undesirable for the coordination of the layout of the Land Division or for the advantageous development of the adjacent tracts.
- (6) Reserve Strips. Reserve strips are prohibited on any Plat to control access to streets or alleys, except where control of such strips is placed with the Town under conditions approved by the Town Board.
- (7) Continuation. Streets shall be laid out to provide for possible continuation wherever topographic and other physical conditions permit. All proposed streets shall have a direct connection with, or be continuous and in line with, existing, planned or platted streets with which they are to connect. Proposed streets shall extend to the boundary lines of the tract to be subdivided, unless prevented by topography or other physical conditions, or unless in the opinion of the Town Board, such extension is unnecessary for the coordination of the layout of the Land Division with existing layout or the most advantageous future development of adjacent tracts. Dead-end streets not over 500 feet in length are permitted when necessitated by the topography. All dead-end streets must end in a cul-de-sac (See Section 6.12(B)(18)).
- (8) Number of Intersections. The number of intersections of Local Streets with major streets shall be the practical minimum consistent with circulation needs and safety requirements, preferably not more than two.
- (9) Frontage Roads. Where a Land Division abuts or contains an existing or proposed Major Thoroughfare, the Town Board may require a frontage road, nonaccess reservation along the rear of the property contiguous to such thoroughfare or such other treatment as may be necessary to ensure safe, efficient traffic flow and adequate protection of residential properties.
- (10) Private Roads. Private roads are prohibited, except as part of a Condominium, and the Town Board shall not permit installation of public improvements in any private road.
- (11) Visibility. Streets shall afford maximum visibility and safety and shall intersect at right angles where practicable. As required by the Town Engineer, sufficient vision clearance triangles shall be provided at intersections. Stopping sight

distances shall be provided to comply with Chap. 3, “A Policy of Geometric Design of Highways and Streets,” latest edition, published by the American Association of State Highway and Transportation Officials (AASHTO).

- (12) Tangents. A tangent at least 100 feet long shall be required between reverse curves on arterial and Collector Streets. On all roads, a tangent at least 100 feet long shall be provided between the curve and any intersection.

(13) Street Grades

- (a) Maximum Grades. Unless necessitated by exceptional topography subject to the approval of the Town Board, the maximum centerline grade of any street or Public Way shall not exceed the following:

Arterial Streets: 6 percent.

Collector Streets: 7 percent.

Local Streets, alleys and Frontage Streets 10 percent.

Pedestrian ways: 12 percent unless steps of acceptable design are provided.

The grade of any street shall in no case exceed 11 percent or be less than 1/2 of 1 percent.

- (b) Grade Establishment. Street grades shall be established wherever practicable so as to avoid excessive grading, the excessive removal of ground cover and trees, and general leveling of the topography.

- (c) Grade Connection. All street grade changes shall be connected by vertical curves of a minimum length equivalent in feet to forty times the algebraic difference in the rate for collector streets and thirty times the difference for local streets. Major streets shall conform to “A Policy of Geometric Design of Highways and Streets,” latest edition, of the AASHTO.

- (14) Radii of Curvature. When a continuous street centerline deflects at any one point by more than one degree, a circular curve shall be introduced having a radius of curvature on said centerline of not less than the following:

Arterial Streets and Major Thoroughfares: 500 feet.

Collector Streets: 300 feet.

Local Streets: 150 feet.

Curves should be provided when centerline deflections exceed one degree in rural areas and in urban areas when deflection exceeds three degrees.

- (15) Half Streets. Where an existing dedicated or platted half-street is adjacent to the Land Division, the Land Divider shall dedicate the other half-street. The platting of half-streets should be avoided where possible.
- (16) Intersections.
 - (a) Street Radius. Property lines at street intersections of Major Thoroughfares shall be rounded with a radius of fifteen feet or greater where the Town Engineer considers it necessary.
 - (b) Right Angles. Streets shall intersect each other at as nearly right angles as topography and other limiting factors of good design permit.
 - (c) Intersecting Street. Number of streets converging at one intersection shall be reduced to a minimum, preferably not more than two.
- (17) Street Names. New street names shall not duplicate the names of existing streets, but streets that are continuations of others already in existence and named shall bear the names of the existing streets. Street names shall be subject to approval by the Plan Commission and Town Board.
- (18) Cul-de-sacs. Cul-de-sac streets designed to have one end permanently closed shall not exceed 500 feet in length in a Plat and 1000 feet in length in Minor Land Divisions. All Cul-de-sac streets designed to have one end permanently closed shall terminate in a circular turnaround having a minimum right-of-way radius of 60 feet and a minimum 45 foot edge of pavement radius, or the equivalent. The use of cul-de-sacs should be avoided where possible.
- (19) Major Thoroughfare and Railroad Right-of-way Treatment. Whenever the proposed Land Division contains or is adjacent to a Major Thoroughfare or railroad right-of-way, the design shall provide the following treatment:
 - (a) Lots. When Lots within the proposed Land Division back upon the right-of-way of an existing or proposed limited access highway or a railroad, a planting strip of at least 30 feet in depth shall be provided adjacent to the highway or railroad in addition to the normal Lot depth. This strip shall be part of the platted Lots but shall have the following restriction lettered on the face of the Plat or CSM: "This strip reserved for the planting of trees and shrubs; the building of structures hereon prohibited."
 - (b) Commercial and Industrial Districts. Commercial and industrial districts shall have provided, on each side of the Major Thoroughfare or

railroad, streets approximately parallel to and at a suitable distance from such highway or railroad for the appropriate use of the land between such streets and highway or railroad, but not less than 150 feet.

- (c) Streets Parallel to a Major Thoroughfare. Streets parallel to a Major Thoroughfare or railroad right-of-way, when intersecting an Arterial Street or Collector Street which crosses said railroad or highway, shall be a minimum distance of 250 feet from said highway or railroad right-of-way. Such distance, where desirable and practicable, shall be determined with due consideration of the minimum distance required for the future separation of grades by means of appropriate approach gradients.
- (d) Local Streets. Local Streets immediately adjacent and parallel to railroad rights-of-way shall be avoided, and location of Local Streets immediately adjacent to Arterial Streets and highways and to railroad rights-of-way shall be avoided in residential areas.

(C) Street Dedication and Construction

(1) General Requirements

- (a) Construction Standards. All roadway construction and materials used shall be installed in accordance with the construction methods as listed in the appropriate sections of the “State of Wisconsin Department of Transportation Standard Specifications for Road and Bridge Construction” and its supplements, and this Ordinance, whichever is more restrictive. The design requirements of this Ordinance shall apply to all streets and roads proposed for dedication to the Town.
- (b) Project Costs. All roadway surveys, dedications, plans and specifications and construction will be at the expense of the Land Divider. This includes any expense incurred by the Town in the preparation of plans and review and inspection of plans and construction.
- (c) Preliminary Consultation. Prior to the design, preparation and construction of any roadway to be dedicated to the Town, the Land Divider shall notify the Town Clerk, who will arrange an on-site meeting attended by the Town Engineer and the Land Divider. Plans must be provided in order for the Town Engineer to check the design and the drainage.
- (d) Material Slips. Copies of material slips for all materials furnished for road construction projects shall be delivered to the Town Engineer before the Town approves the final construction.

(e) Required Inspections. Although the Town Engineer may conduct inspections as necessary at any state of construction, the Land Divider shall contact the Town Engineer for required inspections during the following phases of construction by the Land Divider:

1. Subbase grading;
2. Crushed aggregate base course;
3. Bituminous surface course; and
4. Shouldering.
5. Erosion Control and Storm Water Management facilities.
6. Water and sewer installation.
7. Curb and gutter.
8. Final grading and landscaping.

Any deficiencies found by the Town Engineer shall be corrected before proceeding to the next phase of construction.

(f) Tests of Materials. The Town reserves the right to obtain a sample of the roadway base material prior to installation in the roadway to determine whether the material meets gradation and soundness requirements.

(g) Pavement Samples. The Town may take samples of hot mix asphalt pavement during pavement construction operations for purposes of determining that the material meets specifications.

(h) Highway Commission Approval. The finished roadway shall require the approval of the Columbia County Highway Commission, since the Town will include this road work in its annual request for highway aid.

(2) Construction Standards. All streets and highways constructed in the Town or to be dedicated to the Town shall fully comply with the following construction standards:

(a) Right-of-Way Width.

