

**FINAL PLAT  
APPLICATION  
Village of New Glarus**

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**Part A: Contact Information.**

**Subdivision Name:** \_\_\_\_\_

1. *Owner's Name and Address* \_\_\_\_\_

\_\_\_\_\_

*Owner's Phone number:* \_\_\_\_\_ *E-mail:* \_\_\_\_\_

2. *Applicant's Name and Address (if different from Property owner):* \_\_\_\_\_

\_\_\_\_\_

*Applicant's Phone:* \_\_\_\_\_ *E-mail:* \_\_\_\_\_

3. *Engineer's Name and Address:* \_\_\_\_\_

\_\_\_\_\_

*Engineer's Phone:* \_\_\_\_\_ *E-mail:* \_\_\_\_\_

4. *Attorney's Name and Address:* \_\_\_\_\_

\_\_\_\_\_

*Attorney's Phone:* \_\_\_\_\_ *E-mail:* \_\_\_\_\_

5. Who from above is the primary contact for this application? (Who should receive correspondence/notices?)

\_\_\_\_\_

\_\_\_\_\_  
Property Owner's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature (if different from Property Owner)

Date: \_\_\_\_\_

## **Part B: Submission Requirements.**

Submittal Due Date: **20 days prior to the meeting of the Plan Commission at which action is desired. The Plan Commission meets the 4<sup>th</sup> Thursday of each month. The owner or subdivider shall file 20 copies of the final plat no later than 12 months after the approval of the preliminary plat.**

Checklist—See below.

### **Final Plat Submission Requirements Checklist**

#### **Initial Applications Must Include the Following:**

- Completed "Final Plat" Application Form.
- Proof of ownership  
*OR* letter of consent from property owner (if the applicant is not the property owner)
- 15 copies of the Final Plat prepared by a registered land surveyor, which complies with the requirements of § 236.20, Wis.Stats., Chapter 265-19, and Article VI of Chapter 265 of the Village Municipal Code
- Taxes. Certifications showing that all taxes and special assessments currently due on the property to be subdivided have been paid in full.
- Deed Restrictions or Restrictive Covenants
- Legal Instruments creating a property owners' association.
- Developer's Agreement enter into with the Village
- Application fee: \$150 PLUS costs
- Engineering and legal fees: Signed agreement with applicant for the billing of any engineering and legal fees that the Village incurs in reviewing the final plat (§ 265-51).
- Landscape plan
- Grading plan
- Storm water management plan
- Utility plan
- Sediment and Erosion Control plan (for during construction period)
- Traffic study
- Other: \_\_\_\_\_
- This Checklist (or a photo-copy of this check-list)

#### **If revisions are required include the following:**

- 20 reduced-size copies (11" x 17" minimum) **AND** 3 full-size copies (24" by 36") of the Final Plat

#### **After the final plat has been approved and recorded submit the following:**

- 10 copies of the Final Plat
- One (1) Mylar copy to be filed with the Village Engineer

**For Village Staff Only:**

**Plan Commission**

Final Application Filed: \_\_\_\_\_

Fees paid – Amount and Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Plan Commission must complete review by (within 30 days of the date of filing): \_\_\_\_\_

Forward Final Plat to Plan Commission for Review: \_\_\_\_\_

Forward copy of final plat to the following agencies on: \_\_\_\_\_

- New Glarus Fire Department
- New Glarus Police Department
- New Glarus EMS
- Green County Zoning Department
- WIDNR
- WIDOT (if abutting a state highway)
- Village Engineer

**Plan Commission Recommendation (Date \_\_\_\_\_):** APPROVE                      DENY

*Conditions of Approval:* \_\_\_\_\_

*If denied, reason:* \_\_\_\_\_

**Village Board**

Village Board must complete review by (within 60 days of the date of filing): \_\_\_\_\_

Forward Final Plat to Village Board for Review: \_\_\_\_\_

**Village Board Determination (Date \_\_\_\_\_):** APPROVE                      DENY

*Conditions of Approval:* \_\_\_\_\_

*If denied, reason:* \_\_\_\_\_