

Name \_\_\_\_\_

Submittal Date \_\_\_\_\_

Review Date \_\_\_\_\_

Location \_\_\_\_\_

Reviewer \_\_\_\_\_

Plan Commission Meeting Date \_\_\_\_\_

**TOWN OF OTTAWA LAND DIVISION REVIEW CHECKLIST**

Development Identification	Preliminary Plat (P)	Final Plat (F)	Preliminary Certified Survey Map	Final Certified Survey Map
Development Title				
Property Location ( ¼ section, section, township, range, county)				
Location of map showing section or a government subdivision of section in which subdivision lies, oriented the same as main drawing				
Name and address of owner and subdivider				
Surveyor's certificate signed, dated and sealed and revision dates on all pages				
Sheet numbers (total number of sheets notation)				
Project Engineer/Surveyor, name, address and phone number				
Signature Certificates				

**MAPPING FEATURES**

North arrow and graphic scale				
100 year Floodplain limits (elevation and contour) as made available by FEMA and SEWRPC				
Topographic contours (existing and proposed) not to exceed 2' interval if available, if not available 5' interval				
Soil types				
Ordinary high water mark on any navigable water body				
Wetlands, (P – identify source of delineation; F – field delineation) lakes, streams, channels, drainage ditches on or adjacent to the site				
Delineated shoreland jurisdiction				
Designated primary and secondary environmental corridors (P – identify source of delineation; F – field delineation), isolated natural areas (P), woodland features (P)				
Bearings and length of exterior boundaries				
Right-of-way and street locations, name, width, bearing (F), elevation, grades and existing access drives (P), including existing and proposed street extensions from adjacent parcels				

Note: shaded areas – not applicable

**TOWN OF OTTAWA LAND DIVISION REVIEW CHECKLIST**

Mapping Features (continued)	Preliminary Plat (P)	Final Plat (F)	Preliminary Certified Survey Map	Final Certified Survey Map
Structures existing on-site and within 50 feet of adjoining property and use of structures to be retained				
Existing easements, proposed easements (F) – type and dimensions, pre-planned building sites and other improvements and any preplanned waste disposal systems, when limited by existing physical features				
Vision corners and vision corner easements				
Lot numbers and dimensions (including outlots)				
Curve information on curve or in a table, street radii, and lengths of tangents				
Public dedication parcels and right-of-way dedications				
Location of soil borings with numerical cross-reference to data (frequency, location and depth need to be determined)				
Building or setback lines from wetlands, floodplains, and state highways (when required by Trans 233)				
Historic or cultural features (i.e., Indian burial mounds) As per State Historical Society of WI Division of Historian Preservation Archeological Site Inventory				
Foundation limitations due to high groundwater, bedrock or stormwater management facilities				
Survey monumentation or other attributes as required by s. 236 Wis. Statutes (two are required)				
Landfill, manure or other waste storage facility locations on site and consistent with existing Administrative rules (Registry of Waste Disposal Sites of Wisconsin)				
Wells (onsite and within 100' of septic or stormwater facilities or as required by DNR Well Code)				
Drain tile location disclosure and function (if known)				
Stormwater management facilities				
Access easements, limitations, restrictions to adjacent roads and access for stormwater facility and open space maintenance				
Designation of source documents for mapping features				

**ACCOMPANYING DOCUMENTATION**

Letter of credit or other financial guarantee (verification from local municipality)*				
Erosion and sediment control measures (i.e., site stabilization)				
Convenants and restrictions (if required by other actions)				

Note: shaded areas – not applicable

**TOWN OF OTTAWA LAND DIVISION REVIEW CHECKLIST**

Accompanying Documentation (continued)	Preliminary Plat (P)	Final Plat (F)	Preliminary Certified Survey Map	Final Certified Survey Map
Soil boring and testing data or sewer service availability letter				
Stormwater management and practice design computations				
Stormwater facility and open space maintenance agreement with schedule and responsibility identified				
Stormwater system as-built engineering certification (after construction)				
County or state road access permit				
Outlot ownership				
Sediment control practice delineations – separate maps				
Watershed delineations (before and after development – separate maps)				
Developer agreements*				
Other regulatory permits				
Approved Construction Plans*				
Stormwater Management and Erosion Control Permit*				

\* Applicable only if there are public improvements

**PLANNING AND ZONING DOCUMENT CONSISTENCY**

Town of Ottawa Master Land Use Plan				
Consistency with land use patterns and density standards set forth in the County Development Plan				
Street and Highway Width Map				
Jurisdictional Highway Systems Plan				
Park and Open Space Plan				
Town of Ottawa's Official Map (if applicable)				
Local or County zoning				
Stormwater Management System Plans or Water Quality Management Plans				
Compliance with Section 7 of the Waukesha County Subdivision Control Ordinance				