1. Arterial Streets: Minimum of 80 feet.
2. All other streets and roads: Minimum of 66 feet.
3. Cul-de-sacs and bulb radius: Minimum of 60 feet radius.

4. Pedestrian ways: Minimum of 10 feet.
- (b) Roadway Alignment Details. As specified in this Ordinance or in Chapter 12 of the Columbia County Code of Ordinances, whichever is more restrictive.
- (c) Roadway Ditches. Minimum ditch slope of 0.50%.
- (d) Roadway Base Thickness.
 1. Residential and rural roads and streets shall have a minimum roadway base thickness of eight inches of compacted in-place crushed aggregate base course meeting the specification of Base Aggregate Dense 1 1/4-inch.
 2. On commercial, arterial or other heavy-use roads, as determined by the Town Board, a base course of ten inches compacted shall be constructed upon an inspected and approved subgrade, with the bottom six inches of base meeting the specification of Base Aggregate Dense 3-Inch and the top four inches of base meeting the specification of Base Aggregate Dense 1 1/4-inch.
 3. In the case of commercial, arterial or other heavy-use roads, the Town Board may, as an alternative to the above standards, have the Town engineer provide specifications for such roads after researching the site(s) and conducting a soil analysis.
 4. In any case, the Town Board shall have the sole discretion to determine the use and construction classification to follow.
 5. In all cases, the base course shall be compacted to the extent necessary to produce a condition in which no appreciable displacement of material laterally and longitudinally under traffic shall occur and shall conform to line, grades and shape shown on the approved plans, profiles and cross sections.
- (e) Roadway Sub-Base. Stable and nonorganic material required. Unstable and organic material must be subcut, removed, and replaced with a suitable granular or breaker-run material approved by the Town Engineer.
- (f) Pavement Width. Minimum of 22 feet pavement edge to pavement edge for local residential streets, Collector Streets or streets serving commercial or industrial areas shall be designed for the proposed traffic volume, 22 feet for rural roads, and wider when required by the "Town Road Standards" as noted in Wis. Stat. § 86.26, or by this Ordinance, the more restrictive of which shall apply.

- (g) Pavement Thickness.
1. Residential and rural roads shall have a minimum of three inches thick compacted hot mix asphalt pavement placed in two layers – a binder course of 1-1/2 inches thick and a surface course of 1-1/2 inches. The final layer shall be placed not before at least seventy-five percent (75%) of the construction of the proposed development to be served by the new street is completed.
 2. Commercial, arterial or other heavy-use roads shall have a minimum of 3-1/2 inches of bituminous pavement, placed in two layers – a binder course of two inches thick and a surface course of 1-1/2 inches. The final layer shall be placed not before at least seventy-five percent (75%) of the construction of the proposed development to be served by the new street is completed.
 3. The hot mix asphalt pavement shall meet the specification of HMA Pavement Type E-0.3. In the case of commercial, arterial or other heavy-use roads, the Town Board may, as an alternative to the above standards, have the Town Engineer provide specifications for paving such roads after researching the site(s) and conducting a soil analysis. In any case, the Town Board shall have the sole discretion in determining the use and construction classification utilized.
- (h) Shoulder Width. Minimum of two feet wide on each side and wider when required by the “Town Road Standards” as noted in Wis. Stat. § 86.26.
- (i) Shoulder Thickness. Minimum of 3 inches of compacted in-place crushed aggregate base course - Base Aggregate Dense 3/4-inch over a minimum of eight inches of compacted in-place crushed aggregate base course.
- (j) Roadway Culverts and Bridges. Roadway culverts and bridges shall be constructed as directed by the Town Engineer and sized utilizing the methods listed in Chapter 13, entitled “Drainage” of the “Facilities Development Manual” of the Wisconsin Department of Transportation. All roadway culverts shall be provided with concrete or metal apron endwalls.
- (k) Driveway Culverts. The Land Divider must obtain a driveway access permit from the Town pursuant to the Town’s Roads and Driveways Ordinance and all driveway culverts must be sized and installed in accordance therewith.
- (l) Topsoil, Grass, Seed, Fertilizer and Mulch. All disturbed areas (ditches,

backslopes) within the road right-of-way not provided with pavement and shouldering material shall be restored utilizing four inches of topsoil and good quality grass seed, fertilizer and mulch. Ditches along the roadway with greater than a 2.5% slope shall be protected by erosion control materials such as hay bales, sod, or erosion control mats.

- (m) Drainage Improvements. In the case of all new roads and streets, the Town Board may require the Land Divider to construct storm water detention areas and storm sewers to provide for proper drainage.

(D) Block and Lot Design Standards.

- (1) Block Design. The lengths, widths and shapes of Blocks shall be appropriate for the topography and the type of development contemplated, but Block length in residential areas shall not exceed 1,200 feet nor have insufficient width to provide for two tiers of Lots of appropriate depth between street lines. Except in extraordinary circumstances, Blocks shall be no less than 500 feet in length. A Block may have a single tier of Lots where it adjoins a railroad, Major Thoroughfare, river or park.
- (2) Bicycle and Pedestrian Pathways. Bicycle and pedestrian pathways shall meet the following standards:
 - (a) A right-of-way width of not less than 20 feet may be required where deemed necessary by the Town to provide adequate bicycle and pedestrian circulation or access to schools, parks, shopping centers, open spaces, churches, and other places of public assembly or transportation facilities.
 - (b) A bicycle and pedestrian pathway shall be constructed with 10 to 12 feet of paved or limestone surface and a 5- to 4-foot buffer on each side.
 - (c) Bicycle and pedestrian pathways in wooded and wetland areas shall be so designed and constructed as to minimize the removal of trees, shrubs and other vegetation, and to preserve the natural beauty of the area.
- (3) Lot Design. Siting of the Lot and the Building Envelope on the Lot are subject to Town approval upon consideration of the following criteria:
 - (a) Size, shape and orientation of Lots shall be appropriate for the topography of the Land Division, the type of sewage or septic system to be utilized, and for the type of development contemplated.
 - (b) Each Lot shall be designed to provide an aesthetically pleasing building site and a proper architectural setting for the buildings contemplated.
 - (c) Building Envelopes shall be configured to minimize disturbance of

woodlands, wetlands, grasslands, mature trees, or other significant native vegetation. However, when the objective is to preserve prime farmland and soils and large areas of contiguous land suitable for agricultural uses, dwellings may be located within these listed areas, except wetlands.

- (d) Lots and Building Envelopes shall be located such that, whenever possible, the highest point of a proposed building shall be located below the tree line or the major ridge line, whichever is lower.
- (f) No structures shall be located in areas where the existing slope is fifteen percent (15%) or greater.
- (h) Design of Lots and Building Envelopes shall maintain a balance of scale and proportion to natural landforms and landscaping.
- (i) Lots and Building Envelopes shall be located such that, whenever possible, existing vegetation and topography shall be maintained to protect building from being seen from public roads in the summer.
- (j) Lots and Building Envelopes shall be located such that, whenever possible, lighting shall be designed to minimize off-site visibility and glare.
- (k) Lots and Building Envelopes shall be located such that, whenever possible, any required earthmoving or grading associated with the Building Envelope shall minimize removal of existing vegetation and preserve mature trees.
- (l) Building Envelopes shall be located off agricultural land, if possible. If a Building Envelope must be located on agricultural land because other locations are not possible, the Building Envelope shall be located so as to interfere as little as possible with productive agricultural operations – *i.e.*, on the least productive soil and/or the periphery of an agricultural field. Further, lots shall be configured in a manner that maximizes the usable area remaining for such agricultural uses with appropriate Buffers between agricultural uses and residential structures.
- (m) Strip development along roads shall be avoided whenever possible. If several Building Envelopes must be located along the roadway, they shall be mitigated by requiring screenings and/or varying driveway lengths or setbacks.
- (n) Lot Lines shall be located to follow previously existing natural or man-made boundaries, such as roads, fence rows, woods, waterways, streams or similar boundaries. If Lot Lines must cross agricultural fields because

other boundaries are not possible, they shall be located so as to maintain the maximum size agricultural fields in one contiguous parcel.

- (o) Building Envelopes shall be located so as to protect archeological sites and existing historic buildings.
- (p) Building Envelopes shall avoid encroaching on rare plant communities or endangered species identified by the Department of Natural Resources.

(4) Lot Size.

