

**WINDSOR TOWN BOARD  
RESOLUTION 2014-32**

**RESOLUTION APPROVING CERTIFIED SURVEY MAP AND SUPPORTING  
REZONE IN ORDER TO SEPARATE AN EXISTING RESIDENCE FROM THE  
REMAINING AGRICULTURAL LOT**

**[Rick and Mary Herschleb, Petitioner and Owner of 4389 County Highway DM,  
Town of Windsor, Dane County, Wisconsin].**

**WHEREAS**, Rick and Mary Herschleb, Petitioner and Owner of 4389 County Highway DM, Town of Windsor, Dane County, Wisconsin, by Paulson & Associates, LLC, as surveyor, prepared a Certified Survey Map ("CSM") creating two lots in order to separate an existing residence from the remaining agricultural lot; and

**WHEREAS**, the Town Planner has reviewed the request and prepared a Staff Report dated May 12, 2014 for the Plan Commission and updated for review by the Town Board on June 19, 2014 ("Staff Report"), which Staff Report recommends approval to the Town Board, subject to certain conditions specified in the Staff Report; and

**WHEREAS**, following review of the CSM and Staff Report, the Plan Commission recommended approval of same, subject to those conditions specified in the Staff Report, and as set forth in Plan Commission Resolution 2014-12; and

**WHEREAS**, following review of same, the Town Board hereby recommends approval, subject to those conditions set forth herein.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Board of the Town of Windsor as follows:

A. The Town Board of the Town of Windsor hereby supports the rezone as requested and approves the Certified Survey Map for Richard & Mary Herschleb located at 4389 CTH DM, subject to the following conditions:

1. Subject to the petitioner receiving approval of the CSM by the Village of DeForest.
2. Subject to the petitioner receiving approval of the Rezone and CSM by Dane County.
3. Subject to the petitioner recording a Deed Restriction in a form approved by the Town Attorney acknowledging that Lot 1 shall be restricted from any further land division.
4. Subject to the petitioner recording a Deed Restriction in a form approved by the Town Attorney running to the benefit of the Town of Windsor, requiring payment of Fees in Lieu of Parkland per Section 38-637 of the

Town of Windsor Code of Ordinances (or amendment thereof), to be paid by the property owner at the time when the property owner applies for a building permit to be issued by the Town of Windsor for Lot 2 of the proposed CSM. The Fees In Lieu of Parkland shall be calculated by the Town based on the Code of Ordinance requirements in effect at the time when the property owner applies for a building permit.

5. Subject to the petitioner recording a Deed Restriction in a form approved by the Town Attorney running to the benefit of the Town of Windsor, requiring payment of Fees for Initial Improvement of Parkland per Section 38- 639(e) of the Town of Windsor Code of Ordinances (or amendment thereof), to be paid by the property owner at the time when the property owner applies for a building permit to be issued by the Town of Windsor for Lot 2 of the proposed CSM. The Fees for Initial Improvement of Parkland shall be calculated by the Town based on the Code of Ordinance requirements in effect at the time when the property owner applies for a building permit.
6. Subject to the petitioner reimbursing the Town of Windsor for all costs and expenses incurred by Windsor in connection with the review and approval of the CSM, including, but not limited to, the cost of professional services incurred by the Town of Windsor for the review and preparation of required documents, attendance at meetings or other related professional services.

B. The recommended Deed Restriction is attached hereto as Exhibit A. Any modifications shall be consistent with the terms set forth above, as approved by the Town Attorney.

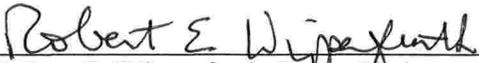
C. It is the Petitioner's obligation to timely satisfy those conditions adopted by the Town Board, and to provide satisfactory verification of compliance to the Town. To provide time necessary for due diligence review, all submissions to the Town for determinations of compliance shall be made at least ten (10) business days prior to the date upon which verification of compliance is required.

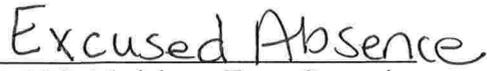
D. The Town Board's approval expires one hundred eighty (180) days from the date of adoption of this Resolution, and all conditions set forth herein must be satisfied prior to expiration of this approval or the approval shall be deemed null and void. Time is of the essence.

*[SIGNATURES ON FOLLOWING PAGE]*

The above and foregoing Resolution was duly adopted at the regular meeting of the Town Board of the Town of Windsor on the 19th day of June, 2014.

**TOWN OF WINDSOR**

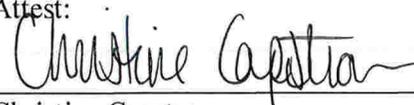
  
\_\_\_\_\_  
Robert E. Wipperfurth, Town Chairman

  
\_\_\_\_\_  
Donald G. Madelung, Town Supervisor

  
\_\_\_\_\_  
Bruce Stravinski, Town Supervisor

  
\_\_\_\_\_  
Alan Buchner, Town Supervisor

  
\_\_\_\_\_  
Monica M. Smith, Town Supervisor

Attest:  
  
