



Land Division Final Plat or Condo Plat Approval Process: Approx. 4-6 Weeks

Step 1: Pre-application Staff Meeting

Although not always required, it is recommended the applicant meet with the Planning Director to discuss the proposed request. This step is intended to explain to the applicant the purpose of the regulations, submittal requirements, and to informally reach mutual conclusions regarding the objectives of the proposed project.

Step 2: File Application Materials

The applicant submits a completed Plan Commission application form, the proposed final plat, other necessary materials as needed, and a \$250 application fee. Upon receipt of the necessary materials, the Planning Director will place the item on the agenda for the next available Plan Commission meeting. The application deadline for getting on the Plan Commission meeting agenda is generally (30) days prior to the meeting.

Step 3: Staff Review

City staff, including representatives of various city departments and divisions as needed, will provide a technical review of the final plat to identify relevant issues. If extensive changes are required or more information is needed to adequately review the application (e.g. additional plans or engineering studies), the application may not be scheduled for a meeting to allow time for the necessary work to be completed. If deficiencies are minor, the item will be scheduled for a meeting, subject to revised plans being submitted at least seven days prior to the meeting.

Step 4: Plan Commission Action

The plat shall be reviewed by the Plan Commission for conformance with the subdivision ordinance, zoning ordinance, the comprehensive plan, and all other ordinances and statutes that affect it. The applicant should attend this meeting and be prepared to present the request and answer questions from the Plan Commission. Public statements will be allowed at this meeting. The Plan Commission meets on the third Thursday of the month, at 6:00 p.m. in the council chambers of City Hall. The Plan Commission shall recommend to the Common Council to approve, approve conditionally, or deny the plat. The subdivider shall be notified in writing of any conditions of approval or the reason for rejection.

Step 6: Common Council Action

The Common Council, upon receiving the final plat from the Plan Commission, shall either approve, approve conditionally, or deny the plat. The subdivider shall be notified in writing of any conditions of approval or the reason for rejection.

Step 7: Recording

Required signatures for the final plat shall be collected onto a required hard copy final plat and be recorded with the Ozaukee County Register of Deeds.

Final Plat or Condo Plat Submittal Checklist

- Completed Pre-Application Meeting
- Completed Final Plat
- Application payment - \$250 (Mailed or Dropped off)
- One (1) professionally prepared Final Plat in conformity with [Sec. 18.07.20](#) of the Port Washington Subdivision Control Ordinance.

Submittal: All application materials can be submitted via email to: rharris@portwashingtonwi.gov



PLAN COMMISSION APPLICATION

Date Received: _____ Check Number: _____ Amount: _____ (For Office Use Only)

- | | | | |
|---|----------|---|-----------------|
| <input type="checkbox"/> Plan Concept Review | \$300.00 | <input type="checkbox"/> Awning Review | \$ 50.00 |
| <input type="checkbox"/> Preliminary Plat Review | 550.00 | <input type="checkbox"/> Special Exception or Minor Review | 250.00 / 100.00 |
| <input type="checkbox"/> Final Plat or Condo Plat Review | 250.00 | <input type="checkbox"/> Business, Site, and Operational Plan | 450.00 |
| <input type="checkbox"/> Planned Development Overlay | 300.00 | <input type="checkbox"/> Conditional Use Grant | 300.00 |
| <input type="checkbox"/> Certified Survey (w/o dedication) | 250.00 | <input type="checkbox"/> Zoning Text or Map Amendment | 250.00 |
| <input type="checkbox"/> Certified Survey (with dedication) | 275.00 | <input type="checkbox"/> Annexation | 300.00 |

Description of Proposed Request: _____

Property Address: _____ Tax Key: 16- _____

Owner's Name: _____ Phone: _____

Fax: _____ Email: _____

Mailing Address: _____

Applicant's Name: _____ Phone: _____

Fax: _____ Email: _____

Mailing Address: _____

Relationship to Owner: _____

*****Digital Copies of your plans are required for the Plan Commission and Design Review Board meeting.*****

In making this application, I (we) acknowledge that the Plan Commission will review the contents of this application at a public meeting, that I (we) or a representative on my (our) behalf will be expected to attend the public meeting in order to provide information and answer questions, and that the meeting will be open to all interested persons who desire to attend. I (we) also grant permission to any City of Port Washington official or representative to enter and inspect the subject property at any reasonable time to consider the merits of this application, to take photographs, and to post public hearing notices if required.