- (a) Lots to be located on land designated as General Agriculture or Open Space or Agricultural Preservation Area in Map 8-3 Future Land Use 2030 of the Comprehensive Plan are subject to the standards set forth in Section 6.03(A)(1).
- (b) Lots to be located on land designated as Conservation Residential Area in Map 8-3 Future Land Use 2030 of the Comprehensive Plan are subject to the standards set forth in Sections 6.03(A)(2).
- (c) Lots to be located on land designated as Multi-Family Residential in Map 8-3 Future Land Use 2030 of the Comprehensive Plan shall be a minimum 2 acres per dwelling unit. Excessive depth in relation to width shall be avoided and a proportion of two to one (2:1) shall be considered a desirable ratio under normal conditions.
- (d) Lots to be located on land designated as Commercial Area in Map 8-3 Future Land Use 2030 of the Comprehensive Plan shall be adequate to provide for the off-street service and parking facilities required by the type of use and development contemplated and as required by the Columbia County Zoning Code.

(5) Lot Frontage. Every Lot shall front or abut for a distance of at least sixty-six (66) feet on a public street, or at least fifty (50) feet on a Cul-de-sac. Where a shared access and shared driveway has been otherwise permitted, the requirements that the narrow strip of land (flag) connecting the main area of the Lot with the public road be suitable for access and driveway purposes in accordance with the Town's Roads and Driveways Ordinance and that said flag actually be used for access and driveway purposes shall be waived for all Lots except the one Lot actually providing access on a shared basis for all other Lots.

(6) Lot Width. Width of Lots shall conform to the requirements of the Columbia County Zoning Code, but in no case shall a Lot be less than ninety (90) feet in width at the building setback line. Each Lot shall be located only within one (1) zoning district.

- (7) Lots on Major Arteries. Residential Lots fronting on Arterial Streets and Major Thoroughfares shall be platted with extra depth or design to alleviate the effect of major street traffic on residential occupancy.
 - (8) Corner Lots. Corner Lots for residential use shall have extra width of ten (10) feet to permit building setback from both streets, as required by the Columbia County Zoning Code.
 - (9) Side Lots. Side Lot Lines shall be substantially at right angles to or adial to abutting street lines. Lot Lines shall follow Town boundary lines.
 - (10) Lots with Slope Gradient 15% or Higher. Lots with slope gradients of 15% or higher will require any building to be setback a minimum of 100 feet from the start of the 15% gradient to reduce erosion issues.
 - (11) Preservation. In the subdividing of any land, regard shall be shown for all natural features, such as tree growth, water courses, historic spots or similar conditions which, if preserved, will add attractiveness and stability to the proposed development.
 - (12) Remnants Plan. All remnants of Lots below minimum size left over after subdividing of a larger tract must be added to adjacent Lots, or a plan shown as to future use rather than allowed to remain as unusable parcels.
- (E) Landscape Screening and Buffer Area.
- (1) Purpose.
 - (a) Landscaping and buffer requirements are established to promote aesthetically pleasing developments that will protect and preserve the appearance, character, health, safety and welfare of the community.
 - (b) These standards are intended to: increase compatibility with adjacent land uses by requiring a buffer or screen between uses, minimize the harmful impact of noise, dust, debris, motor vehicle headlight glare or other artificial light intrusions, and other objectionable activities or impacts conducted or created by an adjoining or nearby use; and preserve scenic views and/or otherwise enhance the rural landscape as seen from perimeter roads.
 - (c) These landscaping and buffer standards apply to new commercial and industrial development, new residential development adjoining and across from commercial or industrial development, other new residential development where the Town Board determines a landscape screening and buffer area is necessary, new Conservation Design development and any unique circumstances identified by Developer's Agreements.

- (d) The buffer area shall be landscaped to screen any commercial or industrial lot that abuts or is across from any area that is not commercial, industrial or other incompatible development.

(2) Application.

- (a) A landscaped buffer is required in the following locations:

- 1. Along perimeter road rights-of-way/pavements.

- (i) A landscape buffer at least 10 feet in width shall abut the road right-of-way/pavements for at least half of the road right-of-way frontage. If only new plantings are used, the landscaped buffer shall include a hedge of native shrubs with a minimum height of 18 inches at time of planting. Shrubs shall be appropriately spaced according to growth requirements of the species for the hedge to attain 80 percent opacity at maturity and shall not exceed a height of 4 feet.

- (ii) No landscaped buffer over 2 feet in height that might block any driver's view shall be permitted within the vision clearance triangle of a driveway access or road/railroad intersection.

- (iii) The landscaped buffer may include berms, fences or walls.

- 2. Around the perimeter of parking lots or pavements.

- (i) A landscaped buffer at least 10 feet in width shall abut the perimeter of parking lots/pavements. If an area is newly planted, the landscaped buffer shall include plants with a minimum height of 18 inches at the time of planting. If plants are preserved they must be native grasses, shrubs or trees in order to count toward the requirement. The buffer shall attain 80 percent opacity at maturity.

- 3. Along property lines abutting residential development or other incompatible uses.

- (i) A landscaped buffer at least 10 feet in width and at least 6 feet in height at time of planting shall abut the neighboring use. The landscaped buffer shall attain 80 percent opacity at maturity.

4. If development is permitted on a ridge top or hilltop, landscaping shall be utilized to preserve the viewshed for the surrounding areas.
 - (b) Unless otherwise indicated, the landscaped buffer area requirement is a minimum of 80 plants per area of land 10 feet in width by 100 feet in length.
 - (c) A combination of preserved plants or installed plants may be used. If plants are preserved they must be shrubs or trees in order to count toward the requirement.
- (3) General Standards.
- (a) The buffer shall consist of an area of land located within and along the outer perimeter of a lot or boundary line. The buffer may overlap drainage and/or utility easements; however, plantings should not impede the flow of water within a drainage easement nor should they be located on any portion of an existing or dedicated public road or right-of-way.
 - (b) Landscaping within the buffer area shall consist of native plant species. It should include a mix of trees and shrubs and can also include herbaceous materials such as grasses, vines, aquatic plants, wild flowers and other vegetative materials.
 - (c) Where space allows, landscape plantings shall be placed in an informal, random pattern to create a naturalized landscape.
 - (d) The landscape plantings shall include low-maintenance, drought and salt tolerant species.
 - (e) Preserving existing healthy, native, non-invasive vegetation should always take precedence over planting new vegetation and should be encouraged by crediting such preservation toward these landscaping requirements.
 - (f) Existing healthy trees and shrubs shall be properly protected from construction activities in accordance with sound conservation practices.
 - (g) The landscaped buffer area may contain any combination of preserved natural vegetation or newly installed plantings. It may include berms, fences, or walls.
 - (h) If a berm, fence or a wall is used, it shall be visually dominated by planted vegetation and attain 50 percent opacity/coverage within 12 months of planting. The newly planted vegetation should be growing on the residential.

1. If berms are used to supplement or replace some of the planting requirements, the width of the buffer area must be adequate to accommodate the size of the berm, based on the berm slope, crown, height and form. However, the Land Divider shall demonstrate that any reduction in required new plantings shall not reduce the effectiveness of the buffer area screen.
 2. Berms shall contain side slopes not exceeding 4 feet of horizontal distance to one foot of vertical distance (4: 1) with a maximum height of 6 feet and shall be natural in appearance and undulating wherever possible.
 - (i) The Town may waive part or all of the landscaping requirements where there is an opportunity to preserve a unique native landscape such as a native prairie, oak savannah or woodland.
 - (j) If a hedge or hedge/berm combination is used, the shrubs shall be at least 3 feet in height at time of planting. Shrubs of sufficient screening density shall be spaced according to growth needs of the species for the hedge to attain at least 6 feet in height and 80 percent opacity at maturity.
 - (k) The Town may permit alternative landscape treatments, which shall have a buffering or screening capacity equal to or greater than the requirements set forth herein.
- (4) Landscaping Plan.
- (a) A landscaping plan for the buffer area(s) shall be provided by a licensed landscape architect and approved by the Town. It shall include and address:
 1. Existing vegetation that will be preserved.
 2. Quantity, size, species and root condition of proposed plant materials.
 3. Proposed locations for plant materials.
 4. Planting method and schedule.
 5. An ongoing ownership and maintenance plan for the landscape plantings and existing vegetation.
 6. If plantings are not installed prior to approval of a final plat, a landscaping schedule shall be specified in a Developer's Agreement.

7. Appropriate financial assurances shall be required to cover the cost of installation of plant materials and replacement of all dead, dying, defective or diseased plant material for a period of 18 months.

(5) Landscape Materials.

