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- 13. Zoning District(s): _____; Minimum Area Required: _____;
Minimum Lot Width: _____.
- 14. Name and address of owner(s), seller, purchaser (if known), subdivider and surveyor, including his registration number, shown. _____
- 15. Location and size of lands reserved for future dedication shown. _____
- 16. Graphic scale--not more than 100 feet to an inch for plats or 500 feet to an inch for Certified Survey Maps. _____
- 17. All lands owned by the subdivider and contiguous to the proposed plat are shown. _____
- 18. General location sketch shown. _____
- 19. Location of all existing buildings, watercourses, drainage ditches, percolation test sites, boring holes, and other significant site characteristics shown. _____
- 20. Existing and proposed contours shown. _____
- 21. Water elevations of adjoining lakes and streams (if applicable) shown. _____
- 22. Floodplain limits (if applicable) shown. _____
- 23. Location, width and names of existing rights-of-way shown. _____
- 24. Type, width and elevation of any existing street pavements within the plat or certified survey map shown. _____
- 25. Location and names of any adjacent subdivisions shown. _____
- 26. Location, size and invert elevations of existing sanitary or storm sewers shown. _____
- 27. Location of all existing property boundary lines shown. _____

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- 28. Location, width and names of all proposed streets and public rights-of-way shown. _____
- 29. Approximate dimensions of all lots shown. _____
- 30. Approximate radii of all curves shown. _____
- 31. Existing zoning on and adjacent to land division shown. _____
- 32. Any proposed lake and stream improvement or access shown. _____
- 33. Exact length and bearing of the centerline of all streets shown. _____
- 34. Setbacks or building lines shown. _____
- 35. Utility and drainage easements shown. _____
- 36. Erosion control measures shown. _____
- 37. Certification by surveyor of his compliance with all provisions of the Town Land Division Ordinance and Section 236.34 of the Wisconsin Statutes. _____
- 38. Owner's and mortgagee's certificate of dedication of streets and other public areas in the form required by Section 236.21(2)(a) of the Wisconsin Statutes. _____
- 39. Certification of taxes paid in both Town and County. _____
- 40. Lot corners monumented in accordance with Section 236.15(1)(c) and (d). _____
- 41. Comments. _____



Appendix B-1

**SAMPLE LETTER OF TRANSMITTAL OF
PRELIMINARY PLAT TO OBJECTING STATE AGENCIES**

Date

Ms. Jeanne A Storm, Supervisor
Plat Review Unit
Wisconsin Department of Commerce
801 W. Badger Road
Madison, WI 53708-8911

Dear Ms. Storm:

Enclosed please find _____ copies of the preliminary plat of _____, located in U.S. Public Land Survey Section _____ in T__N, R__E, Town of Sugar Creek, Wisconsin. The preliminary plat is being transmitted to you for your review and comment, as well as the review and comments of other state agencies, prior to action by the Town of Sugar Creek Plan Commission. Please note that the Town Plan Commission is scheduled to meet to review objections and comments, and to discuss the preliminary plat, on _____, 19____.

Should you have any questions or comments regarding this matter, please do not hesitate to contact me or the Town Engineer.

Sincerely,

Town Clerk

Enclosures

Appendix B-2

**SAMPLE LETTER OF TRANSMITTAL OF
PRELIMINARY PLAT TO ADVISORY AGENCIES**

Date

Ms. Louise Olson
Walworth County Land Conservation Committee
W3929 County Road NN
Elkhorn, WI 53121

Dear Ms. Olson:

Enclosed please find _____ copies of the preliminary plat of _____ located in U.S. Public Land Survey Section _____ in T__N, R__E, Town of Sugar Creek, Wisconsin. The preliminary plat is being transmitted to you for your review and comment, as well as the review and comments of other state agencies, prior to action by the Town of Sugar Creek Plan Commission. Please note that the Town Plan Commission is scheduled to meet to review objections and comments, and to discuss the preliminary plat, on _____, 19___. It is assumed that if no correspondence regarding the plat is received in this office within 30 days of your receipt of the plat, that you have no comments regarding the plat.

Should you have any questions or comments regarding this matter, please do not hesitate to contact me or the Town Engineer.

Sincerely,

Town Clerk

Enclosures



Appendix B-3

**SAMPLE LETTER OF TRANSMITTAL OF
FINAL PLAT TO OBJECTING STATE AGENCIES**

Date

Ms. Jeanne A Storm, Supervisor
Plat Review Unit
Wisconsin Department of Agriculture,
Trade, and Consumer Protection
801 W. Badger Road
Madison, WI 53708-8911

Dear Ms. Storm:

Enclosed please find _____ copies of the final plat of _____, located in U.S. Public Land Survey Section _____ in T____N, R____E, Town of Sugar Creek, Wisconsin. The final plat is being transmitted to you for your review and comment, as well as the review and comments of other state agencies, prior to action by the Town of Sugar Creek Plan Commission. Please note that the Town Plan Commission is scheduled to meet to review objections and comments, and to discuss the final plat, on _____, 19____.

Should you have any questions or comments regarding this matter, please do not hesitate to contact me or the Town Engineer.

Sincerely,

Town Clerk

Enclosures

Appendix C-1

SAMPLE SUBDIVIDER'S AGREEMENT

This agreement made this ____ day of _____, 19__, between _____, hereinafter called "Subdivider," and the Town of Sugar Creek, located in Walworth County, Wisconsin, hereinafter called the "Town."