\_\_\_\_\_  
Christine Capstran  
Clerk

**DECLARATION:  
NOTICE REGARDING PARK FEE  
(Lot 2)  
RESTRICTION ON FURTHER LAND DIVISION  
(Lot 1)**

The undersigned, **Richard S. and Mary T. Herschleb**, husband and wife ("Owner") being the owners of certain real property located in the Town of Windsor, Dane County, Wisconsin, and more particularly described as Lot One (1) and Lot Two (2) of Certified Survey Map No. \_\_\_\_\_ ("CSM") recorded in the Dane County Register of Deeds Office on \_\_\_\_\_, 2014, as Document No. \_\_\_\_\_ (hereafter collectively "the Lots" or individually "Lot 1" and "Lot 2"), and the undersigned, Town of Windsor ("Town"), for good and valuable consideration, do hereby burden Lot 1 and Lot 2 and benefit the Town as follows:

**Return to:**

Atty. Constance L. Anderson  
Stafford Rosenbaum LLP  
PO Box 1784  
Madison, Wisconsin 53701-1784

**Parcel Nos.:** See attached list

1. **Payment of Fees In Lieu of Parkland.** The payment of fees in lieu of parkland, which is due at the time of land division pursuant to Section 38-637(b) of the Town of Windsor Code of Ordinances, is hereby deferred at Owner's request and on the following terms: Said fee shall become due and shall be paid by the Owner or successor at such time as the Owner or successor applies to the Town for a building permit for a residential unit for Lot 2 of the CSM. At such time, the Fees In Lieu of Parkland shall be calculated by the Town based on the Code of Ordinance requirements then in effect; however, the amount due shall not be less than \$1,430.50 per dwelling unit, which is the rate in effect as of the date of approval of the CSM.
2. **Payment of Fees for Initial Improvement of Parkland.** The payment of fees for initial improvement of parkland, which is due at the time of land division pursuant to Section 38-639(e) of the Town of Windsor Code of Ordinances, is hereby deferred at Owner's request and on the following terms: Said fee shall become due and shall be paid by the Owner or successor at such time as the Owner or successor applies to the Town for a building permit for a residential unit for Lot 2 of the CSM. At such time, the Fees for Initial Improvement of Parkland shall be calculated by the Town based on the Code of Ordinance requirements then in effect; however, the amount due shall not be less than \$1,091.36 per dwelling unit, which is the rate in effect as of the date of approval of the CSM.
3. **Restrictions on Further Land Division.** Lot 1 shall be and hereby is restricted from any further land division. This restriction runs with the land.





**TO:** Town of Windsor Board  
**CC:** Robert Wipperfurth, Chairman  
Tina Butteris, Office Manager  
Amy Anderson Schweppe, Planning & Development Coordinator  
Kevin Richardson, Engineer  
Constance Anderson, Attorney  
**FROM:** Jamie Rybarczyk, Planning Consultant  
**RPT DATE:** June 12, 2014  
**MTG DATE:** June 19, 2014  
**FOTH FILE:** 13W027.01/24  
**RE:** Request for Rezone & CSM by Richard & Mary Herschleb

**BACKGROUND:**

1. Petitioner/Property Owner: Richard S. & Mary T. Herschleb
2. Agent: Dan Paulson (Paulson & Associates, LLC)
3. Location/Address: 4389 CTH DM
4. Taxkey Number: 068-0910-052-8000-3
5. Area: Total = 31.8ac, Lot 1 = 2.37ac, Lot 2 = 29.43ac
6. Existing Zoning: Agricultural District (A-2)
7. Proposed Zoning: Lot 1 = Agricultural District (A-2(2)), Lot 2 = Agricultural District (A-2)
8. Future Land Use: Agricultural & Environmental Preservation & Parks

**OVERVIEW:**

The petitioner wishes to split the existing single family residence and shed from the cultivated fields in order to sell the residence to his daughter. In addition the petitioner proposes to rezone Lot 1 from Agricultural District (A-2) to Agricultural District (A-2(2)) which requires a minimum lot area of two (2) acres and a minimum lot width of one-hundred (100) feet at the building line. The existing residence and shed comply with the required setbacks and height requirements for the Agricultural District (A-2(2)).

**SURVEYING COMMENTS:**

Staff has no technical comments regarding the proposed Certified Survey Map per Wis. Stats. 236.34, and the Town of Windsor Code of Ordinances.

**TOWN POLICY CONCERNS/ISSUES:**

The proposed Certified Survey Map complies with Chapter 38 (Planning and Development) of the Town of Windsor Code of Ordinances and Chapters 10 (Zoning) and 75 (Land Division and Subdivision Regulations) of the Dane County Code of Ordinances. However, per the Town of Windsor Comprehensive Plan: 2025, Appendix C states: flag lots, lots requiring long access drives, or driveways bisecting productive farmland are strongly discouraged. Based on review of the submitted application and exhibits, it is my opinion Lot 1 is reasonable based on the following:

- The single family residence and shed are existing structures;
- The field cultivation, woods/vegetation, and environmental corridors are not bisected by the creation of Lot 1;



## Staff Report

- The CSM complies with Chapter 38 (Planning and Development) of the Town of Windsor Code of Ordinances and Chapters 10 (Zoning) and 75 (Land Division and Subdivision Regulations) of the Dane County Code of Ordinances; and
- The Town of Windsor Comprehensive Plan: 2025 is to be used as a “tool” to guide land rezoning and division.