- (a) All plant materials must meet the minimum standards set by the American Association of Nurserymen.
- (b) Landscape species shall be indigenous or proven adaptable to the climate, but shall not be invasive on native species.
- (c) Plant materials shall comply with the following standards:
 1. Landscape materials shall be tolerant of specific conditions, including but not limited to heat, drought and salt.
 2. Existing healthy plant material may be utilized to satisfy landscaping requirements, provided it meets minimum plant size specified in the table above.
 3. Landscape materials shall be of a size that allows growth to the desired height and opacity.

(6) Installation.

- (a) Areas to be landscaped shall be prepared, improved and planted as specified by current Wisconsin Department of Transportation standards.

(F) Storm Water Management System.

- (1) Drainage System Required. The Town Board shall not approve a Final Plat until the Land Divider has submitted plans, profiles and specifications for storm water management prepared by a registered professional engineer and approved by the Town Board, upon the recommendations of the Plan Commission and Town Engineer.

(2) Storm Water Management Plan.

- (a) Preliminary Plat/Report. The Land Divider shall submit to the Town at the time of filing a preliminary plat, a preliminary erosion control and storm water management plan in accordance with the Town's Erosion Control and Storm Water Runoff Ordinance.
- (b) Grading Plan. A grading plan for the streets, Blocks and Lots shall be

submitted by the Land Divider for the area within the Land Division.

- (c) Design Criteria. The design criteria for storm drainage systems shall be based upon information provided by the Town Engineer.
 - (d) Material Specifications. Material and construction specifications for all drainage projects such as pipe, culverts, seed or sod shall be in compliance with specifications provided by the Town Board, upon the recommendation of the Town Engineer.
- (3) Grading. The Land Divider shall grade each Land Division in order to establish street, Block and Lot grades in proper relation to each other and to topography as follows:
- (a) Right-of-Way. The Land Divider shall grade the full width of the right-of-way of all proposed streets in accordance with the approved plans.
 - (b) Blocks. Block grading shall be completed by one or more of the following methods:
 - 1. A ridge may be constructed along the rear Lot Lines which provides for drainage onto the streets.
 - 2. Parts of all Lots may be graded to provide for drainage to the street or to a ditch along the rear Lot Line if a drainage Easement is provided.
 - 3. Draining across rear or side Lot Lines may be permitted subject to a drainage easement and provided drainage can be confined to such easement.
- (4) Drainage System Requirements. The Land Divider shall install all the storm drainage facilities indicated on the plans required in Section 6.12(F)(2)(a) hereof.
- (a) Street Drainage. All streets shall be provided with an adequate storm drainage system. All drainage crossing streets shall be conveyed in an underground storm sewer system. On urban streets, maximum inlet spacing shall be 600 feet. The street storm system shall serve as the primary drainage system and shall be designed to carry street, adjacent land and building storm water drainage. No storm water shall be permitted to be run into the sanitary sewer system within the proposed Land Division.
 - (b) Off-Street Drainage. The design of the off-street drainage system shall include the watershed affecting the Land Division and shall be extended to a watercourse or ditch adequate to receive the storm drainage. When the

drainage system is outside of the street right-of-way, the Land Divider shall make provisions for dedicating an Easement of the Town to provide for the future maintenance of said system. Easements shall be at least 20 feet wide, but the Town may require larger Easements if more area is needed due to factors such as topography, or size of watercourse.

- (5) Protection of Drainage Systems. The Land Divider shall adequately protect all ditches to the satisfaction of the Town Board and Town Engineer. Ditches and open channels shall be seeded, sodded or paved depending upon grades and soil types. Generally, ditches or channels with grades up to one percent shall be seeded; those with grades up to four percent shall be sodded and those with grades over four percent shall be paved.
- (G) Sanitary Sewer and Water System. The Land Divider shall comply with the design standards specified for the development's sanitary sewer and water system by the State Department of Natural Resources and Department of Commerce.
- (H) Standards for Non-Residential Land Divisions.
 - (1) General.
 - (a) Zoning Considerations. If a proposed Land Division includes land that is zoned for commercial or industrial purposes, the layout with respect to such land shall be consistent with the objectives of the Comprehensive Plan.
 - (b) Additional Requirements. A non-residential Land Division shall also be subject to all the requirements of this Ordinance, as well as such additional standards required by the Town and shall conform to the proposed standards established by the Comprehensive Plan and the Columbia County Zoning Code.
 - (2) Standards. In addition to the principles and standards in this Ordinance, the Land Divider shall demonstrate to the satisfaction of the Town Board that the street, parcel and Block pattern proposed is specifically adapted to the uses anticipated and takes into account other uses in the vicinity. The Land Divider shall observe the following principles and standards:
 - (a) Adequate Streets. Street rights-of-way and pavement shall be adequate to accommodate the type and volume of traffic anticipated to be generated.
 - (b) Suitable Area. Proposed industrial parcels shall be suitable in area and dimensions to the types of industrial development anticipated.

- (c) Special Street Provisions Allowed. Special requirements maybe imposed by the Town Board with respect to street, curb, gutter and sidewalk design and construction.
- (d) Special Public Utility Provisions Allowed. Special requirements may be imposed by the Town Board with respect to the installation of public utilities, including water, sanitary sewer and storm water drainage.
- (e) Protection of Adjoining Lands. Every effort shall be made to protect adjacent residential areas from potential nuisance from a proposed commercial or industrial Land Division, including the provision of extra depth in parcels backing up on existing or potential residential development and provisions for permanently landscaped buffer strips when necessary.
- (f) Limitations on Street Extensions. Streets carrying non-residential traffic, especially truck traffic, shall not normally be extended to the boundaries of adjacent existing or potential residential areas.

Section 6.13 Dedication Requirements

(A) General Public Land Dedication Requirements.

- (1) Dedication Requirement. In order that adequate open spaces and sites for public uses may be properly located and reserved and in order that the cost of providing public areas, such as but not limited to, parks, recreation areas and public schools, may be equitably apportioned on the basis of additional need created by the land division development, each Land Divider shall dedicate land for park or other public uses.
- (2) General Design. In the design of a Land Division, the Land Divider shall make provision for suitable sites of adequate area for schools, parks, playgrounds, open spaces, drainageways and other public purposes. Such sites shall be shown on the Preliminary Plat, Final Plat and/or CSM, and shall comply with the Comprehensive Plan. Consideration shall be given to the preservation of scenic and historic sites, stands of trees, marshes, lakes, ponds, streams, watercourses, watersheds, ravines and woodlands, prairie and wetlands, and plant and animal communities.

(B) Land Dedication.

- (1) Dedication Calculation. All Land Dividers shall be required to dedicate developable land to the Town for park, school or other public uses, other than streets or drainageways, at a rate of .05 acres per dwelling unit. "Dwelling unit" shall include a unit of a Condominium. Whenever a proposed playground, park, or other public area, other than streets or drainageways, designed in the

Comprehensive Plan is embraced, all or in part, in the tract of land to be subdivided, this land shall be included in the required land dedication. The Town Board shall have sole authority to determine the suitability and adequacy of park lands proposed for dedication. Drainageways, wetlands or areas reserved for streets shall not be considered as satisfying land dedication requirements.

(2) Shoreland.

(a) Lake and Stream Shore Plats. All Land Divisions abutting on a navigable lake or stream shall provide public access at least 60 feet wide providing access to the low watermark so that there will be public access, which is connected to existing public roads, at not more than one-half mile intervals as measured along the lake or stream shore except where greater intervals and wider access is agreed upon by the Wisconsin Department of Natural Resources, and excluding shore areas where public parks or open-space streets or roads on either side of a stream are provided. No public access established under this Chapter may be vacated except by circuit court action. This Subsection does not require the Town to improve land provided for public access.

(b) Lots Adjacent to Lake or Stream Shore. The lands lying between the meander line, established in accordance with Wis. Stat. § 236.20(2)(g), and the water's edge, as determined by the OHWM, and any otherwise unplatable lands which lie between a proposed Land Division and the OHWM, shall be included as part of Lots, Outlots or public dedications in any Plat or CSM abutting a lake or stream. This Subsection applies not only to lands proposed to be subdivided but also to all lands under option to the Land Divider or in which the Land Divider holds any interest and which are contiguous to the lands proposed to be subdivided and which abut a lake or stream.

(3) Unknown Number of Dwelling Units. Where the Plat, CSM or Condominium does not specify the number of dwelling units to be constructed, the land dedication shall be based upon the maximum number of units permitted by the Columbia County Zoning Ordinance and this Ordinance.

