WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE
PLANNING AND ZONING DIVISION
515 W. Moreland Blvd. Room AC 230
Waukesha, Wisconsin 53188

Fee Paid_____
Receipt No._____

Phone: (262) 548-7790 Fax: (262) 896-8071
Plat Review Email: pod@waukeshacounty.gov

SUBDIVISION PLAT SUBMITTAL FORM

Date Filed:_____

Subdivision Name:_____

Location – Section:_____ **Municipality:** _____

File No.:_____

☐ Preliminary Plat ☐ Final Plat
☐ Revised Preliminary Plat ☐ Revised Final Plat

Latest Date/Revision Date on the face of the Plat:_____**Number of new lots:**_____

_____ (_____)_____
Subdivision Plat contact person **Daytime Phone Number**

_____ _____
Street **City, State, Zip**

REVIEW MATERIALS TO BE INCLUDED WITH SUBMITTAL

PLEASE CHECK THE APPROPRIATE BOX

YES	NO	NA	
☐	☐	☐	Soil tests for every lot or documentation from the Municipal Clerk that sewer is available.
☐	☐	☐	Preliminary Review Letter from the Land Resources Division for the Preliminary Plat or documentation that the Final Erosion and Stormwater Plans have been submitted to the Land Resource Division. **(Town Only)**
☐	☐	☐	Copy of the County Land Division Review Checklist signed by the Surveyor that all appropriate items have been completed.
☐	☐	☐	Does the property contain wetlands that have been field verified? If yes, please submit the letter from the DNR verifying the wetland staking.
☐	☐	☐	Does the property contain Primary Environmental Corridor? If yes, please submit the letter from SEWRPC concurring with the Primary Environmental Corridor delineation.
☐	☐	☐	Has the Waukesha County Department of Public Works or the State Department of Transportation completed a review of the proposed accesses?
☐	☐	☐	Has the original Subdivision Plat been submitted to the Department of Administration for distribution?

Failure to submit all of the required information may result in a Certification of Objection or denial of your Subdivision Plat if the above information is not submitted at the time of the submittal of the Plat.

ADDITIONAL ITEMS TO REVIEW PRIOR TO SUBMITTING A SUBDIVISION PLAT

- ☐ Call ahead to determine the required review and forwarding fees
- ☐ Call ahead to determine the number of plats that must be submitted
- ☐ Submit to the County or the appropriate forwarding agency as required so they can initiate the plat forwarding procedure
- ☐ Check with the local municipalities for their individual submittal requirements
- ☐ Include a Submittal letter with your plat submittal
- ☐ Compliance with County Park and Open Space Plan, discuss acquisition issues with the appropriate agency early in the process
- ☐ Request any additional field delineations/studies **early** in the process (floodplain studies, navigability determinations, ordinary high water mark determinations, etc.)
- ☐ Plan ahead for utilities
- ☐ Check that all of the extraterritorial plat review municipalities (if any) are also notified, check for recent annexations that may affect the boundaries of extraterritorial plat review authority
- ☐ Check that all other actions affecting the submittal of the plat are approved (e.g., land use plan amendments, zoning changes, conditional uses, sewer service area amendments, sewer extension letters, DNR, ACOE, DOT, etc.) and provide necessary documentation
- ☐ Highlight changes on resubmittals
- ☐ Include waiver requests, if any