In addition, Town staff recommends that the Town of Windsor Plan Commission and Board waive the Fees in Lieu of Parkland and Fees for Initial Improvement of Parkland since the single family residence already exists on Lot 1. Fees in Lieu of Parkland and Fees for Initial Improvement of Parkland will be applied to Lot 2 if any future development or division of Lot 2 occurs.

### STAFF RECOMMENDATION:

Depending on confirmation by the Town of Windsor Board of the above described comments, the Town of Windsor Board may take the following action:

The Town of Windsor Board **Approves** of the Rezone and Certified Survey Map for Richard & Mary Herschleb located at 4389 CTH DM subject to the following conditions:

1. Subject to the petitioner receiving approval of the CSM by the Village of DeForest.
2. Subject to the petitioner receiving of the Rezone and CSM by Dane County.
3. Subject to the petitioner recording a Deed Restriction in a form approved by the Town Attorney acknowledging that Lot 1 shall be restricted from any further land division.
4. Subject to the petitioner recording a Deed Restriction in a form approved by the Town Attorney running to the benefit of the Town of Windsor, requiring payment of Fees in Lieu of Parkland per Section 38-637 of the Town of Windsor Code of Ordinances (or amendment thereof), to be paid by the property owner at the time when the property owner applies for a building permit to be issued by the Town of Windsor for Lot 2 of the proposed CSM. The Fees In Lieu of Parkland shall be calculated by the Town based on the Code of Ordinance requirements in effect at the time when the property owner applies for a building permit.
5. Subject to the petitioner recording a Deed Restriction in a form approved by the Town Attorney running to the benefit of the Town of Windsor, requiring payment of Fees for Initial Improvement of Parkland per Section 38-639(e) of the Town of Windsor Code of Ordinances (or amendment thereof), to be paid by the property owner at the time when the property owner applies for a building permit to be issued by the Town of Windsor for Lot 2 of the proposed CSM. The Fees for Initial Improvement of Parkland shall be calculated by the Town based on the Code of Ordinance requirements in effect at the time when the property owner applies for a building permit.
6. The petitioner has reimbursed the Town of Windsor for all costs and expenses incurred by Windsor in connection with the review and approval of the CSM, including, but not limited to, the cost of professional services incurred by the Town of Windsor for the review and preparation of required documents, attendance at meetings or other related professional services.

### COMPREHENSIVE PLAN CONSISTENCY:

Subject to the comments under the Town Policy Concerns/Issues, the proposed Rezone and CSM are consistent with the Town of Windsor Comprehensive Plan: 2025.

### TOWN OF WINDSOR CHAPTER 38 (PLANNING & DEVELOPMENT) AND DANE COUNTY CHAPTER 75 (LAND DIVISION & SUBDIVISION REGULATIONS) CONSISTENCIES:

The proposed CSM is consistent with Chapter 38 (Planning and Development) of the Town of Windsor Code of Ordinances and Chapter 75 (Land Division and Subdivision Regulations) of the Dane County Code of Ordinances.



## Staff Report

### DANE COUNTY CHAPTER 10 (ZONING) CONSISTENCY:

The proposed Rezone is consistent with Chapter 10 (Zoning) of the Dane County Code of Ordinances.

### EXHIBITS:

- A. Dane County DCiMap
- B. Petitioner Application



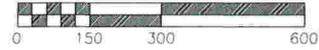
# DANE COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_

LOCATED IN THE NE 1/4 OF THE NW 1/4, SECTION 5,  
T9N, R10E, TOWN OF WINDSOR, DANE COUNTY, WISCONSIN

DOCUMENT NUMBER \_\_\_\_\_

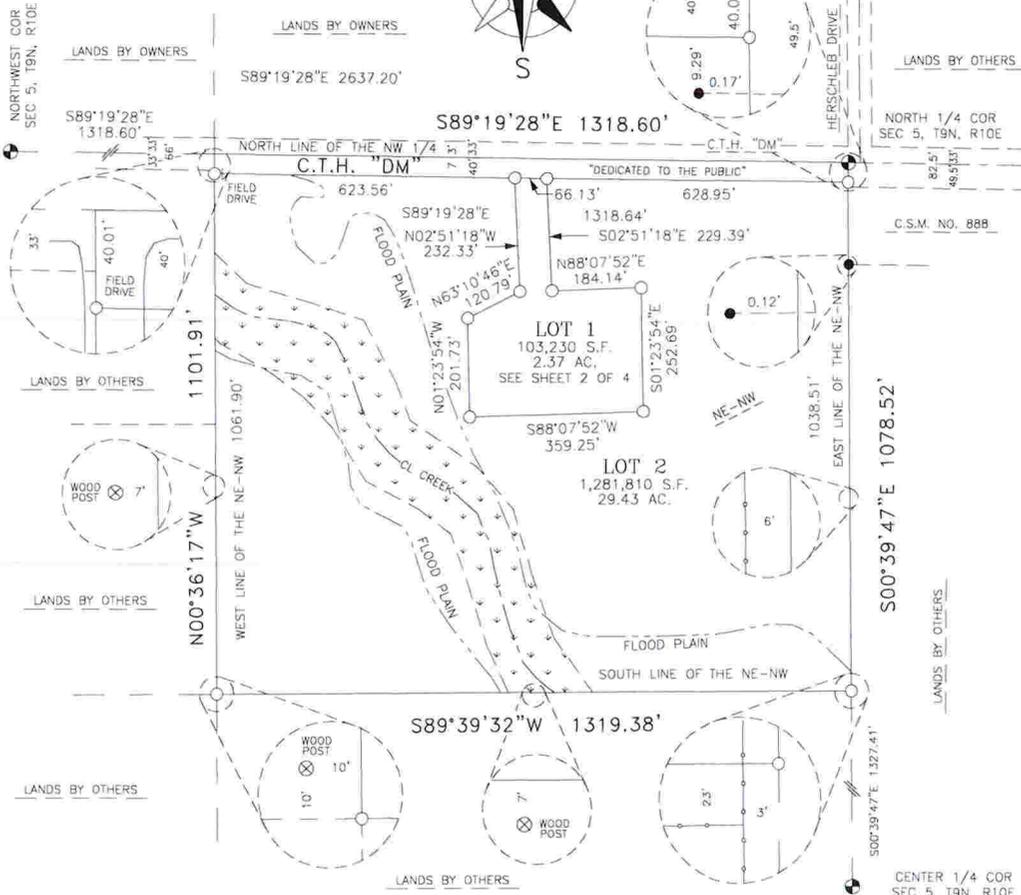
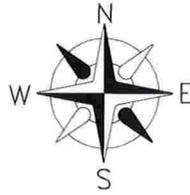
SCALE