(4) Access to Dedicated Land. All dedicated land shall have frontage on a public street and shall have unrestricted public access.

(5) Utility Extensions. The Land Divider shall install or provide for installation of water and sanitary lines to the property line of all dedicated land, where such services are to be provided to the adjacent properties.

(C) Reservation of Additional Land. When public parks and sites for other public areas as shown on the Comprehensive Plan lie within the proposed area for development and are

greater in area than required by Section 6.13(B)(1), the Owner shall reserve for acquisition by the Town, through agreement, purchase or condemnation, the remaining greater public area for a period of one year after Final Plat approval unless extended by mutual agreement.

(D) Dedicated Parkland Development.

(1) Land Divider Requirements. When parklands are dedicated, the Land Divider is required to:

(a) Grading. Properly grade and contour for proper drainage;

(b) Contouring. Provide surface contour suitable for anticipated use of area; and

(c) Groundcover. Cover areas to be seeded with a minimum of four inches of quality topsoil, and seed, fertilize and mulch as specified by the Plan Commission. The topsoil furnished for the park site shall consist of the natural loam, sandy loam, silt loam, silty clay loam or clay loam humus-bearing soils adapted to the sustenance of plant life, and such topsoil shall be neither excessively acid nor excessively alkaline.

(2) Certification of Compliance. The Town Board may require certification of compliance by the Town Engineer. The cost of such report shall be paid by the Land Divider.

(3) Timing of Park Development. Development of parklands shall be completed as soon as 10 percent of the planned Lots in the Land Division are sold, as determined by the Town Board.

(4) Default Remedies. If the Land Divider fails to satisfy the requirements of this Section, the Town Board may contract for said completion and bill such costs to the Land Divider, following a public hearing and written notice to the Land Divider of noncompliance. Failure to pay such costs may result in the immediate withholding of all building permits until such costs are paid.

(E) Fees in Lieu of Land Dedication.

(1) Method of Calculation.

(a) Determination to Accept Fee. The Town Board, after considering the recommendation of the Plan Commission, shall determine whether to require dedication of land or payment of money from any Land Divider. If the Town Board has determined to require payment of money in lieu of dedication of land, such money shall be paid to the Town Treasurer prior to recording of the Final Plat or CSM of such Land Division in the amount

per dwelling unit within the Plat or CSM consistent with the standards set forth in Section 6.09 of this Ordinance.

- (b) Fee Establishment. Effective January 1, 2005, the fee per dwelling unit is \$850.00. Commencing in 2006, the fee may be adjusted annually as of January 1st of each year by the Town Board, utilizing the Consumer Price Index-All Urban Consumers for Small Metro Areas prepared by the United States Department of Labor, or any replacement index.
- (2) Park Fund. Funds paid to the Town under the provision or contributed from other sources for park land and recreational development and improvement shall be placed in a separate nonlapsing fund designated for park land and recreational development and improvement. The Town Board shall have the right to approve expenditures for approved park land and recreational development projects. Said account shall be a continuing account which does not lapse at the end of a budget period.
- (3) Exemption. No payment may be required for a Lot created by the division of land under this Ordinance on which a residential structure already exists, or which is a residual parcel in excess of ten acres not intended for conveyance and development. Where a Lot, parcel or dwelling unit for which payment has once been made is further divided, the Land Divider shall pay only for the additional Lots or parcels created.

Section 6.14 Conservation Subdivisions

(A) Conservation Subdivisions.

- (1) This section establishes standards for developments meeting the criteria set forth herein for all Land Divisions designated as Conservation Subdivisions. All provisions of this section and all provisions of this Ordinance not in conflict with this section shall apply to any Conservation Subdivision.
- (2) Conservation Subdivisions shall identify a conservation theme or themes. The theme or themes shall be identified at the time of the initial application. Conservation themes may include, but are not limited to, forest stewardship, water quality preservation and enhancement, farmland preservation, natural habitat restoration, viewshed preservation, archaeological and historic properties preservation, or integration of ecological resources or passive recreational uses in development.

(B) Purpose. This section is adopted for the purpose of:

- (1) Encouraging development that is consistent with and is designed to preserve the rural character of the Town by preserving one or more of these important landscape elements: woodlands, river and stream corridors, drainageways,

wetlands, closed depressions, floodplains, shore lands, prairies, ridgetops, steep slopes, critical species habitat, and productive farmland, by setting them aside from development.

- (2) Preserving scenic views by minimizing the visibility of new development from existing roads.
 - (3) Preserving prime agricultural land by concentrating development on lands that have low agricultural potential.
 - (4) Providing commonly-owned open space for recreational use by residents of the Conservation Subdivision or the community at large.
 - (5) Providing buffering between residential development and non-residential uses.
 - (6) Protecting and restoring environmentally sensitive areas and biological diversity, minimizing disturbance to existing vegetation and maintaining environmental corridors.
 - (7) Preserving significant archeological sites, historic buildings and their settings.
 - (8) Meeting demands for housing in a rural setting.
 - (9) Enhancing the ability to locate and coordinate appropriate areas for development and conservation on the development parcel.
- (C) Clustering.
- (1) Except in cases where the Land Divider has purchased the right to create additional Lots through the Town's Purchase of Agricultural Conservation Easements program, the maximum number of Lots permitted in the conservation residential area is an average of one (1) Lot per every two (2) acres.
 - (a) Land Dividers shall have the opportunity to develop additional lots in the Conservation Subdivision through the Town's Purchase of Agricultural Conservation Easements program, pursuant to the criteria described therein. The Land Divider shall exercise this option before beginning construction of the Conservation Subdivision.
 - (b) Because Conservation Subdivisions are characterized by common open space and clustered compact Lots, it is understood that the actual Lot sizes will be smaller than two (2) acres.

- (2) All dwelling units shall be in cluster groups.
- (a) Each cluster shall contain no more than 20 dwelling units and no less than 4 dwelling units.
 - (b) All cluster groups shall be surrounded by open space.
 - (c) All Lots in a cluster group shall abut common open space, if practicable.
 - (d) All Lots in a cluster group shall take access from interior roads.
 - (e) Each cluster group shall be defined by the outer perimeter of contiguous lots or abutting roads and may contain lots, roads, and cluster group interior open space. When the development does not include individual lots, such as a condominium, the outer perimeter shall be defined as an area encompassed by a line drawn around the units, no point of which is closer to any unit than 75 feet.
 - (f) Clusters should be sited to achieve the following goals, the extent practicable:
 - 1. Minimize impacts to prime farmland soils and large tracts of land in agricultural use, and avoid interference with normal agricultural practices.
 - 2. Minimize negative impacts on the natural, scenic and cultural resources of the proposed development site, including, but not limited to, woodlands, wetlands, grasslands, mature trees, rare plant communities, or endangered species identified by the Department of Natural Resources.
 - 3. Protect scenic views of open land from adjacent roads. Visual impact should be minimized through use of landscaping and other features.
 - 4. Protect archaeological sites and existing historic buildings or incorporate them through adaptive reuse.

(D) Common Open Space.

- (1) Common open space shall not be less than sixty percent (60%) of the gross acreage of the development.
 - (a) A maximum of fifty percent (50%) of the required open space may be steep slope, streams, ponds, watercourses and floodplains.

- (b) A minimum of ten percent (10%) of the required open space or 1.5 acres, whichever is greater, shall be suitable for active recreational use and may not exceed a grade of three percent (3%).
- (2) To the extent practicable, open space areas shall be part of a larger continuous and integrated open space system.
- (3) Natural features shall generally be maintained in their natural condition. If recommended by a professional with pertinent qualifications, the Town may authorize a modification to improve the natural features' appearance or restore their overall condition and natural processes, in compliance with an approved Management Plan. Permitted modifications may include:
 - (a) Woodland or forest management.
 - (b) Reforestation.
 - (c) Meadow or prairie management.
 - (d) Wetlands management.
 - (e) Streambank protection.
 - (f) Establishing native, non-invasive vegetation in buffer areas.
- (4) To preserve scenic views, ridgetops and hilltops should be contained within common open space wherever possible.
- (5) Under no circumstances shall all common open space be isolated in one area of the development. Common open space shall be distributed appropriately throughout the development to properly serve and enhance all dwelling units, cluster groups, and other common facilities.
- (6) To ensure adequate protection of natural and cultural features, no more than 25 percent of common open space shall be used for active recreational purposes.
- (7) Safe and convenient pedestrian access and access for maintenance and emergency purposes shall be provided to common open space areas that are not used for agricultural purposes, in accordance with the following:
 - (a) At least one access point per cluster group shall be provided, having a width equal to or greater than 50 feet within the cluster group.
 - (b) This width may be reduced to no less than 16 feet if the applicant can demonstrate that, due to natural site conditions, meeting the above requirement would run counter to the objectives of this ordinance.