Note: shaded areas – not applicable

## TOWN OF OTTAWA LAND DIVISION REVIEW CHECKLIST (GENERAL LOCAL LAND DIVISION REQUIREMENTS)

Access and Street Design	Preliminary Plat (P)	Final Plat (F)	Preliminary Certified Survey Map	Final Certified Survey Map
Access limitations (local roads)				
Compliance with County Highway Ordinance (Chapter 24, Article III – Waukesha County Code of Ordinances)				
Access to lots, outlots, floodplains and wetlands				
DOT 233 approval				
County highway access permit				
Spite strips				
Conflicts with drainage patterns				
Existing use conforms to zoning ordinance				
Cul-du-sac length				
Right-of-way width				
Street extensions – temporary cul-du-sacs				
Vision corners and vision corner easements				
Street name conflicts				
Streets follow natural terrain				
Separation of intersections				

Layout				
Design and Lot Configuration				
Double or triple frontage lots				
Depth to width ratio compliance				
Flag lots				
Lots served by ingress-egress easements				
Road frontage requirements				
Lot line angles				

Outlots				
Ownership				
Use of outlots				
Public access to water bodies (every 1/2 mile – 60 ft. wide)				

Note: shaded areas – not applicable

## TOWN OF OTTAWA LAND DIVISION REVIEW CHECKLIST (SPECIFIC LOCAL LAND DIVISION REQUIREMENTS)

SPECIFIC ITEMS FROM TOWN ORDINANCE	Preliminary Plat (P)	Final Plat (F)	Preliminary Certified Survey Map	Final Certified Survey Map
Developer's Agreement for installation of improvements, etc.				
Dedications/Reservations (streets, public areas, etc.)				
Financial Guarantees/Sureties				
Municipal Engineer approvals				
Monumentation requirements				
Unsuitable lands – flooding, inadequate drainage, adverse soil or rock formation, unfavorable topography, etc.				
50% of lot in zoning district building site is in				
50% of lot 2 feet above 100 year floodplain, or 5 feet above the minimum flood of record				
Nonearth materials – 20 years – no septic systems				
Earth materials – 7 years – no septic systems				
12% slope or greater shall be in permanent open space use				
More than 50% of lot shall have slopes of 10% or greater				
Bedrock within 6 feet of surface – no septic systems				
Groundwater within 6 feet of the surface - no septic systems				
Drain tile or ditches – no septic systems				
No spite strips allowed				
Include remnants less than 20 acres				
Include remnants greater than 20 acres and prove it can support a septic system				
Protective covenants				
Assessor's plat required				
Fees and Special Assessments				
Contiguous area owned shown on plat				
Corner reference				
Total acreage				
Existing and proposed 2 foot contours for slopes less than 10%, and 5 foot contours for slopes more than				
Existing, high and low water elevations				
100 year floodplain and 2 feet above 100 year floodplain or 5 feet above the maximum flood of record where data is unavailable				

## TOWN OF OTTAWA LAND DIVISION REVIEW CHECKLIST (SPECIFIC LOCAL LAND DIVISION REQUIREMENTS)

SPECIFIC ITEMS FROM TOWN ORDINANCE	Preliminary Plat (P)	Final Plat (F)	Preliminary Certified Survey Map	Final Certified Survey Map
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 or adjacent to the plat				
Type, width and elevation of existing street pavements, and established centerline elevations within or adjacent to the plat				
Location and names of any adjacent subdivisions, parks and cemeteries, and the owners of abutting unplatted lands				
Location, size and invert elevation of existing sanitary or storm sewers, culverts, drain pipes, the location of manholes, catchbasins, hydrants, power and telephone poles, and the location and size of existing water and gas mains within or adjacent to the plat; or the nearest sewers or water mains which might be extended to serve such lands shall be indicated as to their direction and distance from the nearest plat boundary and their size and invert elevation shall be noted				
Locations of existing property boundary lines, structures, drives, streams and watercourses, marshes, rock outcrops, wooded area, railroad tracks, drainage easements, natural drainage area, landfills and other similar significant natural or man-made features within or adjacent to the plat				
Location, width and names of all proposed streets and public rights of way such as alleys and easements				
Dimensions, square footage, acreage, length, width and bearing of lots and blocks, and the proposed lot and block numbers, including outlots				
Location, dimensions, and size of 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 private uses that do not require platting				
Proposed lake or stream access with a small drawing indicating the location of the proposed subdivision in relation to the access. Minimum public access is 60 feet every ½ mile.				
Proposed lake or stream improvement or relocation				
ii of all curves and tangent lengths				
Existing zoning on and adjacent to the proposed subdivision				