1" = 300'



## BASIS OF BEARINGS

THE NORTH LINE OF THE NW 1/4  
IS ASSUMED TO BEAR S89°19'28"E.



## LEGEND

- DANE COUNTY ALUMINUM MON. (FOUND) (UNLESS NOTED)
- 1-1/2" IRON PIPE (FOUND)
- 3/4" x 24" ROUND IRON RE-BAR WEIGHING 1.50 LBS/LF (SET)
- ( ) "RECORDED AS" INFORMATION
- INTERMITTENT FENCE LINE
- APPROXIMATE 100 YR FLOOD PLAIN AS PER FIRM NO. 55025C0089G
- APPROXIMATE WETLANDS AS PER WISDNR

SURVEYOR  
**PAULSON & ASSOCIATES, LLC**  
 Daniel A. Paulson  
 136 W. Holm Street  
 DeForest, WI 53532

OWNER/SUBDIVIDER  
 Richard S. & Mary T. Herschleb  
 N153 Herschleb Drive  
 DeForest, WI 53532

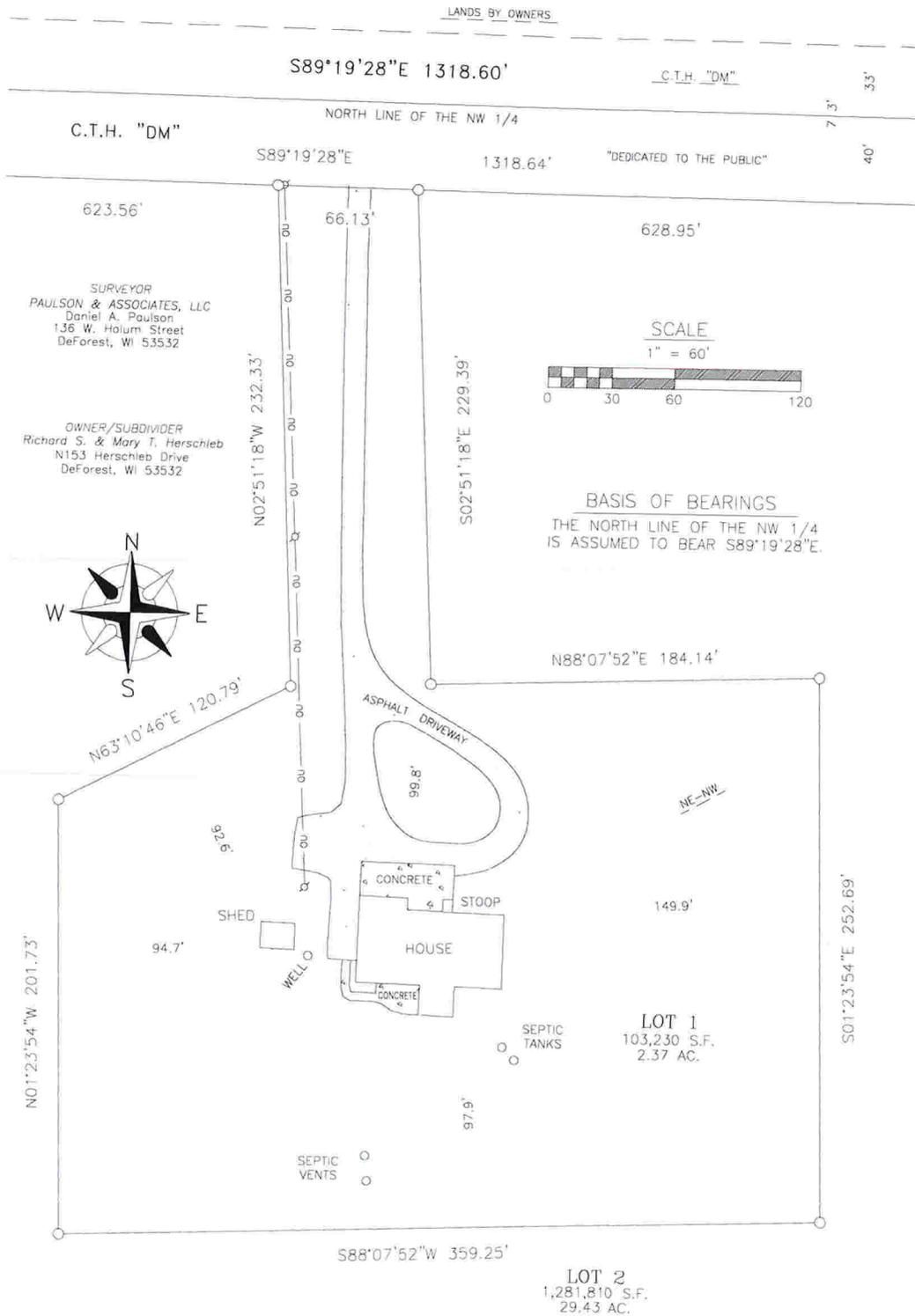
## TOTAL AREA

1,437,780 SQUARE FEET  
 33.01 ACRES  
 1,385,040 SQUARE FEET  
 31.80 ACRES  
 (EXCLUDING RIGHT-OF-WAY)



**LAND SURVEYING**  
 DEFOREST, WI  
 608-846-2523

- NOTES: 1) DETAILS ARE NOT TO SCALE.  
 2) CENTERLINE OF CREEK IS APPROXIMATE (AS PER DCIMAP)  
 3) REFER TO BUILDING SITE INFORMATION CONTAINED IN THE DANE COUNTY SOIL SURVEY.



**LEGEND**

- 3/4" x 24" ROUND IRON RE-BAR WEIGHING 1.50 LBS/LF (SET)
- UTILITY POLE
- ou - OVERHEAD UTILITIES



**SURVEYOR'S CERTIFICATE**

I, Daniel A Paulson, Registered Land Surveyor **DO HEREBY CERTIFY** that by the direction of Richard S. Herschleb, I have surveyed, divided, monumented, and mapped the NE ¼ of the NW ¼ of Section 5, Town 9 North, Range 10 East, Town of Windsor, Dane County, Wisconsin, described as follows:

- BEGINNING** at the North Quarter Corner of Section 5;
- thence S00°39'47"E, 1078.52 feet along the east line of the NE ¼ of the NW ¼ of Section 5 to the southeast corner of said NE ¼ of the NW ¼;
- thence S89°39'32"W, 1319.38 feet along the south line of the NE ¼ of the NW ¼ of Section 5 to the southwest corner of said NE ¼ of the NW ¼;