- (c) This access may be in the form of an easement.
 - (d) Access to common open space used for agriculture may be restricted for public safety and to prevent interference with agricultural operations.
- (8) The following areas shall not be included in common open space areas:
- (a) Private lot areas.
 - (b) Road and highway rights-of-way, public or private.
 - (c) Railroad and utility rights-of-way, except underground pipeline rights-of-way.
 - (d) Parking areas.
- (E) Ownership and Maintenance of Common Open Space and Common Facilities.
- (1) Alternatives. The designated Common Open Space and/or common facilities may be owned and managed by one or a combination of the following subject to Town Board approval:
- (a) A Homeowner's Association.
 - (b) A Condominium Association established in accordance with Chapter 703 of the Wisconsin Statutes.
 - (c) A Non-Profit Conservation Organization.
 - (d) The Town or another governmental body empowered to hold an interest in real property.
 - (e) An individual, including the original land owner, who will use the land for Common Open Space purposes as provided by a Conservation Easement.
- (2) Conservation Easement. Common Open Space and/or Common Facilities shall be subject to a Conservation Easement conveyed to a qualified holder.
- (3) Homeowner's Association. A Homeowner's Association shall be established if the Common Open Space and/or common facilities are proposed to be owned by a Homeowner's Association. Membership in the association is mandatory for all purchasers of homes in the development and their successors.

The Homeowners' Association bylaws, guaranteeing continuing management of the Common Open Space and/or other common facilities, and the declaration of covenants, conditions and restrictions of the Homeowner's Association shall be

submitted for approval to the Town as part of the information required for the preliminary plat. The Homeowner's Association bylaws or the declaration of covenants, conditions and restrictions of the Homeowner's Association shall contain the following information:

- (a) The legal description of the proposed Common Open Space;
 - (b) A description of common facilities;
 - (c) The restrictions placed upon the use and enjoyment of the Common Open Space and/or common facilities;
 - (d) Persons or entities entitled to enforce the restrictions;
 - (e) A mechanism to assess and enforce the common expenses for the Common Open Space and/or common facilities including upkeep and management expenses, real estate taxes and insurance premiums;
 - (f) A mechanism to implement restoration, maintenance and management of the Common Open Space and/or common facilities;
 - (g) A mechanism for resolving disputes among the owners or association members;
 - (h) The conditions and timing of the transfer of ownership and control of Common Open Space and/or common facilities to the Association;
 - (i) Any other matter the Land Divider deems appropriate.
- (4) Condominium Association. If the Common Open Space and/or common facilities are to be held by a Condominium Association under Chapter 703 of the Wisconsin Statutes, the condominium instruments shall identify the restrictions placed upon the use and enjoyment of the Common Open Space and/or common facilities. The condominium instruments shall be submitted for approval to the Town as part of the information required for the preliminary plat and shall include the information specified under subsection (B)(3) above. All Common Open Space and common facilities shall be held as a "common element" as defined in Wis. Stat. § 703.02(2).
- (5) Non-Profit Conservation Organization. If the Common Open Space and/or common facilities are to be held by a Non-Profit Conservation Organization, the organization must be acceptable to the Town. The conveyance to the Non-Profit Conservation Organization must contain appropriate provisions for reversion or succession to a subsequent Non-Profit Conservation Organization or other acceptable entity in the event that the organization becomes unwilling or unable to uphold the terms of the conveyance.

- (6) Public Dedication of Common Open Space. The Town may accept the dedication of a Conservation Easement or fee title to the Common Open Space and/or common facilities, provided:
- (a) The Common Open Space and/or common facilities are as accessible to the residents of the Town as they are to members of the general public.
 - (b) The Town agrees to and has access to maintain and manage the Common Open Space and/or common facilities.
- (7) Separate Ownership. An individual may hold fee title to the land while a Non-Profit Conservation Organization or other qualified organization holds a Conservation Easement prescribing the acceptable uses and obligations for the Common Open Space and/or common facilities.
- (8) Maintenance Plan. Every Conservation Subdivision must include a plan that provides a means to properly manage the Common Open Space and the long-term means to properly manage and maintain all common facilities. The plan shall be approved by the Town in conjunction with the Development Agreement prior to or as a continuing condition of final plat approval and shall be in the format as set by resolution of the Town Board from time to time. The plan shall do the following:
- (a) Designate the ownership of the Common Open Space and/or common facilities in accordance with subsection (B)(1) above.
 - (b) Establish necessary regular and periodic operation and management responsibilities.
 - (c) Estimate staffing needs, insurance requirements, and other associated costs and define the means for funding the same on an on-going basis.
 - (d) Include a land Maintenance Plan specifically focusing on the long-term management of Common Open Space lands. The Maintenance Plan shall include a narrative, based on the site analysis required in Section 6.04(B)(3):
 - 1. Existing conditions including all natural, cultural, historic, and scenic elements in the landscape. This baseline documentation of existing site conditions shall be agreed upon at the time of execution of the Conservation Easement.
 - 2. The proposed end state for each Common Open Space area; and the measures proposed for achieving the end state.

3. Proposed restoration measures, including: measures for correcting increasingly destructive conditions, such as erosion; and measures for restoring historic features and habitats or ecosystems.
 4. The operations needed for managing the stability of the resources, including but not limited to: mowing schedules; weed control; planting schedules; assessment schedule; and clearing and cleanup. At the Town's discretion, the applicant may be required to place in escrow sufficient funds for the management and operation costs of the Common Open Spaces and/or common facilities for a maximum of five (5) years.
 5. Education component for educating the homeowners on the Maintenance Plan and status of the Common Open Space. The holder of the Conservation Easement shall determine the content of the educational component; however, the holder shall hold an educational meeting with the homeowners at least annually after the annual assessment is conducted.
 6. Any Maintenance Plan of an abutting Conservation Subdivision that has a Maintenance Plan in place and addressing any impact that Maintenance Plan may have on the proposed Conservation Subdivision.
- (e) If ownership is vested in a Homeowner's Association or a Condominium Association, then the Association must contract with a competent contractor, such as a Professional Ecological Service, as approved by the Town to oversee and sustain the plan. The Town's approval shall not be unreasonably withheld.
 - (f) Any Maintenance Plan that incorporates burning as a means of managing Common Open Space shall be in accordance with DNR rules and regulations. The Land Divider or its successors and assigns shall be responsible for complying with any applicable Town ordinances regarding burning and for reimbursing the Town for costs related to attendance, by the Fire Department, during any approved open burning, to ensure safety of persons and property.
 - (g) Maintenance Plans may be amended by the owner identified in subsection (B)(1) above with the approval of the Town Board.
 - (h) The Town may require the Common Open Space to be inspected and assessed annually by the holder of the Conservation Easement or an independent professional ecologist or may contract with an independent individual, organization, or business, for a periodic assessment of the

Common Open Spaces and/or common facilities of the development to ensure compliance with the Maintenance Plan. The cost for this periodic assessment of the Common Open Spaces and/or common facilities shall be specially assessed, equally against the properties that have the right of enjoyment of the Common Open Spaces and/or common facilities and shall become a lien on said properties if not paid.

(9) Failure to properly manage.

- (1) In the event that the organization established to own and manage the Common Open Space and/or common facilities, or any successor organization, fails to manage all or any portion of the Common Open Space and/or common facilities in reasonable order and condition in accordance with the Management Plan and all applicable laws, rules, and regulations, the Town may serve written notice upon such organization and upon the residents and owners of the Common Open Space and/or common facilities, setting forth the manner in which the organization has failed to manage the Common Open Space and/or common facilities in reasonable condition. Such notice shall set forth the nature of corrections required and the time within which the corrections shall be made. Upon failure to comply within the time specified, the organization, or any successor organization, shall be considered in violation of this Ordinance, in which case the bond, if any, may be forfeited, and any permits may be revoked or suspended. The Town may enter the premises and take corrective action.
- (2) The costs of corrective action by the Town shall be assessed ratably, in accordance with tax assessments, against the properties that have the right of enjoyment of the Common Open Space and/or common facilities and shall become a lien on said properties. The Town, at the time of entering upon such Common Open Space and/or common facilities for the purpose of management, shall file a notice of such lien in the office of the Columbia County Register of Deeds upon the properties affected by such lien.
- (3) The penalties identified in this subsection are in addition to those identified in Section 6.17.

