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 <u>Sec. 18.07.20</u> of the Port Washington
Subdivision Control Ordinance.

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



PLAN COMMISSION APPLICATION

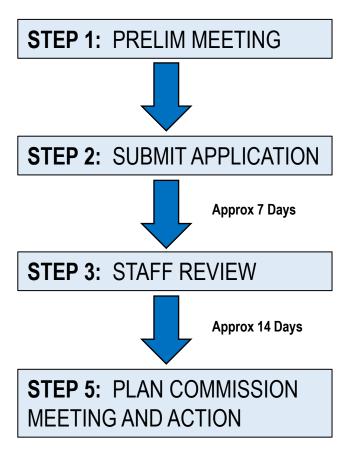
Date Received:	Check Number:		Amount:	(For Office Use Only)	
□ Plan Concept Review □ Preliminary Plat Review □ Final Plat or Condo Plat Review □ Planned Development Overlay □ Certified Survey (w/o dedication) □ Certified Survey (with dedication)	\$300.00 550.00 250.00 300.00 250.00 275.00		Awning Review Special Exception or M Business, Site, and Ope Conditional Use Grant Zoning Text or Map An Annexation	rational Plan	\$ 50.00 250.00 / 100.00 450.00 300.00 250.00 300.00
Description of Proposed Request:					
Property Address:			Tax Key: 16		
Owner's Name:			Phone:		· · · · · · · · · · · · · · · · · · ·
Fax: F	Email:				
Mailing Address:					
Applicant's Name:]	Phone:		
Fax: F	Email:				
Mailing Address:					
Relationship to Owner:					
***Digital Copies of your plans are					
In making this application, I (we) acknown at a public meeting, that I (we) or a reprorder to provide information and answedesire to attend. I (we) also grant perminspect the subject property at any reason and to post public hearing notices if requirements.	owledge that the Plan resentative on my (or er questions, and tha ission to any City of onable time to consid	n Comm ur) beha t the me Port Wa	ission will review the cor alf will be expected to att beting will be open to all i ashington official or repr	ntents of this apend the public interested pers	oplication meeting in ons who nter and
Signature of Applicant:			Date:		
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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





CITY OF PORT WASHINGTON PLANNING DEPARTMENT 101 W GRAND AVENUE, PORT WASHINGTON, WI 53074

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