- thence N00°36'17"W, 1101.91 feet along the west line of the NE ¼ of the NW ¼ of Section 5 to the northwest corner of said NE ¼ of the NW ¼;
- thence S89°19'28"E, 1318.60 feet along the north line of the NW ¼ of Section 5 to the **POINT OF BEGINNING**.

Containing 1,437,780 square feet, 33.01 acres (1,385,040 square feet, 31.80 acres)(excluding C.T.H. "DM" right-of-way).  
Subject to all recorded and unrecorded easements.

I do hereby certify that to the best of my knowledge and belief this survey is a correct representation of the boundaries of land surveyed and the division of that land and that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes, Chapter 75.17 of Dane County Subdivision Ordinance and the Town of Windsor Code of Ordinances in surveying and mapping the same.

\_\_\_\_\_  
Daniel A. Paulson RLS-1699

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

**TOWN OF WINDSOR APPROVAL CERTIFICATE**

Approved for recording by the Windsor Town Board this \_\_\_\_\_ day of \_\_\_\_\_, 2014. The public highway right-of-way dedication designated herein is acknowledged and accepted by the Town of Montrose.

\_\_\_\_\_  
Authorized Representative  
Windsor Town Board

**VILLAGE OF DEFOREST APPROVAL CERTIFICATE**

Approved for recording by the Village of DeForest this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
LuAnn Leggett, Village Clerk

**DANE COUNTY APPROVAL CERTIFICATE**

Approved for recording by the Dane County Zoning and Land Regulation Committee.

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

\_\_\_\_\_  
\_\_\_\_\_  
Authorized Representative

**CERTIFICATE OF THE DANE COUNTY REGISTER OF DEEDS**

Received for recording this \_\_\_\_\_ day of \_\_\_\_\_, 2014, at \_\_\_\_\_ o'clock  
\_\_\_\_. M. and recorded in Volume \_\_\_\_\_ of Certified Survey Maps of Dane County,  
Pages \_\_\_\_\_.