Section 6.15 Condominiums

(A) Purpose.

- (1) Applicability of Ordinance. The Town Board hereby finds that certain issues arise in Condominiums that require limited applicability of this Ordinance to Condominium. The State Legislature has recognized that Land Division

ordinances may apply to condominiums, but that Land Division ordinances shall not impose burdens upon condominiums that are different from those imposed on other property of a similar character not subject to a declaration of condominium.

- (2) Factors Requiring Ordinance Application. The factor that makes this Ordinance applicable to a Condominium is the creation of multiple, distinct property entities at or near the ground surface, subject to property taxation as separate “parcels,” with each property entity having different ownership and management. The Town determines that this factor makes a Condominium dissimilar, both physically and in ownership, from developments in which the land and improvements are under unitary ownership, management and control.
- (3) Findings to Support Ordinance Application. Thus, the Town Board hereby finds that new Condominium can place impacts on community resources in the same manner as other new developments which are characterized by division of land into Lots. These impacts include:
 - (a) Population. Additional population density.
 - (b) Land Suitability. Possibility of use of particular land in a manner unsuitable to the land’s characteristics.
 - (c) Demands on Public Resources. Additional demands upon Town area parks, recreation areas, utility facilities and schools.
 - (d) Traffic. Additional traffic and street use.
- (B) Portions of Ordinance Applicable to Condominium. The following sections of this Ordinance shall apply to Condominium:
 - (1) General Provisions. Section 6.02.
 - (2) Procedures of Approval. Section 6.05, relating to Preliminary Plat approval. This stage of approval shall be the only approval required for a Condominium. The technical requirements for Preliminary Plats set forth in Section 6.10 of this Ordinance shall not apply, since condominiums have separate technical standards set forth in Chapter 703 of the Wisconsin Statutes.
 - (3) Fees. Section 6.02.
 - (4) Required Improvements. Section 6.11, relating to required improvements.
 - (5) Design Standards. Section 6.12, relating to design standards for improvements.
 - (6) Dedication Requirements. Section 6.13, relating to dedication requirements.

- (C) Exceptions. This Ordinance shall not apply to the following condominiums:
- (1) Prior Condominium. Any condominium Plat recorded prior to the effective date of this Ordinance.
 - (2) Conversion Condominium. Any conversion of a structure or structures in existence on the effective date of this Ordinance to a condominium after the effective date of this Ordinance.

Section 6.16 Modifications or Waivers

- (A) Application and Standards.
- (1) Where, in the judgment of the Town Board, after considering the recommendation of the Plan Commission, it would be inappropriate to apply literally the provisions of this Ordinance because an exceptional circumstance exists, the Town Board may waive or modify any requirements to the extent deemed just and proper.
 - (2) Application for any such modification or waiver shall be made in writing by the Land Divider at the time when the initial application required under Section 6.04 is filed for consideration, stating fully all facts relied upon by the Land Divider, and shall be supplemented with maps, plans or other additional data which may aid the Town Board in the analysis of the proposed project.
 - (3) Before the Town Board may act on a request for modification or waiver, the application and all supporting materials must be first presented to the Plan Commission for its review and recommendation based on the factors set forth below. The Town Clerk shall, within forty-five (45) days of receipt of the application for a modification or waiver, place the matter on a Plan Commission agenda for review and action.
- (B) Findings Necessary to Support Modification or Waiver. The Plan Commission and the Town Board shall consider the following factors, in addition to any other factors deemed relevant by the bodies:
- (1) Whether granting the request for a waiver or modification is consistent with the general intent of this Ordinance and the Comprehensive Plan.
 - (2) Whether granting the request for a waiver or modification is not detrimental to the public safety, health or welfare or injurious to other property or improvements in the neighborhood in which the property is located.
 - (3) Whether granting the request for a waiver or modification benefits the Land Divider's project in a way that is not inconsistent with the Town's interests.
 - (4) Whether the Land Divider is in full compliance with other applicable ordinances

and agreements with the Town.

- (5) Whether the conditions upon which the request for a waiver or modification are based are unique to the situation or property for which the modification or waiver is sought and are not applicable generally to other situations or property.
- (C) Approval and Notice of Exception. The Town Board, if it approves a modification or waiver, shall do so by motion or resolution and instruct the Town Clerk to notify the Land Divider.
- (D) Voting Requirements. Such relief shall be granted without detriment to the public good, without impairing the intent and purpose of this Ordinance or the desirable general development of the Town in accordance with the Comprehensive Plan or component thereof, this Ordinance, or the Zoning Code of Columbia County. A majority vote of the entire membership of the Town Board shall be required to grant any modification of this Ordinance, and the reasons shall be entered in the minutes of the Board.
- (E) Placement of Monuments/Surety. The Town Board may waive the placing of monuments, required under Wis. Stat. § 236.15(b), (c) or (d), for a reasonable time on condition that the Land Divider provide appropriate surety to insure the placing of such monuments within the time required.

Section 6.17 Enforcement, Penalties and Remedies

- (A) Violations. It shall be unlawful to build upon, divide, convey, record or monument any land in violation of this Ordinance or the Wisconsin Statutes and no person shall be issued a building permit by the Town authorizing the building on, or improvement of, any Land Division within the jurisdiction of this Ordinance until the provisions and requirements of this Ordinance have been fully met. The Town may institute appropriate action or proceedings to enjoin violations of this Ordinance or the applicable Wisconsin Statutes.
- (B) Penalties.
 - (1) Fine. Any person who fails to comply with the provisions of this Ordinance shall, upon conviction thereof, forfeit not less than Fifty Dollars (\$50.00) nor more than Five Hundred Dollars (\$500.00) and the costs of prosecution for each violation, and in default of payment of such forfeiture shall be imprisoned in the Columbia County jail until the payment thereof, but not exceeding six months. Each day a violation exists or continues shall constitute a separate offense.
 - (2) Improper Recordation. Improper recordation has penalties provided in Wis. Stat. § 236.30.
 - (3) Conveying Unrecorded Lots. Conveyance of Lots in unrecorded Plats has penalties provided in Wis. Stat. § 235.31.

- (4) Disturbance of Monuments. Monuments disturbed or not placed has penalties provided in Wis. Stat. § 236.32.
- (C) Appeals. Any person aggrieved by an objection to a Plat or a failure to approve a Plat may appeal therefrom, as provided in Wis. Stat. §§ 236.13(5) and 62.23(7)(e)(10), (14) and (15), within 30 days of notification of the rejection of the Plat.

Section 6.18 Definitions

- (A) Definitions. For the purpose of this Ordinance, the following definitions shall apply.
- (1) Agricultural Use. Pursuant to Wis. Stat. § 91.01(1) – beekeeping; commercial feedlots; dairying; egg production; floriculture; fish or fur farming; forest and game management; grazing; livestock raising; orchards; plant greenhouses and nurseries; poultry raising; raising of grain, grass, mint and seed crops; raising of fruits, nuts and berries; sod farming; placing land in federal programs in return for payments in kind; owning land, at least 35 acres of which is enrolled in the conservation reserve program under 16 USC 3831 to 3836; participating in the milk production termination program under 7 USC 1446 (d); and vegetable raising.
- (2) Alley. A public right-of-way which normally affords a secondary means of vehicular access to abutting property.
- (3) Arterial Street. A street which provides for the movement of relatively heavy traffic to, from or within the Town. It has a secondary function of providing access to abutting land.
- (4) Block. An area of land within a land division that is entirely bounded by a combination or combinations of streets, exterior boundary lines of the land division and streams, lakes or other bodies of water.
- (5) Building. Any structure having a roof supported by posts, columns or walls and its appendages including, but not limited to, balconies, porches, decks, stoops, fireplaces and chimneys.
- (6) Building Envelope. The area on a certified survey map or plat within which a dwelling unit and accessory building(s) shall be contained, and any land disturbed by the construction of said dwelling unit or accessory building(s).
- (7) Building Line. A line parallel to a lot line and at a distance from the lot line to comply with Columbia County Zoning Ordinance’s yard and setback requirements.
- (8) Certified Survey Map (“CSM”). A map of land division, prepared in accordance with Wis. Stat. § 236.34, and in full compliance with other applicable provisions

of this Ordinance. A certified survey map has the same legal force and effect as a preliminary or final plat.

