



Land Division Preliminary Plat

Approval Process: Approx. 4 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 application form, the proposed preliminary plat, other necessary materials as needed, and a \$550 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 request and the submitted information 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 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 approve, approve conditionally, or reject the plat. The subdivider shall be notified in writing of any conditions of approval or the reason for rejection.

Step 6: Next: Approval of the Preliminary Plat shall entitle the subdivider to final approval of the layout shown by such plat if the final plat conforms substantially to such layout and conditions of approval have been met.

Preliminary Plat Submittal Checklist

- ☐ Completed Pre-Application Meeting
- ☐ Completed Preliminary Plat Application
- ☐ Application payment - \$550 (Mailed or Dropped off)
- ☐ One (1) professionally prepared Preliminary Plat in conformity with [Sec. 18.07.20](#) of the Port Washington Subdivision Control Ordinance.

Submittal: All 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 PRELIM PLAT APPROVAL PROCESS

Estimated Time for Approval: Four Weeks

STEP 1: PRELIM MEETING



STEP 2: SUBMIT APPLICATION



Approx 7 Days

STEP 3: STAFF REVIEW



Approx 14 Days

**STEP 5: PLAN COMMISSION
MEETING AND ACTION**



CITY OF PORT WASHINGTON PLANNING DEPARTMENT

101 W GRAND AVENUE, PORT WASHINGTON, WI 53074

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PHONE: 262 284.2600 X1017

EMAIL: rharris@portwashingtonwi.gov

WEBSITE: portwashingtonwi.gov