DOCUMENT NO. \_\_\_\_\_  
Dane County Register of Deeds

**OWNERS CERTIFICATE OF DEDICATION**

We, Richard S. & Mary T. Herschleb, as owners hereby certify that we caused the land described to be surveyed, divided, dedicated and mapped as represented on the map. I also certify that this certified survey map is required by S.75.17(1)(a), Dane County Code of Ordinances to be submitted to the Dane County Zoning and Land Regulation Committee for approval.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Richard S. Herschleb

\_\_\_\_\_  
Mary T. Herschleb

**STATE OF WISCONSIN)**  
\_\_\_\_\_ **COUNTY)** )SS

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014, the above Richard S. & Mary T. Herschleb to me known to be the persons who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public \_\_\_\_\_, Wisconsin  
My commission expires: \_\_\_\_\_

**CONSENT OF MORTGAGEE**

I, \_\_\_\_\_, representative of \_\_\_\_\_, as mortgagee of the above described land, do hereby consent to the surveying, dividing and mapping of the land described on this map.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Authorized Representative

**STATE OF WISCONSIN)**  
\_\_\_\_\_ **COUNTY)** )SS

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014, the above \_\_\_\_\_ to me known to be the persons who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public \_\_\_\_\_, Wisconsin  
My commission expires: \_\_\_\_\_

## EXHIBIT A

### LEGAL DESCRIPTION FOR ZONING CHANGE

Located in the NE ¼ of the NW ¼, Section 5, Town 9 North, Range 10 East, Town of Windsor, Dane County, Wisconsin, described as follows:

#### **A-2 to A-2(2)**

**COMMENCING** at the North Quarter Corner of Section 5;

thence N89°19'28"W, 630.49 feet along the north line of the NW ¼ of Section 5;

thence S02°51'18"E, 40.08 feet to the **POINT OF BEGINNING**;

thence continuing S02°51'18"E, 229.39 feet;

thence N88°07'52"E, 184.14 feet;

thence S01°23'54"E, 252.69 feet;

thence S88°07'52"W, 359.25 feet;

thence N01°23'54"W, 201.73 feet;

thence N63°10'46"E, 120.79 feet;

thence N02°51'18"W, 232.33 feet;

thence S89°19'28"E, 66.13 feet to the **POINT OF BEGINNING**.

Containing 103,230 Square Feet, 2.37 acres.

Subject to all other recorded and unrecorded easements.

\_\_\_\_\_  
Daniel A. Paulson

\_\_\_\_\_  
RLS-1699

\_\_\_\_\_  
Date

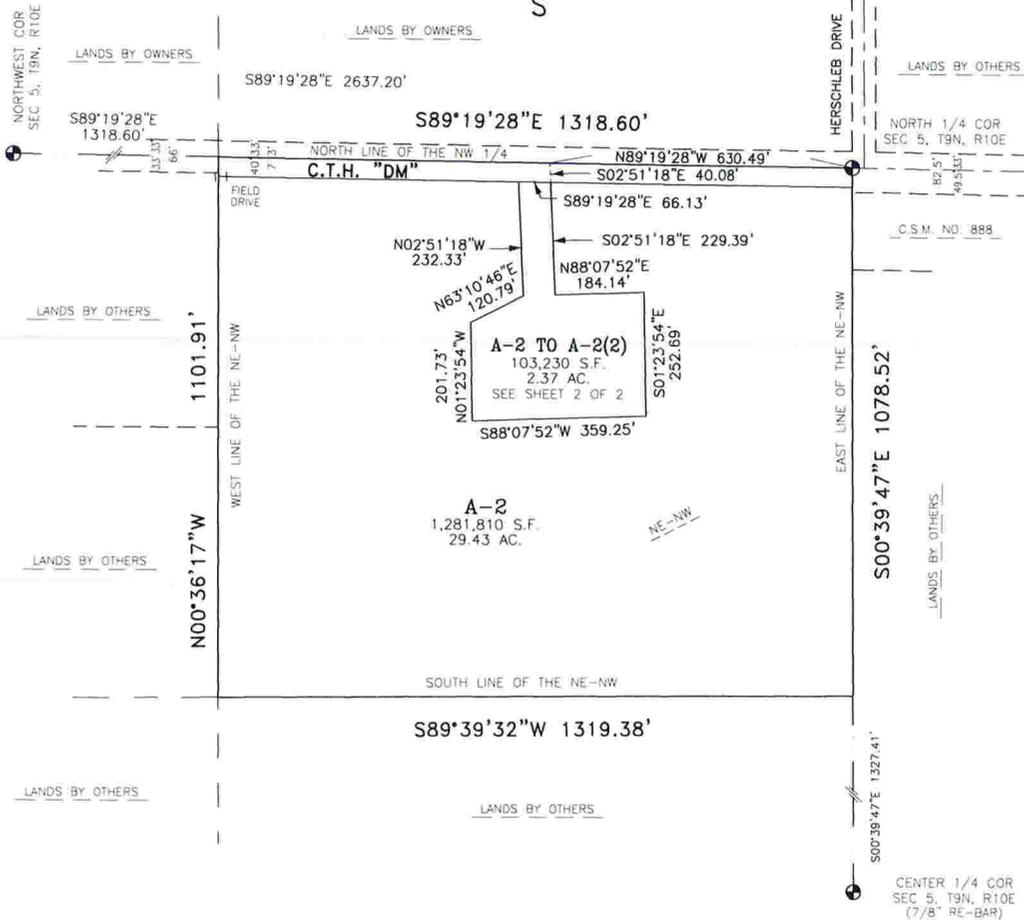
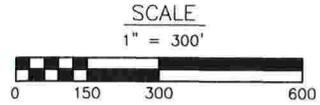
**SEE EXHIBIT B "ZONING CHANGE MAP"**