- (9) Clustering. Dwelling units grouped on only a portion of land.
- (10) Collector Street. A street which collects and carries traffic within an area such as a residential neighborhood between arterial streets and local streets. It includes principal entrance streets to residential land divisions. It provides access to abutting property.
- (11) Columbia County Planning and Zoning Department (“County PZ”). County Department administering various Columbia County Ordinances related to planned divisions of land including those within the Town.
- (12) Common Open Space. Undeveloped land within a conservation subdivision that has been designated, dedicated, reserved or restricted from further development and is set aside for the use and enjoyment by residents of the development or for agricultural purposes. Common open space shall not be part of individual residential lots. It shall be substantially free of structures, but may contain historic structures and archeological sites including Indian mounds, and/or recreational facilities for residents as indicated on the approved land division plat.
- (13) Comprehensive Plan. The Town of West Point Comprehensive Plan.
- (14) Condominium. A real estate development in which the condominium form of ownership pursuant to Chapter 703 of the Wisconsin Statutes is utilized.
- (15) Conservation Easement. Pursuant to Wis. Stat. § 700.40(1)(a), a holder’s nonpossessory interest in real property imposing any limitation or affirmative obligation the purpose of which includes retaining or protecting natural, scenic or open space values of real property, assuring the availability of real property for agricultural, forest, recreational or open space use, protecting natural resources, maintaining or enhancing air or water quality, preserving a burial site, as defined in Wis. Stat. § 157.70(1)(b), or preserving the historical, architectural, archaeological or cultural aspects of real property.
- (16) Conservation Subdivision. A housing development characterized by the clustering of compact lots or placement of structures and areas of common open space developed according to the criteria set forth in Section 6.14.
- (17) Cul-de-sac. A local street having one end open to traffic and the other end permanently terminated in a vehicular turnaround.
- (18) Development Area. An area of land indicated or defined on a plat or certified survey map as being suitable for building envelopes.

- (19) Driveway. A private driveway, road, field road or other avenue of travel that runs through any part of a private lot or parcel of land, or that connects with or will connect with any public highway.
- (20) Dwelling Unit. Any structure fixed to the ground that is occupied or intended to be occupied as a residence, consisting of the following:
- (a) Single-family dwelling unit. A building designed for and occupied exclusively as a residence for one family or household.
 - (b) Duplex dwelling unit. A building designed for or intended to be used as a residence by two families or two households living independently of each other.
 - (c) Multi-family dwelling unit. A building designed for or intended to be used as a residence by more than two families or households living independently of each other.
- (21) Easement. An area of land set aside on, over, or through which a liberty, use, privilege or advantage in land, distinct from ownership of the land, is granted to the public or some particular person or part of the public.
- (22) Existing Dwelling Unit. A dwelling unit occupied or a dwelling unit for which a building permit was issued before the effective date of this Ordinance.
- (23) Final Plat. The final map, drawing or chart on which the Land Divider's plan of land division is presented for approval and which, if approved, will be submitted to the County Register of Deeds.
- (24) Frontage Street. A street auxiliary to and located on the side of a major thoroughfare for control of access and for service to the abutting development.
- (25) Gross Acreage. The total area of a lot or parcel of land as specified in the assessor's record.
- (26) Homeowner's Association. A non-profit community association, incorporated under Chapter 181 of the Wisconsin Statutes or associated under Chapter 184 of the Wisconsin Statutes serving to combine individual home ownership with share use, rights or ownership of property or facilities.
- (27) Land Divider. Any person, firm, corporation, limited liability company or other legal entity, or any agent thereof, dividing or proposing to divide land resulting in a major land division, minor land division, condominium or replat.

- (28) Land Division. Any division of land allowing conveyance for separate ownership of parts of a larger parcel of land constituting a major land division, minor land division, condominium or replat.
- (29) Local Street. A street used primarily for access to abutting properties and connecting with not more than two local or collector streets and not exceeding 1,000 feet in length.
- (30) Lot. A parcel of land having frontage on a public street or other officially approved means of access, occupied or intended to be occupied by a principal structure or use and sufficient in size to meet the lot width, lot frontage, lot area, yard, parking area and other open space provisions of this Ordinance and any applicable zoning ordinance. Among the types of lots are:
- (a) Corner Lot. A lot abutting intersecting streets at their intersection.
 - (b) Reversed Corner Lot. A corner lot which is oriented so that its rear lot line is coincident with or parallel to the side lot line of the interior lot immediately to its rear.
 - (c) Through Lot. A lot having lot lines abutting two more or less parallel public streets which is not a corner lot. On a through lot, both street lines shall be deemed front lot lines.
 - (d) Flag Lot. A lot whose buildable area has no frontage on a public road except a narrow strip of land (flag) specifically provided to meet requirements for minimum lot frontage on a public road.
- (31) Lot Area. The area contained within the exterior boundaries of a lot excluding streets and land under bodies of water.
- (32) Lot Lines. The peripheral boundaries of a lot.
- (33) Lot Line Adjustment Survey. A survey prepared by a registered land surveyor for the purpose of accomplishing the alteration of existing property boundaries which does not result in the creation of additional lots and does not result in the dedication of public lands or right-of-way.
- (34) Lot Width. The width of a parcel of land measured along the front building line.
- (35) Major Land Division. A division of land through the preparation of a preliminary and final plat by the owner thereof or a land divider where the act of land division creates:
- (a) Four (4) or more lots or parcels; or

- (b) Four (4) or more lots or parcels of thirty-five (35) acres or less by successive divisions within a period of five years, whether done by the original or successor owners or land dividers; or
 - (c) A new road or alley, or alters any existing road or alley.
- (36) Major Thoroughfare. A street used or intended to be used primarily for fast or heavy through traffic. Major thoroughfares shall include freeways, expressways and other highways and parkways, as well as arterial streets.
 - (37) Minor Land Division. A division of land through the preparation of a certified survey map by the owner thereof or a land divider where the act of land division creates not more than three (3) lots or parcels.
 - (38) Ordinary High Water Mark (“OHWM”). That point on the bank or shore as defined within Wisconsin Administrative Code NR 115, as amended from time to time.
 - (39) Outlot. A parcel of land, other than a lot or block, so designated on a plat or certified survey map, on which building is prohibited.
 - (40) Owner. The person owning land, including any natural person, firm, association, limited liability company, partnership, private corporation, public or quasi-public corporation, or combination of these.
 - (41) Parent Parcel. The existing parcel as of the effective date of this Ordinance.
 - (42) Plan Commission. The Town of West Point Plan Commission.
 - (43) Plat. A map, drawing or chart on which the Land Divider’s plat of land division is presented to the Town for approval.
 - (44) Preliminary Plat. The preliminary plat map, drawing or chart indicating the proposed layout of a land division to be submitted to the Plan Commission and the Town Board for their preliminary consideration as to compliance with the Town of West Point Comprehensive Plan and this Ordinance, along with required supporting data, prior to the final plat, and when required, prior to a land division.
 - (45) Public Way. Any public road, street, highway, walkway, drainageway, or part thereof.
 - (46) Replat. The process of changing, or a plat or certified survey map which changes, the boundaries of a recorded land division plat or certified survey map or part thereof. The legal dividing of a block, lot or outlot within a recorded land division plat without changing exterior boundaries of said block, lot or outlot is not a replat.

- (47) Restrictive Covenants. Contracts entered into between private parties or between private parties and public bodies pursuant to Wis. Stat. § 236.293, which constitute a restriction on the use of property for the benefit of the public or property owners and to provide mutual protection against undesirable aspects of development which would tend to impair stability of values.
 - (48) Shorelands. Those lands within the following distances: 1,000 feet from the OHWM of navigable lakes, ponds and flowages or 300 feet from the OHWM of navigable streams or to the landward side of the floodplain, whichever is greater.
 - (49) Town. The Town of West Point, Columbia County, Wisconsin.
 - (50) Wetlands. An area where water is at, near or above the land surface long enough to be capable of supporting aquatic or hydrophytic vegetation and which has soils indicative of wet conditions.
- (B) Interpretation. Words used in the present tense include the future; the singular number includes the plural number; and the plural number includes the singular number. The word “shall” is mandatory and not directory.

History Note: Adopted 2/4/93; amended 12/4/97, 11/4/99, 4/14/05, 9/13/07.