Whereas, Subdivider is the owner of approximately _____ acres of land in the Town, said land being described as follows, to wit:

(Legal description of property involved)

Whereas, Subdivider desires to subdivide and develop said land for residential purposes; and

Whereas, said land is presently zoned _____, which allows the above development; and

Whereas, the Town Plan Commission has recommended to the Town Board that the proposed subdivision of the above described lands be given final approval when the plat thereof has been presented to the Plan Commission and Town Board on the condition that the Subdivider enter into an agreement with the Town relative to the manner and method by which said land is to be developed; and

Whereas, the Subdivider agrees to develop said land as herein described in accordance with this agreement.

Now, therefore, in consideration of the granting of approval of a plat of the above described lands and the development thereof by the Town Board, the Subdivider does hereby agree to subdivide and develop said land as follows:

Section I Improvements

A. Roads and Streets. The Subdivider hereby agrees:

1. To grade and surface all roads and streets in _____ (subdivision name) in accordance with the plat of said subdivision and the plans and specifications attached hereto as Exhibit ____.
2. That roads and streets will be completed and presented to the Town before final plat approval but no later than _____.

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3. That no building permits will be issued until the roads and streets have been dedicated to and accepted by the Town.

B. Curb and Gutter

1. The Subdivider hereby agrees to construct and install curb and gutter in accordance with the standard specifications of the Town of Sugar Creek on (name of streets, and side of streets if needed).
2. The Subdivider hereby agrees that curb and gutter will be completed and presented to the Town no later than _____
3. The Subdivider hereby agrees that no building permits will be issued until curb and gutter has been dedicated to and accepted by the Town.

C. Sidewalks

1. The Subdivider hereby agrees to construct and install sidewalks in accordance with the standard specifications of the Town of Sugar Creek on (name of streets, and side of streets if needed).
2. The Subdivider hereby agrees that sidewalks will be completed and presented to the Town no later than _____
3. The Subdivider hereby agrees that no building permits will be issued until sidewalks have been dedicated to and accepted by the Town.

D. Sanitary Sewer (if applicable). The Subdivider hereby agrees:

1. To construct, furnish, install, and provide a complete sewerage system throughout the entire subdivision all in accordance with the plans, specifications, and drawings attached hereto as Exhibit ____.
2. That the Town Board will not accept the sewer improvements until the sanitary sewers have been installed in accordance with plans and specifications approved by the Town. However, under no circumstances shall construction of sanitary sewers be delayed longer than _____

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3. That no building permits shall be issued until the sanitary sewer lines have been dedicated to and accepted by the Town.

E. Water (if applicable). The Subdivider hereby agrees:

1. To construct, install, furnish, and provide a complete system of water distribution throughout the entire subdivision, in accordance with the plans and specifications attached hereto as Exhibit _____.
2. That the Town Board will not accept the water distribution system until the water distribution system has been installed in accordance with plans and specifications approved by the Town. However, under no circumstances shall construction of the water distribution system be delayed longer than _____.
3. That no building permits shall be issued until the water distribution system has been dedicated to and accepted by the Town.

F. Surface Water Drainage. The Subdivider hereby agrees:

1. To construct, install, furnish, and provide adequate facilities for storm and surface water drainage throughout the entire subdivision and a grading plan providing for sump pump discharge either to a tile or open swale, in accordance with the plans and specifications attached hereto as Exhibit _____.
2. That statements must be presented to the Town by the developer as to who is going to maintain old surface water drainage. In the event the Town is going to be maintaining the same, then appropriate dedication of the facilities must be made.

G. Landscaping. The Subdivider hereby agrees:

1. To preserve to the maximum extent possible existing trees, shrubbery, vines, and grasses not actually lying in public roadways, drainageways, building foundation sites, private driveways, soil absorption waste disposal areas, paths, and trails by use of sound conservation practices.
2. To plant street trees at least six (6) feet in height in accordance with the species and the time schedule set forth in Exhibit _____.

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3. To remove and lawfully dispose of all barns, outbuildings, destroyed trees, brush, tree trunks, shrubs, and other natural growth and all rubbish.
4. That all landscaping and removal of unwanted items will be completed in accordance with the schedule set forth in the landscaping plan (Exhibit _____), but under no circumstances later than _____.

H. Street Lamps

1. The Subdivider hereby agrees to pay the Town \$ _____ per lamp for _____ street lamps, or \$ _____ for installation of street lamps within the subdivision.

I. Street Signs

1. The Subdivider hereby agrees to pay the Town \$ _____ per street sign for _____ signs, or \$ _____ for the installation of street signs at all intersections within the subdivision.

Section II Consent and Waiver

Prior to the acceptance of a final plat, the Subdivider shall furnish to the Town of Sugar Creek a Consent and Waiver of the statutory provisions for the installation of sanitary sewer, storm sewer, sewer laterals, watermain water laterals, curb and gutter, sidewalk, street surfacing, underground street lighting services and all other underground utilities, which will be in a form approved by the Town Clerk and Town Attorney, and shall be recorded in the office of the Register of Deeds in the same manner as a lis pendens. Such Consent and Waiver shall provide that the installation of such services shall be made at the discretion of the Town Board of the Town of Sugar Creek.

Section III Dedication

- A. Subject to all of the other provisions of this agreement and the exhibits hereto attached, the Subdivider shall, without charge to the Town, upon completion of all of the above described improvements, unconditionally give, grant, convey and fully dedicate the same to the Town, its successors and assigns, forever, free and clear of all encumbrances whatever, together