# EXHIBIT "B"

## ZONING CHANGE MAP

LOCATED IN THE NE 1/4 OF THE NW 1/4, SECTION 5,  
T9N, R10E, TOWN OF WINDSOR, DANE COUNTY, WISCONSIN

**BASIS OF BEARINGS**  
THE NORTH LINE OF THE NW 1/4  
IS ASSUMED TO BEAR S89°19'28"E.



**SURVEYOR**  
PAULSON & ASSOCIATES, LLC  
Daniel A. Paulson  
136 W. Holum Street  
DeForest, WI 53532

**OWNER/SUBDMR**  
Richard S. & Mary T. Herschleb  
N153 Herschleb Drive  
DeForest, WI 53532

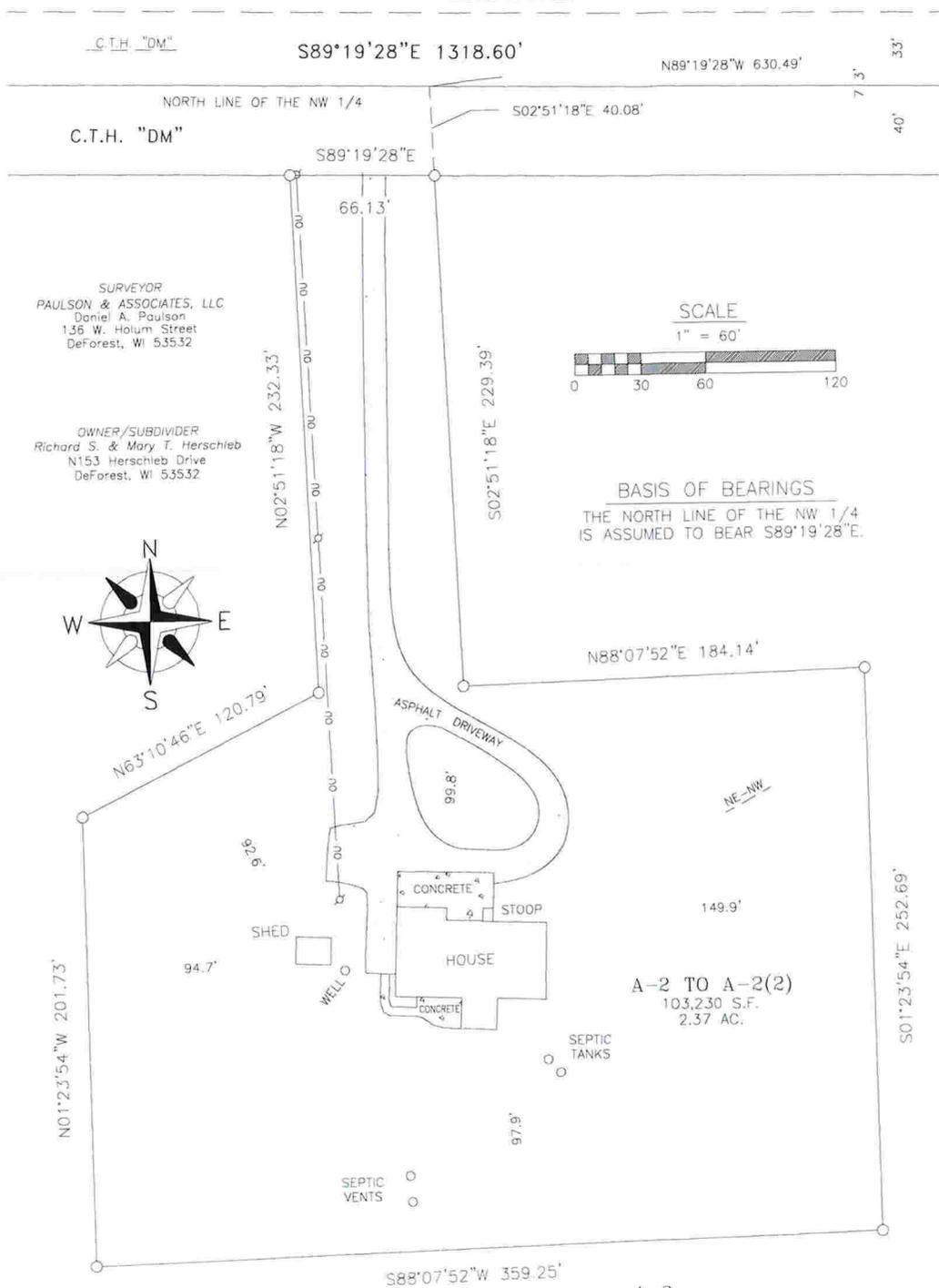
### LEGEND

- ⊕ DANE COUNTY ALUMINUM MON. (FOUND) (UNLESS NOTED)
- 1-1/2" IRON PIPE (FOUND)
- 3/4" x 24" ROUND IRON RE-BAR WEIGHING 1.50 LBS/LF (SET)
- ( ) "RECORDED AS" INFORMATION



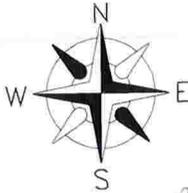
**TOTAL AREA**  
1,437,780 SQUARE FEET  
33.01 ACRES  
1,385,040 SQUARE FEET  
31.80 ACRES  
(EXCLUDING RIGHT-OF-WAY)