## TOWN OF OTTAWA LAND DIVISION REVIEW CHECKLIST (SPECIFIC LOCAL LAND DIVISION REQUIREMENTS)

SPECIFIC ITEMS FROM TOWN ORDINANCE	Preliminary Plat (P)	Final Plat (F)	Preliminary Certified Survey Map	Final Certified Survey Map
Location of soil boring tests, where required, to a depth of 6 feet, unless bedrock is at a lesser depth to portray bedrock and groundwater conditions as they relate to septic systems, etc. One test is required per lot, and the results shall be submitted with the plat.				
Soil type, slope and boundaries as shown on SCS maps				
Mound system information shown of plat				
Street plans and profiles showing the existing ground surface, proposed and established street grades, storm sewer plans and profiles showing the location, grades, sizes, cross sections, elevations and materials of required facilities, where applicable, including extensions				
Borings and soundings				
Septic code compliance				
Soil erosion and sedimentation control plans and snecs				
Septic Javits				
Length and bearing of the centerline of all streets				
Street width along the line of any obliquely intersecting street				
Railroad rights of way within and adjacent to the plat				
Setbacks or building lines				
Utility, drainage, stormwater easements				
Lands reserved for future public acquisition or reserved for the common use of property owners within the plat				
Restrictions relating to access control along public ways, delineation of floodland limits or to the provision of planting strips				
Meander lines				
Preplanned septic systems and driveways				
Joint wells, easements and agreements				
Deed restrictions				
Closure of survey				
Surveying and monumenting requirements				
Surveyor's, owner's and mortgagee's certificates				
House numbers				

## TOWN OF OTTAWA LAND DIVISION REVIEW CHECKLIST (SPECIFIC LOCAL LAND DIVISION REQUIREMENTS)

SPECIFIC ITEMS FROM TOWN ORDINANCE	Preliminary Plat (P)	Final Plat (F)	Preliminary Certified Survey Map	Final Certified Survey Map
Existing buildings, watercourses, drainage ditches, etc.				
Access to public streets				
Street extensions				
Access limitations, reverse frontage, screen plantings, nonaccess reservation, frontage streets				
Reserve strips are prohibited				
Street names				
Lots within or adjacent to the ROW of a limited access highway or railroad shall provide a restricted planting strip 30' in depth, have extra depth for separation purposes, parallel streets no more than 150' from the ROW's and shall intersect streets which cross said ROW's a minimum of 250' from said ROW's				
Cross sections for freeways, expressways and parkways				
Cul-du-sac's shall not exceed 1,200 feet in length with minimum radius of 60'. Temporary cul-du-sac's may have a 33' in width and 33' in length "T" intersection.				
Roads through floodplain areas				
Bridge and culvert design				
Street grades				
Half streets				
Street design – right angle intersections, two streets per intersection, 1,200 feet between intersections along major streets and should be limited				
Treatment of property lines at intersections				
Jogs of minor streets are prohibited within 250 feet of one another where they cross arterial or collector streets				
Pedestrian ways				
Utility easements – municipal utility easements shall be dedicated				
Lot design – right angles or radial, follow municipal boundary lines, nonsewered lots shall not be less than 150 feet in width and 40,000 square feet in area, minimum lot depth shall be 125 feet, 2 ½ depth to 1 width ratio, lots shall be no less than 60 feet in width at the building setback line, corner lots shall have an extra width of 10 feet.				
Double frontage and reverse frontage lots				
40 feet of access required on a public street				

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SPECIFIC ITEMS FROM TOWN ORDINANCE	Preliminary Plat (P)	Final Plat (F)	Preliminary Certified Survey Map	Final Certified Survey Map
Private drives				
Meander areas are included in the lot size				
Oversize lots				
Sidewalks				
Sanitary sewers and sewer laterals				
Storm water drainage facilities				
Public water supply				
Street lamps				
Street signs				
Street trees				
Sediment and erosion control, tree removal/retention, earth moving				
Paths and trails				
Grading plans				
Street plans and profiles				
Sanitary sewer plans and profiles				
Storm sewer plans and profiles				
Water main plans and profiles				
Erosion and sedimentation control plans				
Planting plans				
Plans for curbs, sidewalks, gutters and street sewers, if required				
Additional plans as required				
Improvement certification				

Note: shaded areas – not applicable