Signature of Applicant: _____ Date: _____

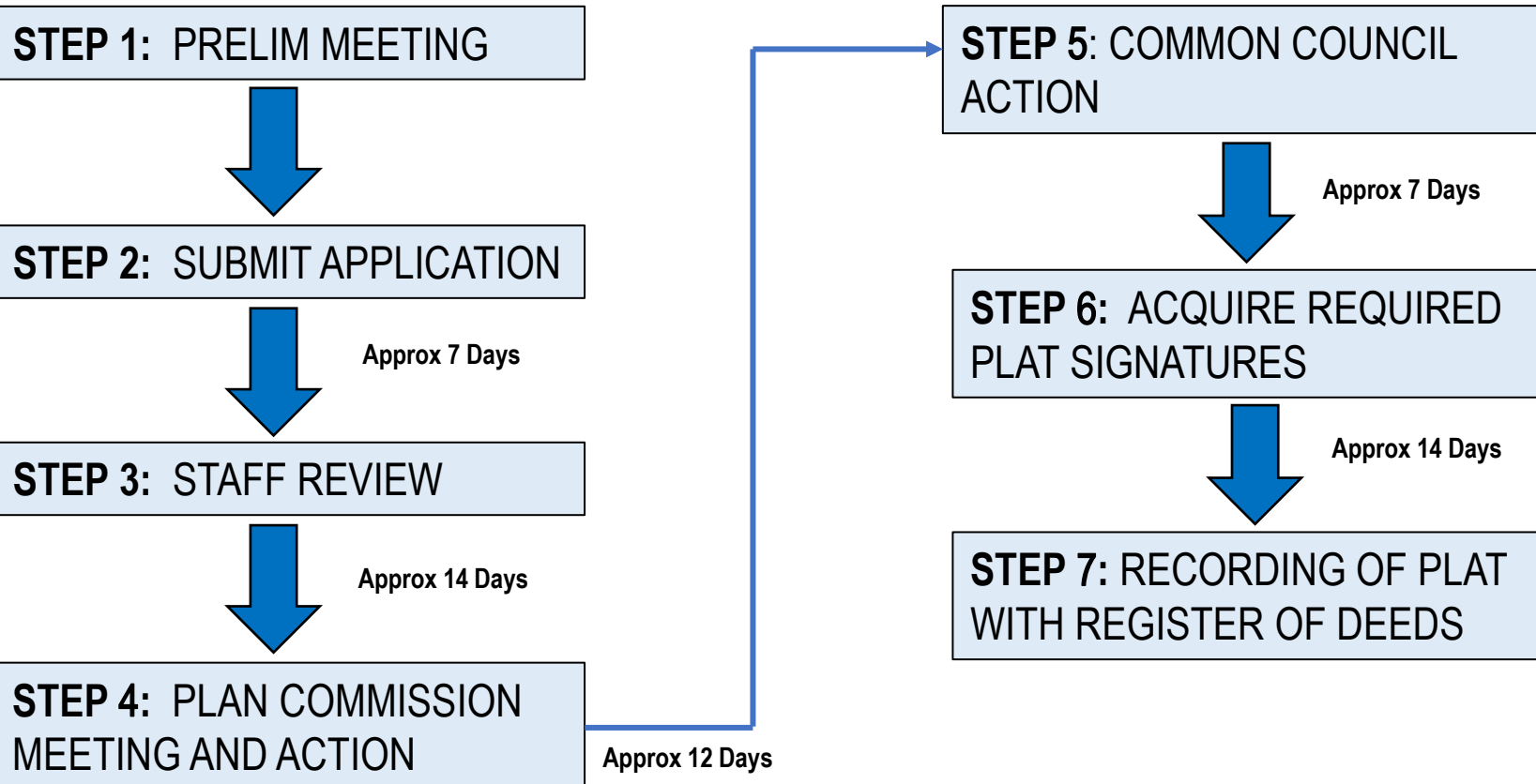
• www.portwashingtonwi.gov •

City of Port Washington, 100 West Grand Avenue, P. O. Box 307, Port Washington, WI 53074-0307. Any questions, please contact City Plan Bob Harris at 262-284-2600 (email: rharris@portwashingtonwi.gov) or his assistant, Judy Klumb at 262-284-2600 (email: jklumb@portwashingtonwi.gov).

Revised 03/2022

CITY OF PORT WASHINGTON FINAL PLAT PROCESS

Estimated Time for Approval: 4 – 6 Weeks



CITY OF PORT WASHINGTON PLANNING DEPARTMENT
101 W GRAND AVENUE, PORT WASHINGTON, WI 53074
CONTACT: Bob Harris, Director of Planning & Development
PHONE: 262.284.2600 X1017
EMAIL: rharris@portwashingtonwi.gov
WEBSITE: www.portwashingtonwi.gov