LANDS BY OWNERS



**SURVEYOR**  
PAULSON & ASSOCIATES, LLC  
Daniel A. Paulson  
136 W. Holm Street  
DeForest, WI 53532

**OWNER/SUBDIVIDER**  
Richard S. & Mary T. Herschleb  
N153 Herschleb Drive  
DeForest, WI 53532



**LEGEND**

- 3/4" x 24" ROUND IRON RE-BAR WEIGHING 1.50 LBS/LF (SET)
- ⊕ UTILITY POLE
- ou— OVERHEAD UTILITIES





**Contact Information**

**Applicant:**

Name: Surveyor

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Cell Phone(s): \_\_\_\_\_

Email Address(es): \_\_\_\_\_

**Surveyor:**

Name: Paulson & ASS LLC

Address: 136 W Holum St

City, State, Zip: DeForest, WI 53632

Phone Number(s): 608-846-2523

Cell Phone(s): \_\_\_\_\_

Email Address(es): dan@Paulsonllc.net

**Attorney:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Cell Phone(s): \_\_\_\_\_

Email Address(es): \_\_\_\_\_

**Owner:**

Name: Rick & MARY Herschleb

Address: 1153 Herschleb Dr

City, State, Zip: DeForest WI 53632

Phone Number(s): ~~445~~ \_\_\_\_\_

Cell Phone(s): 445 3793

Email Address(es): \_\_\_\_\_

**Engineer:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Cell Phone(s): \_\_\_\_\_

Email Address(es): \_\_\_\_\_

# Town of Windsor

## Certified Survey Map Review

**Certified Survey Map Application Form**

The Town of Windsor Plan Commission typically meets on the **third Tuesday of every month at 6:00 p.m.**, and the Town Board typically reviews planning issues on the third Thursday of every month at 5:00 p.m. (or as otherwise scheduled) at the Town Hall, 4084 Mueller Road. Applicants must submit an application for a Certified Survey Map no less than 30 days prior to the next regularly scheduled Plan Commission meeting.

The application shall: 1) be on forms made available from the Town and accompanied by the required fee and review escrow, 2) include 30 copies of the certified survey map drawn per the requirements of Section 4.4 of the Town Subdivision Ordinance, and 3) include a digital pdf copy of all submitted drawings and supplementary data.

*The applicant is responsible for adhering to all requirements of Town ordinances, regulations, plans, and policies. This form shall not be deemed a substitute for the applicant's thorough reading and understanding of applicable Town ordinances, regulations, plans, and policies.*

**Process for Review and Approval (per Sections 4.1, 4.5, and 4.13 of Subdivision Ordinance)**

- 1) Consultation meeting with Town Staff
- 2) Submittal (at least 30 days prior to next plan commission meeting) of application form, fees and review escrow, and CSM and supplementary materials as described above
- 3) Staff review of application materials for compliance with requirements
- 4) Plan Commission review, public hearing, and recommendation
- 5) Town Board review, public hearing, and action
- 6) Subdivider shall record the CSM with the Dane County Register of Deeds within 30 days of approval by Town Board and any other approving agencies, and provide a copy of executed documents to Town Clerk

**Technical Requirements of CSM (per Section 4.12 of Town Subdivision Ordinance)**

The CSM shall show correctly on its face all the information required by Wis. Statute 236.34, and shall meet all the surveying and monumenting requirements of Wis. Statute 236.15. In addition, the applicant shall submit the following documents which shall be considered to be incorporated with and made part of the CSM:

	Item	Applicant
1	Deed Restrictions	NS
2	Joint Maintenance Agreements	NS

3	All certificates required by Wis. Stat. 236.34	
4	Final Street Plan	NA
5	Final Stormwater Management Plan	NA
6	Final Erosion and Sedimentation Control Plan	NA
7	Soil and Subsurface Investigation Report	NA
5	Traffic Control Plan	NA
8	Water and Sewer Plans	NA
9	Opinion of Probable Cost	NA
10	Additional Plans or Information	NS
11	Owner's and Mortgagee's certificates for Street Dedication	NA

Checklist Legend:	
✓	submitted completely
N/S	not submitted
N/A	not applicable to project
W	waived for reasons to be described in staff report
P	submittal pending, material must be submitted prior to meeting as requested by staff
A	submittal pending, material required as condition for approval

Date Complete Application Submitted: 4/17/14

# Dane County Zoning Review

## Dane County Technical Requirements for a Rezone

Item		Applicant
1	Legal Description – of the land proposed to be rezoned.	✓
2	Tax parcel Number(s) – of the lot(s) or parcel(s) to be rezoned.	✓
3	Scale Drawing – of the proposed rezone area showing point of beginning, dimensions, and bearings per the legal description. Scale should be 1" = 400'; if the rezoned area is small a larger scale map may be required. Scale drawings shall include the size of the area to be rezoned in acres or square feet, existing and proposed zoning districts for the proposed rezone area, existing zoning districts of all neighboring properties, and soil capability unit classifications as shown in the Soil Survey of Dane County. More complicated projects may require a site plan showing proposed buildings, parking, landscaping, etc.	✓
4	Written Statement – including existing uses of the property, existing uses on all neighboring properties, proposed uses of the rezoned area indicating why the rezone is appropriate, and a time schedule for development.	✓